

**ESTIMATES COMMITTEE
(1968-69)**

(FOURTH LOK SABHA)

SEVENTY-SECOND REPORT

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

**DEPARTMENT OF PRINTING AND STATIONERY
(STATIONERY WING)**



**LOK SABHA SECRETARIAT
NEW DELHI**

March, 1969/Phalguna, 1890 (Saka)

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CONTENTS

	PAGE
COMPOSITION OF THE ESTIMATES COMMITTEE	(ii i)
INTRODUCTION	(v)
CHAPTER I : ORGANISATIONAL SET-UP	
(i) The Government of India Stationery Office, Calcutta	1
(ii) Regional Stationery Depots	3
CHAPTER II : PROCUREMENT AND PURCHASE	
(i) Functions of Stationery Office	9
(ii) Procurement of Paper	19
(iii) Direct Procurement (Stationery Stores)	22
(iv) Inspection of Store	32
(v) Direct Purchase by indenting Departments	34
CHAPTER III : STORAGE AND DISTRIBUTION	44
CHAPTER IV : BUDGET AND ADMINISTRATION	53
APPENDICES—	
I. Indent of Government of India Stationery Office for 1968-69	57
II. Important purchases of Stationery Office during 1965-66, 1966-67 and 1967-68 with prevalent market rates	59
III. Items of stationery stores deleted from vocabu- lary of Stationery Office	61
IV. Sanctioned strength of Stationery Office, Calcutta and its Regional Stationery Depots	68
V. Strength of different categories of head-quarters office of Chief Controller of Printing and Stationery, New Delhi (Stationery Wing)	72
VI. Summary of conclusions/recommendations contained in the Report	74
VII. Analysis of conclusions/recommendations contained in the Report	83

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(1968-69)

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INTRODUCTION

I, the Chairman, Estimates Committee having been authorised by the Committee to submit the Report on their behalf, present this Seventy-second Report on the Ministry of Health and Family Planning and Works, Housing and Urban Development—Department of Printing and Stationery (Stationery Wing).

2. The Committee took evidence of the representatives of the erstwhile Ministry of Works, Housing and Supply (Department of Works and Stationery) on the 19th September, 1968. The Committee wish to express their thanks to the Secretary of the erstwhile Department of Works and Housing and other officers of the Department for placing before them material and information they wanted in connection with the examination of the estimates.

3. The Report was considered and adopted by the Committee on the 22nd February, 1969.

4. A summary of conclusions|recommendations contained in the Report is appended (Appendix VI).

5. A statement showing the analysis of recommendations contained in the Report is also appended to the Report (Appendix VII).

P. VENKATASUBBAIAH,

Chairman,

Estimates Committee.

NEW DELHI;

March 13, 1969.

Phalguna 22, 1890 (Saka).

CHAPTER I

ORGANISATIONAL SET-UP

(i) **The Government of India Stationery Office, Calcutta**

Historical background

1.1. The Government of India Stationery Office, which is responsible for the procurement and supply of stationery stores to Central Government offices (including Defence, Railways and P&T), has been located in Calcutta ever since its inception. This office was established in the year 1850 under the authority and management of the Government of Bengal and was controlled by an officer designated as Superintendent of Stamps and Stationery. On the recommendation of the Meyer Committee, this arrangement came to an end in 1904 and the Stationery Office was transferred to the administrative control of the Government of India in the Finance and Commerce Department and was placed under the charge of the Controller of Printing and Stationery and Stamps, India. With the establishment of the Security Press at Nasik, the Controller was relieved of the functions of procurement and supply of stamps in the year 1928—these functions having devolved on the Master, Security Printing, India and the Controller of Stamps, Nasik Road under the administrative control of the Department (now Ministry) of Finance.

1.2. Notwithstanding the transfer of work relating to procurement and supply of stamps, the structure of the Stationery Office has remained almost the same as it was at its inception. Its activities increased gradually as a result of the decision in the year 1928-29 of all State Railways and some company-managed railways to draw their requirements of stationery stores from it.

1.3. Subsequently, the Stationery Office grew and developed into a large service organisation, being responsible for the both procurement and supply of stationery to all Government of India offices (Civil and Military) as also to certain provincial Governments and a large number of quasi-public bodies.

1.4. As a result of the recommendation of the Departmental Committee (1951-52) the Government of India Stationery Office stopped making supplies to State Governments and local bodies etc. from 1953. This slight decrease in work was more than off-set by the merger of the erstwhile Princely States into the Indian Union, expansion of the offices and ministries and setting up of the Indian

Missions abroad. After Independence, as a result of reorganisation of the different Ministries, the Department was placed successively under the administrative control of one or the other. At present, it is functioning under the control of the Ministry of Health and Family Planning and Works, Housing and Urban Development. The post of the Controller of Printing and Stationery was up-graded and the Printing and Stationery Department was placed under the charge of the Chief Controller of Printing and Stationery towards the end of 1955. The Stationery Office, which was functioning under the overall charge of the Deputy Controller of Stationery, was also under the charge of Controller of Stationery from the year 1956. In 1963, the post of the Chief Controller of Printing and Stationery was up-graded to the level of the post of a Joint Secretary.

Organisational Set-up

1.5. The Government of India Stationery Office, Calcutta headed by the Controller of Stationery, is a subordinate office of the Printing and Stationery Department with the Chief Controller of Printing and Stationery as its head with his headquarters at New Delhi, under the Ministry of Health and Family Planning and Works, Housing and Urban Development.

1.6. The Chief Controller is assisted by a Controller of Administration who looks after the administration of the Government of India Stationery Office and also 13 Government of India presses and two other subordinate offices, viz. the Publication Branch and the Government of India Forms Store. For disposal of contract cases and matters relating to the stationery stores, the Chief Controller is assisted by a Deputy Controller who is also concerned with the financial matters of the presses and the branches other than the Government of India Stationery office.

1.7. The Printing and Stationery Department is an attached office of the Ministry of Health and Family Planning and Works, Housing and Urban Development (Department of Works, Housing and Urban Development). The Printing Division in the Ministry consists of two sections, viz. P-I and P-II under the charge of an Under Secretary. All matters concerning the Stationery Office are dealt with by P-II Section which also deals with matters concerning the Government of India Forms Stores, Calcutta and Government of India Publication Branch, Delhi under the Printing and Stationery Department. The head of the Division is a Deputy Secretary who has, besides these two sections, some other work unconnected with Printing and Stationery Department.

1.8. The Government of India Stationery Office, Calcutta is headed by the Controller of Stationery in the scale of Rs. 1300—1600, who is

assisted by a Deputy Controller of Stationery (scale Rs. 700—1250) and a Deputy Controller of Stationery (Administration) in the scale of Rs. 900—1250 and six Assistant Controllers of Stationery (Class II—Gazetted) in the scale of Rs. 590—830.

(ii) Regional Stationery Depots

1.9. The Departmental Committee headed by Shri K. P. Mathrani (1951-52) had recommended the setting up of Regional Stationery Depots at Delhi, Bombay and Madras to facilitate regular flow of supplies to indentors all over India.

1.10. To facilitate regular flow of supplies, three Regional Stationery Depots have been set up—one each at New Delhi, Madras and Bombay—where there is concentration of Government of India Offices. The number of indentors as on 31-3-1968 served by the Stationery Office and its regional depots is stated to be as under:

Government of India Stationery Office, Calcutta.	5380 indentors
Regional Stationery Depot, New Delhi.	1381 „
Regional Stationery Depot, Madras.	228 „
Regional Stationery Depot, Bombay.	363 „

1.11. The Regional Stationery Depot at New Delhi was established in 1957 and now serves indentors located in Delhi, Jammu and Kashmir, Punjab, Haryana and Himachal Pradesh. In addition, this depot stocks paper and binding material required for printing jobs of the Director of Publications Division, Ministry of Information and Broadcasting, Delhi and printing jobs farmed out to private presses by the office of the Chief Controller of Printing and Stationery.

1.12. The Regional Stationery Depot at Madras was set up in 1964. It caters to the needs of indentors in Madras city only and also stocks paper and binding material for issue to private printers in that region, who are entrusted with work by the Department.

1.13. The Regional Stationery Depot at Bombay started functioning in 1965. It serves indentors located in Bombay proper.

1.14. The indentors of the respective regional depots (except the cash-paying indentors) send their indents to the depots which make supplies from stock, if the quantities of items are small. If the quantity of any item demanded by an indenter is substantial, the depot extracts such items from the indents and passes it on to the Stationery

Office, Calcutta which places supply orders on suppliers for direct supplies to the indentor. The depots also send their demands in the form of requisitions to the Stationery Office at Calcutta at regular intervals for the replenishment of their stocks.

Central Stationery Office, Calcutta

1.15. In a written note the Committee have been informed that the total storage space as noted below is being occupied by the Government of India Stationery Office, Calcutta:

Government of India Stationery Office, Calcutta—at 3 Church Line premises:	1,25,071 sq. ft.
Old Currency Building, Calcutta.	22,283 ,,
PCWH Stores, Calcutta.	52,560 ,,

1.16. Asked to indicate the difficulties, if any, experienced by the Stationery Office with regard to storage space, the Committee have been informed in a written note that at the main office difficulties are being experienced temporarily when large deliveries are required to be accommodated at a time, especially towards the closing months of the contract year. Similar difficulties arise when heavy deliveries of paper-made items made both by the Government of India presses and the private contractors are required to be accommodated. Except on these occasions, the Government of India Stationery Office, Calcutta has no difficulty in regard to storage accommodation.

Regional Stationery Depot, New Delhi

1.17. The Regional Stationery Depot, New Delhi is at present experiencing acute shortage of storage accommodation. The total space occupied by the depot is 38,000 Sq. ft. Although the depot started functioning from 1958-59 and was making supplies to the 353 indentors in Delhi and New Delhi, with the expansion of its activities to the four States of Punjab, Haryana, Himachal Pradesh and Jammu and Kashmir, the total number of indentors fed by this depot now stands at 1331. Moreover, the depot is required to keep stocks of paper belonging to Outside Printing Organisation and the Director of Publications Division. In addition, the depot has to keep a stock of 112 foreign language typewriters to be supplied to the different Ministries as and when international conferences are held. In this way the depot which was started to cater to the local indentors only has now changed to a full-fledged supply depot.

1.18. The accommodation problem of the depot becomes more acute when inspection reports and release instructions from the Inspection Wing of the Directorate General of Supplies and Disposals are delayed. In such a situation the depot cannot take these uninspected stores into its stocks and cannot also issue them to the indentors and thus valuable storage space remains occupied for a long time. The total additional requirements of storage accommodation of the depot for expanding its activities is assessed at 40,000 Sq. ft. roughly.

1.19. The question of constructing an additional storey over the existing structure was considered. As the foundation was originally designed for a single-storey structure, an additional storey cannot be built upon.

1.20. The alternative was to extend the depot premises into the adjacent land. Efforts were made upto January 1967, with the occupants (Central Telegraph Stores), to make the land available but the P&T Department intimated that they were not willing to part with this land. The possibility of putting up a multi-storeyed building in the available vacant land within the depot area was also considered but was given up because of difficulties in handling of stores in a multi-storeyed structure.

1.21. The Committee desired clarification as to whether Government had visualised a situation when the New Delhi depot would be required to cater not only to the needs of the Delhi metropolis, but also of the entire northern region, and how this aspect was not kept in view while planning the present depot in which no moving space or space for expansion is available.

1.22. Clarifying the position, the representative of the Ministry has informed the Committee during evidence:

“According to para 118 of the Mathrani Committee’s report (1951-52), the main reasons for recommending a regional depot in Delhi was that there is a concentration of central offices in Delhi after the capital was transferred to Delhi.

This building with storage space of 38,000 sq. ft. was ready in 1957.

“We require about 40,000 sq. ft. of accommodation more in order to serve all the indentors whom we are serving plus the indentors in western U.P. region and Rajasthan to make it a real regional depot.”

1.23. The Ministry has subsequently informed the Committee in a written note:—

“In accepting the recommendations made by the Departmental Committee appointed in 1951 for Stationery and Printing Department to set up a regional stationery depot at Delhi, Government decided to confine the activities of the Depot to catering for the needs of the indentors at Delhi and New Delhi only totaling about 316. The stores required to be handled for this purpose were estimated to be 1200 to 1400 tons per year and the storage accommodation for it was worked to be 14,000 sq. ft. by the CPWD and the Bedaux Engineers—a private consulting firm of specialists.

Against the above requirements, plans were drawn for 35,000 sq. ft. (24,000 for storage and 11,000 for administrative block, watch and ward, transit godwon etc.). Thus additional accommodation to the extent of 10,000 sq. ft. was provided for future expansion, but unfortunately this was found to be inadequate. In planning buildings, normally, 10 per cent extra is provided to meet future expansion. In the present case, the extra provision was more than 40 per cent. There was thus no drawback in planning.”

1.24. In reply to a query, the representative of the Ministry has stated during evidence that the Ministry have no proposal to demolish the present building and construct a multi-storeyed building.

1.25. The representative of the Ministry has further informed the Committee that paucity of funds had also been a contributory cause for delay in execution of the expansion programme of this depot.

Regional Stationery Depot, Madras.

1.26. The Regional Stationery Depot at Madras was started in 1964 in a hired building at Millers Road. Asked to indicate whether this was an old private building and was in a dilapidated condition which had been hired at an extremely high rate, the Committee have been informed in a written note that the building was hired by the CPWD at a rent of Rs. 1600 per month and offered to the Stationery Office for the depot.

1.27. In August 1965, the depot shifted to the Central Government Office Building at Haddows Road and started supplying all the Stationery items to indentors located in Madras city only, besides supplying basic materials to the firms holding contracts for manufacture

of stationery items, like envelopes, etc. It has been stated that the depot has now been able to get some additional accommodation in the same building and will soon be in a position to cater to the needs of all indentors in the southern region. The total storage space occupied by the depot is about 27,815 sq. ft.

Regional Stationery Depot, Bombay.

1.28. In a written note furnished by the Ministry, it has been stated that Regional Stationery Depot, Bombay is in a portion of the new Central Government Office Building which has no proper storage space. In the absence of better accommodation, there was no alternative but to accept this accommodation. The present arrangement is temporary. The scheme for construction of permanent building has been suggested for inclusion in the Fourth Five Year Plan. It has been stated that the location of the depot adjacent to other Central Government Offices has its advantages for giving better services. At present this depot covering an area of 9,569 sq.ft. is serving the indentors of Bombay city alone, whereas all the other indentors in the Bombay and Gujarat region are getting their supply from the Calcutta godwn. As soon as more accommodation is available, the area of coverage will be extended to Maharashtra and Gujarat.

1.29. Clarifying the requirement of space, for this depot, the representative of the Ministry has stated during evidence:

"Our estimate for a full-fleged regional stationery depot for supplying all the indentors in the western region was 56,000 sq. ft. But we felt that if we could start a small depot even in the accommodation that cou'd be made readily available in government offices, we will have a nucleus organisation with an Assistant Controller to pursue things. So, we have got an area of 6430 sq. ft. and, later on, another 3,139 sq. ft. making a total of 9,569 sq. ft.

"This area is already in use. It is all government building. But we want 56,000 sq. ft. where we will build a new building. We will try and get this land somewhere."

130. 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.

1.31. As regards the Regional Stationery Depot at New Delhi, the Committee feel that there has been a drawback in planning it 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 hope that in future foreseeable and future needs of accommodation would be borne in mind in such cases.

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.

1.33. As regards the Regional Stationery Depot, Bombay, the Committee note that at present it 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.

CHAPTER II

PROCUREMENT AND PURCHASE

(i) Functions of Stationery Office

2.1 The main functions of the Government of India Stationery Office, Calcutta have been stated as under:

- (a) Procurement and supply of stationery stores to all Government of India indentors, including Defence, Railways, P&T, the Union Territory Administrations and some quasi-government bodies and undertakings;
- (b) Procurement and supply of printing ink and printing stores to the Government of India presses;
- (c) Procurement of straw-boards, hand made paper and special items of paper through the DGS&D and their supply to the above mentioned indentors;
- (d) Placement of supply orders on the various paper mills for paper items against DGS&D rate contracts for supply to indentors direct or to the stores of the Government of India Stationery Office and the regional stationery depots;
- (e) Planned stocking of bulk materials in various Government of India Stationery Office stores and regional stationery depots at New Delhi, Madras and Bombay; and
- (f) Maintenance of accounts of stationery stores procured and issued.

2.2 It is also the responsibility of the Printing and Stationery Department to meet the printing requirements, including standard forms of the Central Government offices, which is done at a number of Government of India presses. The Government of India Stationery Office at Calcutta ensures regular supplies to the above presses.

2.3 The India missions abroad also draw their requirements of paper and stationery from the Government of India Stationery Office free of cost and to the extent their requirements are met by the Stationery Office, foreign exchange is saved.

2.4 The Government of India Stationery Office purchases its requirements by inviting tenders.

2.5. Till recently, the Government of India Stationery Office was also responsible for inspecting supplies of paper and stationery stores, but with effect from the 15th November, 1966, these functions, along with the staff and equipment of the inspection wing, were transferred to the DGS&D.

2.6 The Stationery Office has standardised the items which are normally to be supplied to various Government of India offices. Supplies to the non-paying departments are made on the basis of prescribed quantity scales. This in itself is a check on indiscriminate demands by the indentors. The Stationery Office purchases quantities in bulk according to prescribed specifications. This encourages small scale manufacturers to produce stores of acceptable quality.

2.7. Paper and paper boards are procured by the Stationery Office through the DGS&D. DGS&D enters into rate contracts with various paper mills every year for supply of paper and paper boards. For stationery stores, the Government of India Stationery Office, Calcutta concludes running and rate contracts. The rate contract for paper and paper boards is usually for one year from 1st July to 30th June. Contracts for stationery stores are mostly for one year from 1st April to 31st March. In respect of some of the items contracts are concluded biennially.

Categories of Stationery Articles

2.8. The Committee have been informed in a written note that the following broad categories of stationery articles are procured and supplied by the Stationery Office to the Government of India indentors:

- (1) Steel papers and correcting fluid.
- (2) Carbon paper and type writer ribbons.
- (3) Sensitized papers and developers (Ferro, heliotype, dazo paper and developers).
- (4) Booking binding cloth.
- (5) Tracing cloth.
- (6) Writing and drawing articles (pencils, pen nibs, pen-holders etc.)
- (7) Metal wares (pins, gem clips, drawing pins, punches, scissors and desk knives)
- (8) Ink (writing and fountain pen) and sealing wax
- (9) Ink for duplicating purposes.

- (10) Ink for rubber stamps
- (11) Ink drawing and water colour cakes
- (12) Brushes (not drawing brushes)
- (13) Rubber goods (erasers, rubber vulcanised and India rubber pads)
- (14) Stationery laces and tags
- (15) Metal stores (rubber stamp pad, metal stamp pad, waste paper baskets etc.)
- (16) Wooden stationery (ink-stands, rulers etc.)
- (17) Glassware (ink-glass, gum bottles etc.)
- (18) Gum Arabic, gum liquid and office paste
- (19) Files and ring binders and loose-leaf binders
- (20) Rubber stamps
- (21) Blank card railway tickets
- (22) Printing inks and other printing stores (excluding type metals)
- (23) Paper made items like blank and ruled books, S.E. envelopes etc.
- (24) File boards and file bands.

Indentors of Government of India Stationery Office

2.9 The Committee have been informed by the Ministry in a written note that during the last three years, 25,445 indents were received by the Government of India Stationery Office. The following is the year-wise break-up of the indents:

1965-66	8190
1966-67	8679
1967-68	8576
Total :	25,445 indents

2.10 The following details have been furnished in regard to the volume of work handled by the Stationery Office during 1967-68:

(a) Number of indentors	7302
(b) Number of indents actually received and handled	8576
(c) Number of issue orders prepared :	
Government of India Stationery Office, Calcutta	21,855
Extracts from Regional Stationery Depots	1,754
Regional Stationery Depots	2,096

25,705 Nos

Number of issue orders complied with :

By placement of Direct supply orders :

Paper	928	} 5,784
Other		
Stores	4,856	

Ex-stock—

At Calcutta and
Regional Stationery Depots 19,627

25,411 Nos.

-
- (d) Allocation of paper made by DGS&D in favour of the Controller of Stationery for placement of supply orders (period from 1.4.1967 to 30.6.1968) . 41,991 M. tons
- (e) No. of supply orders placed against paper allocation for 1967-68—1,697 . for 31,764 M. tons and value Rs. 540 lakhs.
- (f) Number of supply orders placed against DGS&D contracts other than paper—138 : (value—Rs. 11 lakhs).
- (g) Number of supply orders for stationery items placed against formal/annual contracts of the Government of India Stationery Office, Calcutta . 5,181
(value Rs. 211 lakhs)
-

2.11. The Chief Controller of Printing and Stationery are at present arranging supply of stationery articles to about 7,000 Central Government indentors in the country. The supply of stationery is made to non-paying indentors according to the quantity scales prescribed by the Chief Controller in consultation with the Ministry of Works, Housing and Supply.

2.12. The above quantity scales are not applicable to paying indentors like Railways, P&T Department, Defence, research institutions and other autonomous bodies.

2.13. While indicating the volume of work covering the last three years, the Ministry have furnished the following figures for information of the Committee:

(Figures in Lakhs of Rupees)

	1965-66	1966-67	1967-68
(i) Value of indents received	1187	1345	763
(ii) Value of supply orders placed	1074	830	781

2.14. Asked to explain the nature of scrutiny which is made by the Controller of Stationery of the indents received from the various Ministries/Departments of the Government of India, the Ministry have explained the matter to the Committee in a written note.

2.15. According to this note, each indent received during the last three years contained more than 70 items on an average. All the indents were subjected to scrutiny item by item to check:

- (a) whether the indent was submitted properly i.e. in the prescribed form;
- (b) whether all the columns were properly filled in;
- (c) whether the staff strength and the despatch instructions were given on the first page of the indent;
- (d) whether the controlling officers of the indentors had given the certificate that the demands had been scrutinised;
- (e) whether the nomenclature of the items and the Government of India Stationary Office vocabulary number were correctly given in the indent;
- (f) whether the quantity demanded against each item was admissible according to prescribed scale for non-paying indentors.

2.16. Thereafter, supply was allowed on the basis of the admissible quantities less the economy cut imposed by Government from time to time. Items demanded and the items admitted for supply were also valued separately according to the latest rate list.

2.17. The Ministries and Departments of the Government of India have been submitting their indents on the basis of their annual requirements. The Stationery Office has been admitting their demands to the extent admissible less the economy cut. As and when an indenter finds it difficult to manage his work with the quantity of the stores admitted and supplied, he approaches the Chief Controller of Printing and Stationery, New Delhi with detailed justification for the restoration of the cut. The Chief Controller of Printing and Stationery, New Delhi decides each case on its merits.

2.18. The value of the indents during 1965-66, 1966-67 and 1967-68 was Rs. 1,187 lakhs, Rs. 1,345 lakhs and Rs. 1,763 lakhs, respectively. This value represents the value of the items demanded by the indentors and not the value of the quantities admissible. The wide gap between the value of indents received and the value of supplies made, is due to the following reasons:

- (a) The demand of non-paying indentors is cut down to bring it to the level of the quantity scales;
- (b) 20 per cent cut on paper and paper-made items and 60 per cent cut on carbon paper are imposed on the demands where applicable;
- (c) Items which are not stock-line ones are sometimes demanded. Their value is included in the value of indents but excluded from the value of supplies;
- (d) Contracts for same items are either not concluded or concluded too late. In such cases, most of the demand remains non-complied with.
- (e) Even when supplies are arranged by placing direct supply orders, full supplies do not always materialise.
- (f) Due to late receipt of supplies in different stores, part of the admitted quantities accepted for supply ex-stock, remains non-complied with, during the year for which the indent is submitted.

2.19. The quantity scales were prescribed in 1954 and have not been amended since.

2.20. Questioned about the total requirements of articles of stationery etc. of the Government of India during the last three

years and how these requirements are assessed, the Ministry have informed the Committee in a written note:

"An assessment of the demands of indentors likely to be made during the coming year is made at the time of planning procurement. For this purpose quantity statements for miscellaneous stores and paper are prepared before inviting tenders, on the basis of stocks in hand, actual demands received and issues during the previous year, quantities due against previous years' contracts, estimated requirements for this year based on trend of demands and stocks required for building up reserve stock prescribed by Government. There is a provision in the contracts to purchase upto 25 per cent more or less of the contracted quantities. This gives a sufficient cushion to meet any difference between the actual demand of indentors and the estimated demand.

The requirement of paper is assessed on the basis of three years average demand. In addition, the Government of India presses send a forecast of their demands in advance before the indent is placed by the Government of India Stationery Office on the DGS&D for allocation of paper on different paper mills. The value of indents for paper, stationery, printing stores etc. during 1965-66, 1966-67 and 1967-68 was Rs. 11.87 crores, 13.45 crores and 17.63 crores respectively."

2.21. Questioned further on the desirability of the continuance of this practice of the indenting departments for submitting inflated demands for years together and the Chief Controller of Printing and Stationery Department curtailing those demands, the representative of the Ministry has informed the Committee during evidence:

"For Government offices we have laid down a certain quantity scale depending upon not only the indents received but also on other aspects such as the following. When the indents are sent we have asked the indentors to specify the number of typewriters they have got, the number of duplicators that they have got, the number of clerks etc. that they have got. We know in the course of one

day how much of paper will be consumed by that number of duplicators, typewriters etc., and on that basis we know how much will be consumed in one year, and certainly they cannot consume more than that.

“The same thing happens in regard to the typewriter paper also; depending upon the number of typewriters and the number of typists etc., we estimate the quantity of paper that will be consumed per day and on that basis during the whole year and we do not supply more than that.”

2.22. During evidence, the Committee have been informed that the total indents do not always include only those items that the Stationery Office has bought; the indents would also include typewriters, duplicators and so on which this office does not buy. Therefore, the figures of indents are not strictly comparable to the purchase made by the Stationery Office; it is only paper and stationery which the Stationery Office purchases.

2.23. During a study visit to the Regional Stationery Depot, New Delhi, the Study Group of the Committee have been informed by the representative of the Ministry that scrutiny of the demands for stationery articles of individual ministries/departments is done by the Chief Controller of Printing and Stationery in accordance with the quantity scales prescribed in 1954 and with reference to total strength of staff in each ministry/department. Demand from no new department can be entertained by the Controller of Stationery, Calcutta, unless cleared by the Chief Controller of Printing and Stationery.

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.

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.

2.26. The Committee would therefore 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.

2.27. The Committee would also 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 take 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.

Expenditure on Paper and Stationery Stores

2.28. In 1947-48 the expenditure on paper and stationery stores was about Rs. 1.34 crores. It went upto Rs. 8.79 crores in 1964-65. The paper purchased in 1947-48 was about 18,000 tonnes when the Stationery Office was also catering to the needs of some of the State Governments and local bodies. In 1965-66, the Stationery Office purchased about 45,000 tonnes of paper for Central Government offices.

2.29. The figures of expenditure on paper and stationery stores for the past few years are as follows:—

Year	Expenditure in lakhs of rupees	Percentage of increase over the expenditure during 1960-61
1960-61	523.97	..
1961-62	541.99	3.43
1962-63	653.17	24.65
1963-64	843.33	60.95
1964-65	879.08	67.77
1965-66	861.89	64.49
1966-67	571.63	9.09
1967-68	655.00 [final grant]	24.64

2.30. The steep rise in expenditure in the years 1963-64 to 1965-66 was mainly due to enhanced supplies to Defence indentors required because of the National Emergency. In 1966-67, there was a downward trend, as from that year, the Railways were allowed to obtain paper and boards required for printing direct from the paper mills. Similarly, the Ministry of Defence were allowed to obtain their requirements of target paper direct from the paper mills.

2.31. When asked to indicate how far this increase in expenditure on paper and stationery stores for the past few years over the expenditure incurred during 1960-61 correctly indicates an increase in the volume of consumption of paper and stationery in the Government of India offices, the Ministry have informed the Committee in a written note:

“The expenditure on paper and stationery stores indicates only the amount paid to the paper mills and the contractors for paper and stationery stores supplied during the year concerned. The volume of increase in payment for paper is partly due to increase in the quantum of supplies and partly due to increase in the rates of paper and paper boards thrice between the period 1961-62 and 1968-69. There has also been an increase in the rates of excise duty and sales tax during that period. Similarly for stationery stores, the increase in expenditure is partly due to an increase in the volume of supplies received and paid for and also an increase in the rates of the items purchased.”

2.32. A sum of Rs. 5.35 crores was provided in the estimates for the year 1968-69 under budget sub-head B. 1—Paper and a sum of Rs. 1.50 crores was provided under the sub-head B. 2—Other stores during the same year.

2.33. In a written note the Committee have been furnished with a break-up of the above sum of Rs. 5.35 crores required for paper.

“The provision of Rs. 5.65 crores was proposed by the Government of India Stationery Office, Calcutta on the basis of anticipated delivery of 33,000 metric tons of paper both against backlog orders and the current contract during 1968-69. The assessment was not made variety-wise. This is not possible either. The value was calculated on the basis of average rate of paper of all varieties per metric ton i.e. Rs. 1715.90. The grant was

made for Rs. 5.35 crores for the year 1968-69. The break-up of the grant is as follows:—

(a) Cost of paper	Rs. 5,22,90,000
(b) Railway freight	Rs. 3,00,000
(c) Cost of special varieties of paper not covered by DGS&D annual rate contract	Rs. 3,00,000
(d) Sales tax	Rs. 6,10,000
	Rs. 5,35,00,000

There has been an increase in rate of indigenous paper this year (1968-69). The average rate per metric ton will be Rs. 1913.78 against Rs. 1715.90 on the basis of which the provision of Rs. 5.35 crores was made.

2.34. A statement showing details of paper variety-wise included in the indent of the Government of India Stationery Office on the DGS&D for 1968-69, as furnished by the Ministry, is appended (Appendix I).

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 keeping a close check by the controlling Ministries on the expenditure on paper and stationery stores so that such fluctuations do not occur and are stabilised at a certain level.

(ii) Procurement of Paper

System of supply of paper

2.36. Asked to indicate the present system of supply of paper, the Ministry have informed the Committee in a written note as follows:

“Annual rate contracts for paper and paper boards are concluded by the DGS&D, New Delhi, authorising different direct demanding officers to place supply orders with the paper mills on which allocations are made. Copies of the rate contracts are also made available to

the direct demanding officers for guidance. The Controller of Stationery is one of such direct demanding officers. He places supply orders with the nearest mills keeping also in view the instructions contained in the DGS&D rate contracts. Usually, the programme of delivery, as stipulated in the indentor's indent, is indicated in the supply orders."

"Placement of supply orders and phased delivery programme of paper as indicated in the DGS&D rate contract are given below:

Placement of orders

Upto 50 per cent of the allocation by	October,
„ 75 „ „ „	January,
„ 90 „ „ „	March,
„ 98 „ „ „	May,
Balance 2 per cent	„ 15th June.

Phase delivery to be given by the mills

Upto 10 per cent by	September
„ 20 per cent by	October
„ 40 per cent by	December
„ 70 per cent by	March
„ 100 per cent by	June

2.37. Most of the mills do not adhere to the delivery programme given in the supply orders. They lag far behind the schedule. Usually, bigger mills start supplying paper within a period of one to two months from the date of receipt of supply orders. Others supply paper according to their own programme and capacity.

2.38. When questioned about the number of cases in which defective articles were noticed after the consignees had received the consignments of paper and boards during the last three years, the Ministry have informed the Committee in a written note that statistics in this regard are not available with the Ministry at the moment. The Deputy Director, Inspection (Stationery) has, however, roughly estimated that 10 per cent of the total supplies are defective.

2.39. The Committee desired to know whether the matter that most of the paper mills do not adhere to the delivery programme given in the supply order by the DGS&D for papers was taken up with the DGS & D and the mil's concerned for remedial action and if so, with what results. The representative of the Ministry has informed the Committee during evidence:

"Every month we are sending a statement of supplies made and those outstanding to the DGS&D and in the annual meeting which the DGS&D calls with the paper mills for negotiating the contract, we discuss with them the question of clearing the backlog of supplies which they have not made. Normally, the mills used to keep backlogs in the hope that the price of paper would go up. . . . But we used to negotiate with these people for supply of the backlog first and then the supply of fresh stock."

2.40. Asked to indicate whether the Controller of Printing and Stationery has any control over the fixation of price of paper, the representative of the Ministry has informed the Committee that in May, 1968 paper has been decontrolled and the paper mills have put up their prices. The representative has stated further:

"We are only one of the direct demanding officers, and we need about 30,000 to 40,000 tonnes of paper; the demands of the other departments like the State Governments, railways etc. would come to over a lakh of tonnes as against a total capacity of about 4 to 5 lakhs tonnes. We are taking only 20 per cent as against 40 per cent that was taken before (i.e. after the Second World War).

"Our control is only placing a supply order on a paper mill. Even when paper was controlled, we were placing supply orders and the DGS & D was entering into rate contracts. The Tariff Commission was fixing the prices."

2.41. Questioned about the feasibility of all the purchasing agencies joining together and bringing some control to operate on these mills, the representative of the Ministry has informed the Committee:

"On the delay part, the situation is steadily improving because capacity has gone up, so that it is in their interest also to push this through. It is purely the supply and demand situation which controls this and not any authority the DGS & D has."

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.

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.

(iii) Direct Procurement

Stationery Stores

2.44. In a written note, the Committee have been informed that the stationery stores are procured through advertised tenders. Before tenders are invited the Controller of Stationery compiles in July each year 'quantity statements' on the basis of stocks in hand, actual demands received and issues made during the previous year, quantities due against previous year's contracts, estimated requirements for the year for which procurement is to be made and stocks required for building up reserve stocks prescribed by Government. Tenders are received and opened during October-November. Tender samples are code-marked and sent to the National Test House, Calcutta/DCI, Calcutta for test and report on the quality of samples tendered, in accordance with the prescribed specifications. Purchase proposals are initiated on receipt of test reports, keeping in view the instructions contained in the Ministry of WH&S letter No. 19(1) |59-S&P-II dated 28-7-1961 under which powers of purchases have been delegated to different officers of the Government of India Stationery Office, Calcutta and the Chief Controller of Printing and Stationery, New Delhi. Contracts falling beyond the powers of the Chief Controller of Printing and Stationery are decided by Government.

2.45. As purchases are generally made in large quantities, the prices secured by the Stationery Officer are claimed to be lower than the rates prevalent in the market.

2.46. The Committee desired in this connection particulars of some important purchases made by the Stationery Office during 1965-66, 1966-67 and 1967-68 showing the prevalent market rates:

for those items in those days and the prices which were secured by the Department on tenders. The Ministry have furnished a statement for information of the Committee (Appendix II) in which the contract rates of supply of certain items have been shown as appreciably lower than the prevalent market rate at the period of supply. The market rates have been stated to have been procured from three suppliers of the items.

2.47. Questioned about the reasons for the wide gap between the contract rates and the market rates of the supplies received by the Stationery Office, the representative of the Ministry has informed the Committee during evidence that the Stationery Office does not always take the best stuff that is available because it wants to economise and that the purchases are made in bulk and there is bound to be some difference. The Stationery Office also does not require fancy packing.

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.

Manufactured Stationery items

2.49. For manufactured stationery items like envelopes, registers etc. the Government of India Stationery Office first places its demands on the Government of India presses and only for items and quantities which the Government of India presses are unable to supply, contracts are awarded to outside firms. These items are included in the annual calls of tenders and the tenders are processed in the same way as other tenders for stationery items.

Printing ink and Printing Stores

2.50. In regard to printing ink and printing stores, estimates in the prescribed proforma are called in June each year from the Managers, Government of India presses and on receipt of such estimates the requirements of each press are compiled in the form of estimates for the approval of the Chief Controller of Printing and Stationery. On receipt of necessary approval, the items are included in the advertised tender invitations. The tender samples in respect of printing inks and printing stores are tested by the Managers, Government of India Presses at Calcutta, Howrah, Nasik and New

Delhi. The same procedure of procurement as applicable to stationery items is followed in respect of these items also.

2.51. Letters of acceptance are issued between January—March. The contracts commence from 1st April.

2.52. There is a well settled system for tenders, contracts, payment and inspection of stores etc. on the lines of the procedures of the central purchase organisation, viz. DGS&D.

2.53. The system of placing orders and obtaining supplies from the manufacturers and suppliers is stated to be as under:

On receipt of indents, the supply branches of the Government of India Stationery Office prepare issue orders for supply either (i) from stocks or (ii) for direct supplies from the paper mills and suppliers of Stationery stores. The issue orders for stock supplies are sent to the concerned stores for arranging supplies. The issue orders meant for direct supply are sent to the paper branch and the purchase branch. The paper branch places supply orders on any of the paper mills which are on the rate contract concluded by the DGS & D. The purchase branch places orders for stationery stores on a supplier with whom the rate of running contract has already been concluded.

Copies of the supply orders are sent, among others, to the consignees. Delivery dates are mentioned in the supply orders. If the deliveries are not effected by due date, the suppliers are reminded both by the consignees and the Government of India Stationery Office.

System of supply of Stationery items

2.54. As regards the system of supply of stationery items other than paper it has been stated that after conclusion of rate or running contracts, as the case may be, for various items of stationery stores and completion of all formalities supply orders are placed with the contractors concerned keeping in view the delivery programme as offered by them in their tenders. Usually, direct supply orders are placed in cases where the value of stores required by a

particular indenter is not below Rs. 200 in each case. In respect of some items viz., stencils carbon paper and ribbons, direct supply orders are placed with the suppliers in cases where the value is Rs. 1000. and above. For items like Ferroprussiate Paper, Helio-type Ammonia Paper, supply orders are placed with the contractors for direct supply to the indenter concerned. These items are not stocked either in the G.I.S.C., Calcutta or the Regional Stationery Depot at New Delhi, Madras and Bombay.

2.55 Supply orders are placed with the contractors concerned keeping in view the delivery programme that they offer in their tenders. If the quantities are not usually heavy, the contractors are asked to supply the stores within a period of one month from the date of receipt of the supply order. Where the quantities involved are large, phased deliveries are indicated in supply orders.

2.56. Except for a limited few, the suppliers hardly adhere to the delivery programme given in supply orders. The majority of suppliers usually take two months' time on an average to commence supply.

Printing Machines and allied equipment

2.57. The responsibility for procurement of printing machines and allied equipment office machines and printing stores was transferred to the Director General of Supplies and Disposals (DGS&D) with effect from 1st October, 1962. Despite this transfer, the Government of India Stationery Office was still made responsible for the placement of supply orders for type-writers and duplicating machines against the rate contracts concluded by the DGS & D.

2.58. In October, 1966, the work relating to the placement of supply orders for type-writers and duplicators was also transferred from the Stationery Office to the DGS&D.

2.59. Asked to indicate the reasons for transfer of the responsibility of procurement of printing machines and allied equipment to the DGS&D with effect from 1st October, 1962, the Ministry have informed the Committee as under:

“As the DGS&D, the largest central purchase organization of the Government of India, was handling the procurement of specialised stores including machinery for other indentors and had varied and wide experience in the matters it was considered that the responsibility for procurement of printing machinery which was being handled by the Govern-

ment of India Stationery Office could, with advantage, be transferred to the DGS & D."

It has been stated further by the Ministry:

"The DGS&D desired that the transfer of responsibility for procurement of printing machines and typewriters etc. from the Government of India Stationery Office to the DGS&D should be done in a phased manner. He was of the view that the procurement of typewriters and duplicators should be arranged in the same manner as was being done in the case of procurement of paper, i.e., the DGS & D would conclude rate contracts and the Stationery Office would co-ordinate the demands of the various indentors and place of supply orders. The suggestion of the DGS&D was accepted by Government. From October, 1966, the various indentors have been authorised by the DGS&D to place supply orders direct on the firms against the rate contracts and the Government of India Stationery Office is no longer the co-ordinating authority for this purpose."

2.60. The Committee have been informed that the Government of India presses are major users of printing machinery and allied equipment. The Railway presses and most of the State Government presses are indentors on the DGS&D for these machines. According to the system prevailing in the DGS&D, tenders for all important and costly machines are shown to the technical officers of the Printing and Stationery Department for scrutiny before supply orders are placed with the suppliers.

2.61. In a written note the Committee have further been informed by the Ministry that in September, 1965 a decision was again taken to retransfer the responsibility for procurement of printing stores which were required only for the Government of India presses from the Directorate General of Supplies and Disposals to the Government of India Stationery Office.

2.62. The Committee desired to know the circumstances which led to the decision in September 1965 to retransfer the responsibility for procurement of printing stores, like ink, roller-composition, quions, reglets, etc. required only for the Government of India presses from the DGS & D to the Government of India Stationery Office.

2.63. In a written note the Ministry have informed the Committee:—

“In the Third Conference of the Managers of the Government of India presses held in July, 1964, a complaint was voiced that the DGS&D was delaying the procurement and supply of printing ink etc. The conference recommended that the responsibility for the procurement of printing stores which are consumable stores as distinct from printing machines should be transferred back to the Department. Accordingly, the Chief Controller of Printing and Stationery approach Government for transferring back the responsibility of procurement of these stores.

Government agreed to the retransfer of the procurement in respect of printing stores from the DGS & D to the Stationery Office.”

2.64. It has been admitted by the Ministry that this transfer and retransfer of the responsibility of procurement of printing stores did cause some inconvenience to the Government of India presses.

2.65. As tenders for all important and costly printing machines are even now being shown by the DGS&D to the technical officers of the Printing and Stationery Department for scrutiny before orders are placed, the Committee desired to know whether it would not have been proper if the work of procurement of these machines had been retransferred to the Printing and Stationery Department. The representative of the Ministry has informed the Committee in reply during evidence:—

“The DGS&D purchases printing machines and allied equipment of the total value of Rs. 74 lakhs per annum for the Printing and Stationery Department and also on behalf of other Central Government indentors. In the case of specialised equipment, he consults the indentors so as to ensure that the machinery conforms fully to the requirement of the indentors. Certain time is bound to be taken in such consultations. As both the Printing and Stationery Department and the DGS & D are under the same Ministry, if there is any case of undue delay it can be tackled quickly.*

The case of procurement of printing ink which had been mentioned is required for the day-to-day working of the printing presses and was different altogether. The test

*At the time of factual verification, the Ministry have stated as under:

‘At the time of oral evidence it was mentioned that the Directorate General, Supplies and Disposals and the Printing and Stationery Department are under the same Ministry. With the reallocation of work the Directorate General, Supplies and Disposals has since been transferred out of this Ministry.’

samples are to be seen and these can only be decided in the Government of India presses."

266. 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, reglets, 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.

Railway requirement of printing paper.

2.67. In a written note the Ministry have informed the Committee that in pursuance of a decision taken at the inter-departmental meeting held on 27th September, 1965, the Railways have been authorised to operate directly against the DGS&D rate contract for paper for obtaining their requirement of printing paper.

2.68. Asked to clarify whether the piece-meal supply of printing papers to the controllers of stores of different railways would entail extra expenditure to the Railways; the representative of the Ministry (of Works, Housing and Supply) has informed the Committee during evidence that the Railways have been declared as direct demanding officers for the supply of printing paper except type-writing and duplicating paper which is still under the control of the Stationery Office and the supply is made against the rate contract concluded by the DGS&D.

2.69. The representative of the Ministry has further stated:

"The railways are paying indentors; though the indents used to come to the Stationery Office, they would just pass them on to the contractors. Instead of that, now the railways directly deal with it.

"No extra expenditure is involved in the supply of paper by the paper mills against the orders placed directly by the Railways. The rates quoted by the paper mills were

hitherto fixed on the basis of the recommendation of the Tariff Commission, but from May, 1968, the control has been removed. Now, the prices to be negotiated by the DGS&D with the paper industry as a whole. The rates payable to all the paper mills are the same irrespective of the fact that the supply orders are issued by the Stationery Office, Calcutta, or by the railways, because this is a rate contract. What has happened is that instead of the Stationery Office first receiving the indents through the railways and then placing the supply orders with the various mills, for the supply of articles to the railways, these orders are now placed directly by the railways themselves. This avoids delay and actually there is no extra cost at all involved in this transaction. In addition to the railways, there are some other direct demanding officers like the State Governments, the Director of Military Lands and Farms, etc. for placing orders for supply of paper. The rates of the contract are not affected by the direct supply. On the contrary, there may be some saving of extra transport, because the paper mills supply direct to the officers instead of supplying the articles through another agency.

“When the order was placed through the Stationery Office, the Stationery Office did the paper work of receiving and communicating the orders to the paper mills and the mills would supply direct to the railways. So, except for the paper work, the indentors go direct to the mills, and everything else is the same; the packets are also the same, because even if it goes through the Stationery Office against each order, the supply would be done in the same way. So, there is no special additional want because of this.

“The Stationery Office used to collect 4 per cent departmental charge. That is gone now.”

2.70. The Committee desired to know how much economy has been effected in money and time since the date the above change has come into being. The Ministry have informed that the Railways used to pay departmental charges of 4 per cent for the supply of printing paper arranged by the Government of India Stationery Office. Information could not so far be collected as to the extent of economy to the Railways from the change of this procedure. It

has been stated by the Ministry of Works, Housing and Supply that had the job not been transferred to the Railways, the latter would have to pay an estimated sum of Rs. 11 lakhs to the Government of India Stationery Office as departmental charges for supply of paper during 1966-67 to 1968-69.

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.

Supply of stationery to Indian Missions abroad.

2.72. The Ministry have informed the Committee that paper and stationery stores supplied to the Indian Missions abroad are procured in India from indigenous sources and no foreign exchange is consumed for procurement of such stores for supply to the Missions abroad. During the last three years (1965-66, 1966-67 and 1967-68) paper and stationery stores of the value of Rs. 2,34,991, Rs. 2,23,487 and Rs. 1,87,129 respectively, were supplied to the Indian Missions abroad. Foreign exchange to the above extent was, therefore, saved due to their supply by the Government of India Stationery Office, Calcutta.

2.73. The Indian Missions abroad, being civil departments, get stationery free of cost. They are permitted to make local purchases of essential items. The Stationery Office has no information about the foreign exchange spent by them on such purchases.

2.74. While indicating the quantity and value of paper and stationery indented and actually supplied to the Indian Missions abroad free of cost by the Stationery Office during the last three years, the Ministry have stated that the Stationery Office stocks and arranges supply of more than 550 items of paper and stationery stores as included in its vocabulary. Apart from it, this office entertains *ad hoc* indents for items of stationery stores which are not included in its vocabulary, provided the value thereof is Rs. 5,000 and above. As the demands of the various Indian embassies and Missions abroad are not indetical, it is not possible to indicate the quantity indented and supplied by the Government of India Stationery Office. The value of paper and stationery stores indented and

the value of supplies made during the last three years are indicated below:—

Year	Value of paper and stationery stores indented Rs.	Value of paper and stationery stores actually supplied Rs.
1965-66	3,62,000	2,34,991
1966-67	4,46,500	2,23,487
1967-68	2,34,258	1,87,129
	<u>10,42,758</u>	<u>6,45,607</u>

2.75. The stationery stores are sent to the Embassies and High Commissions abroad through the Assistant Director, Shipping, Calcutta, and the Assistant Director, Shipping, Bombay. The insurance, if any, and freight charges incurred by these officers on the despatch of stores to Embassies/High Commissions are not known to the Government of India Stationery Office, Calcutta. The Assistant Directors, Shipping, Calcutta and Bombay are also not in a position to collect this information unless they get from the Stationery Office the numbers and dates of consignments. The Stationery Office does not maintain a separate record of such consignments and it is not, therefore, possible to collect the information regarding insurance and freight charges.

2.76. The Committee are given to understand that the High Commission in the United Kingdom used to purchase their stationery stores locally. The matter was taken up with the Ministry of External Affairs by Chief Controller of Printing and Stationery and it had been agreed that the High Commission in U.K. would also receive its supplies from the Central Stationery Office, Calcutta.

2.77. 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.

2.78. 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.

(iv) Inspection of stores

2.79. The stationery articles (other than paper and boards manufactured by paper mills indigenously) are inspected prior to despatch at the premises of the supplying firms all over India by inspectors of the Directorate General of Supplies and Disposals.

2.80. The supplies of paper and boards manufactured by the paper mills indigenously are despatched by them direct to the consignees without prior inspection. The consignees are required to verify the consignments for apparent defects if any, the weight and the sheet-age of papers in the consignments, draw representative samples at random and forward the same along with their verification report to the DGS&D Inspection Wing (Stationery) at Calcutta who undertakes the testing of the samples. If the samples, on testing, are found acceptable and the consignee has no other complaint, the inspection notes are released. In other cases, the defects are brought to the notice of the mills under intimation to the DGS&D, the consignees/indentors, the DDO's and the Pay and Accounts Officer. The consignees are advised not to use the paper, till finalisation of the case by the DGS & D with the mills. The DGS & D settles the rebate/discount direct with the mills.

2.81. Prior to 1961-62, the consignees used to take out random samples of stationery stores (other than paper and board) and send the same to the Inspection Wing and send the consignees' receipt to the contractor. The Inspection Wing used to test the samples and pass it on to the Accounts Section of the Government of India Stationery Office who would have by the time received bills from the contractors. It happened sometimes that the consignees would not send the samples nor would they send the consignees' receipts to the contractors with the result that the bills would remain unpaid for long periods in several cases.

2.82. For this reason the Departmental Committee (1961-62) recommended introduction of pre-inspection and 90 per cent payment on proof of inspection and despatch. For this purpose the Committee had suggested setting up of regional inspectorates under the Stationery Office in Bombay, Delhi and Madras. As difficulties were being experienced by the Department to set up laboratories in Bombay, Madras and New Delhi for want of accommodation, it was decided to transfer the inspection wing along with the staff of the Government of India Stationery Office to the DGS&D who had a well established system of inspection and a net-work of inspection offices all over the country. The change took place with effect from the 15th November, 1966.

2.83. From January 1967, the system of pre-inspection of stationery stores (other than paper and board) was introduced which is claimed to be an improvement over the old system. Due to delay in payment of their bills, the contractors used to make an upward adjustment in the cost of their supplies. A downward trend in prices was, however, noticed in March 1968 while deciding contracts for 1968-69. One of the reasons for this downward trend could be the new system of pre-inspection and payment.

2.84. The Committee desired to know the advantages of this transfer of inspection work to the DGS&D. The Ministry have informed the Committee that with the transfer of inspection to the DGS&D, the Printing and Stationery Department has been able to introduce the system of pre-inspection at the promises of the firms and 90 per cent payment on proof of inspection and despatch. The following advantages have been enumerated:

- (i) It has stopped supply of sub-standard stores to indentors.
- (ii) It has cut down delay in inspection and supply with the result that indentors can start using the stores immediately on receipt of consignment.
- (iii) Suppliers now get 90 per cent advance payment against proof of despatch and inspection. This enables them to make further instalments of supplies earlier.
- (iv) During the examination of tenders for 1968-69 a downward trend in prices was noticed. One of the reasons for this downward trend could be the revised system of inspection and payment.

2.85. In this connection the Ministry have referred to the delay which sometimes occurs in the finalisation of contracts due to late receipt of test reports in respect of tender samples. If the testing of the tender sample is expedited, contracts can be decided in time. It has been stated by the Ministry in a written note that it has been decided to abolish the system of calling for tender samples as far as possible and to make procurement according to specifications. It has further been stated that it is too early to form any definite opinion about the disadvantages of the revised system.

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.

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 ensured 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.

2.88. The Committee also 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.

(v) Direct purchase by indenting departments

2.89. Asked to indicate whether all local purchases made by the indenting departments are reported to the Stationery Office, the Ministry have informed the Committee in a written note that such local purchases are required to be reported to the Government of India Stationery Office by the indentors under the Rules. It is the experience of the Stationery Office that only a few indentors send such reports. No record of such local purchases is being maintained by the Stationery Office.

2.90. In reply to a question as to how much paper and paper-made articles are purchased direct by the various indenting departments annually by means of local purchases, the Ministry have informed the Committee that this information is not available with them as it is not being collected by the Stationery Office.

2.91. Indenting departments are free to make local purchases of stationery stores within the powers delegated to them in case of non-supply or delayed supply by the Government of India Stationery Office.

Delegated powers of local purchase

2.92. The following powers for local purchase have been delegated to the various indenting authorities*:

(i) Ministries/Departments of the Government of India	Rs. 10,000 per annum but full powers with the concurrence of the Chief Controller of Printing and Stationery ;
(ii) Head of Department	Rs. 5,000 per annum ;
(iii) Head of Office	Rs. 500 per annum.

2.93. The representative of the Ministry has assured the Committee during evidence that the Associate Finance of the various Ministries/Departments exercises a check to ensure that the delegated power is not exercised.

2.94. With a view to having a clear picture about how much powers of the Stationery Department have been taken away in the form of local purchases by the indenting departments, the Committee desired figures of local purchases made by the Ministries within permissible limit and those of purchases made in excess of the permissible limit. In reply, the representative of the Ministry has informed the Committee during evidence that the record of local purchase is maintained by the Ministries and Departments concerned who incur expenditure on local purchases. He has further stated:

“Within the financial powers, each Ministry and each Department is expected to exercise the usual normal control and prescribe the measures under which these local purchases are to be made. These powers are exercised with due care by the ministries and the departments concerned. This Department would not know about that because the financial powers have been delegated to the ministries concerned and it is for them to lay down the procedures. If the procedures are defective, there is the Associate Finance. The rules are framed in consultation with them and they are, normally followed. The ministries are expected to furnish the information that is required to be furnished under the delegation of financial powers. This information can be collected by the Stationery Department and made available to the Committee.”

*At the time of factual verification, the Ministry have stated as under:

“The powers for local purchase of stationery|stores delegated to the ministries|Departments have since been liberalised vide Ministry of Finance O.M. No. F. 10(3)-E(Coord)|67, dated the 18th October, 1968.”

2.95. The Committee thereupon desired information, firstly, about the local purchases made by the ministries within the permissible limits during the last three years. In reply, this Ministry have informed the Committee in a written note as follows:

“Indentors are not required to obtain non-availability certificate from the Government of India Stationery Office, Calcutta so long as the local purchase is within their powers. In accordance with the Ministry of Finance (Department of Expenditure) O.M. No. F-12(76)-E-II(A)/60, dated 6th August, 1960, read with their O.M. dated the 30th September, 1963, indentors are required to report to the Government of India Stationery Office, Calcutta the quantities of items locally purchased so that the Government of India Stationery Office, Calcutta could reduce their indents to that extent to ensure that supplies from the Government of India Stationery Office plus the quantities locally purchased are not in excess of the quantities admissible according to the prescribed quantity scales. Some of the indentors do send these reports. As no register or other records are maintained and purchase intimations are placed on individual files of the indentors concerned, it is not possible to compile the required information for the last three years.”

2.96. In regard to purchases made in excess of permissible limit, the Ministry have confirmed that the Stationery Office get the figures of local purchases made by the Ministries and departments in excess of the permissible limits, for which the ministries concerned have to come to the Stationery Office for regularisation. If the local purchase made in excess of the delegated powers is not regularised by the office of the Chief Controller of Printing and Stationery, such expenditure remains under objection by Audit. The cases which were referred to the Department for regularisation are mentioned below. These purchases include paper for printing also.

Year	Name of the indentor	Amount spent in excess of the permissible limit
(1)	(2)	(3)
		Rs.
1965-66	Accountant General, Lucknow, Allahabad.	11,390.01
	Accountant General, Kerala, Trivandrum.	10,068.00

1	2	3
	Central Intelligence Officer, Intelligence Bureau, Jaipur.	3,231'52
	Central Intelligence Officer, Trivandrum.	744'49
	All India Radio, Madras.	37,070'07
	Executive Engineer, Hoshanga- bad, Central Division No. 2.	584'90
	Chief Engineer, C.P.W.D.	16,194'90
	C.P.W.D., Bangalore.	943'60
	Deputy Mineral Economist, IBM, New Delhi.	389'30
	CW&PC (Water Wing)	4,173'14
	-do-	24,231'62
1966-67	Accountant General, Kerala, Trivandrum.	17,907'00
	Central Intelligence Officer, Intelligence Bureau, Jaipur.	1,704'44
	All India Radio, Madras.	41,271'30
	Chief Controller of Imports and Exports.	4,937'55
	Central Water and Power Commission, New Delhi.	24,587'89
	S&I Branch, Ministry of Finance.	608'87
	Indian Bureau of Mines, Nagpur.	40'00
	Collector of Central Excise, Poona.	56'00
1967-68	Central Intelligence Officer, Intelligence Bureau, Jaipur.	3,895'44
	Chief Controller of Imports and Exports.	9,582'36

2.97. Explaining the nature of check that the Controller of Stationery exercises over the local purchases made by the various ministries, this Ministry have informed the Committee in a written note:

“When cases for regularisation are referred to the Printing and Stationery Department, these are examined with reference to the following:—

- (i) whether the items purchased are stock-line items of the Government of India Stationery Office or are comparable to such items;
- (ii) whether they are expensive or superior to similar articles supplied normally by the Government of India Stationery Office;
- (iii) whether the items were purchased locally without even placing an indent on the Government of India Stationery Office; and
- (iv) whether the items purchased locally plus the supplies made by the Government of India Stationery Office exceed the quantity permissible under the quantity scale or other economy orders in force.”

2.98. If there are any irregularities, these are brought to the notice of the Ministries. Necessary reduction in their indents for the current year or for the subsequent year is made to keep the consumption within the permissible limit.

2.99. Standing instructions are already there from the Ministry of Finance that all local purchases should be reported to the Controller of Stationery. No separate instructions have, however, been issued by the Controller of Stationery, Calcutta that all local purchases made by the ministries should be brought to his notice.

2.100. Asked to state in how many cases non-availability certificates had been obtained from the Controller of Stationery before the ministries went in for local purchases during the last three years, the Ministry of Health and Family Planning and Works, Housing and Urban Development have informed the Committee in a written note as under:

2.101. After scrutiny of indents, a reply is sent to an indenter indicating the items arranged for supply ex-stock from suppliers' premises and the items not available at the time of scrutiny of indents are also indicated therein. Further, when reminders are received from indentors about the supply of the items not

arranged for supply initially due to non-availability of stock or non-finalisation of contract, replies are sent to them saying that the items are not still available, if the position as stated initially continues to be unaltered. Such replies are treated by indentors as non-availability certificates. No figures of intimations of such nature sent by the Government of India Stationery Office, Calcutta to the indentors are maintained. As such, it is not possible to compile three years' figures for over 7,000 indentors.

2.102. The Government of India Stationery Office is also not aware of any local purchases having been made for reasons other than non-availability of stores.

2.103. The Committee note that the Ministries/Departments of the Government of India have been delegated certain powers for local purchases and they are not required to obtain non-availability certificates from the Government 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 Government 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.

2.104. The Committee feel constrained to note that even in the exercise of the power of local purchase, many Government 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.

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

Vocabulary of Government of India Stationery Office: deletion of 145 items

2.106. The Committee have been informed that as the Government of India Stationery Office was unable to get necessary foreign exchange in respect of certain imported items of stationery, a decision was taken at an inter-departmental meeting held on 27th September, 1965 that these items should be deleted from the vocabulary of stationery stores and the indentors should be asked to make their own arrangements for their procurement directly. Accordingly, 145 items of imported stationery stores a list of which has also been furnished for information of the Committee (Appendix II) were deleted from the vocabulary of the Government of India Stationery Office in October, 1965.

2.107. The Committee have further been informed that the indenting departments/ministries are making their own arrangements for procurement of these 145 items of imported stationery stores.

2.108. When asked to indicate whether the Stationery Office has any control over the matter in order to ensure saving of foreign exchange, the Ministry have informed the Committee that for the release of foreign exchange required, these indentors have to furnish full justification and convince the Ministry of Finance (Department of Economic Affairs) of the essentiality of their need.

2.109. As the indentors of imported stationery stores are making direct purchase, the Stationery Office has no information about the procedure being followed by them in the matter of procurement of these items.

2.110. When asked to indicate the measures taken by the Stationery Office to encourage indigenous manufacture and find indigenous substitutes for imported items, the Ministry have informed that the Controller of Stationery was advised in 1965 to explore the possibility of procuring indigenous substitutes for imported items. So far, no progress has been made. In response to a reference made recently by the Ministry of Works, Housing and Supply to all the Ministries/Departments of the Government of India regarding the value of imported items of stationery, it has been intimated that none of the 145 items deleted from the vocabulary has been imported by them during the past three years except drawing materials of small value. The question of procurement of indigenous substitutes for these items has been examined by the Controller of Stationery. For 54 of the items, there is hardly any demand. No indigenous substitutes for these 54 items are, therefore, required. Regarding

the remaining 91 items, the Controller is trying to tap indigenous sources.

2.111. The Committee desired to be apprised whether since 27th September, 1965 when the decision to remove 145 items from the vocabulary of the Stationery Office was taken, any review of the position has been done. The representative of the Ministry has informed the Committee during evidence that the Stationery Office is not doing any continuous work for locating indigenous capacity for these items and minimising their import.

2.112. He has further added that although the number of items are as many as 145, the number of items actually imported is very small. He has, however, admitted that it should be the responsibility of the Stationery Office to locate indigenous manufacture of the best quality.

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.

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 of as many of the deleted items to the Stationery Office vocabulary as possible.

System of Payment

2.115. The Committee have been informed that at the inter-departmental meeting held on the 27th September, 1965 it was decided that the inspection work, along with the staff of the inspection wing of the Government of India Stationery Office, should be transferred to the DGS & D. It was also decided that with the

transfer of the inspection wing to the DGS & D, centralised system of payment should be introduced in the case of stationery stores. According to this decision, the inspection wing of the Stationery Office, with equipment and staff, was transferred to the DGS & D with effect from 15th November, 1966.

2.116. The system of inspection before despatch and centralised system of payment were accordingly introduced with effect from the 13th January, 1967. According to the centralised system of payment since introduced contractors submit bills for 90 per cent of the value of the stores, which are now pre-inspected and released by the inspection wing (now under DGS&D), to the P.&A.O., Calcutta immediately after the stores are despatched to the consignees and the inspection notes are released by the inspection wing. The bills for the balance 10 per cent are submitted after the stores are acknowledged in good condition and receipt certificate is issued by the consignees. In case the receipt certificate from the consignee is not forthcoming from the consignee within 90 days from the date of despatch in spite of reminders issued, the Supply Officer can authorise payment of the balance 10 per cent. The P. & A.O., Calcutta is directly responsible for payment of these bills.

2.117. Questioned how far the present system of payment is an improvement over the old system, the Ministry have informed the Committee in a written note:

“The improvement sought for by introducing this system is to make prompt payment to the contractors. To some extent this has been achieved. For introducing this revised system of payment, system of pre-inspection of stores had to be introduced. As a result of pre-inspection the consignees are getting quick supply. Now they are not required to wait for the test report to be issued by the inspection wing after inspection/testing of the samples sent by the consignees. Consignees can also consume the stores which are now supplied after pre-inspection immediately on receipt. According to the old system the indentors were required to send samples from the supplies received from the contractors and they could not consume them until the supply-samples were inspected/tested and found to be of acceptable quality by the inspection wing. The payment of the contractors' bills could not also be made until test report was issued by the inspection wing. Delay in payment of bills of contractors was inherent in the old system”.

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.

CHAPTER III

STORAGE AND DISTRIBUTION

Storage

3.1. The Stationery Office is not only a purchase organisation but also a stocking and distributing agency. It makes supplies to indentors from its stocks when contractors fail to do so.

3.2. In a written note the Committee have been informed that a Departmental Committee (1955-56) headed by Shri P. C. Vaish, Controller of Railway Stores, Eastern Railway, Calcutta was set up to enquire into the reasons for excessive stocking of stationery and typewriters in the Stationery Office during 1949-50 and to suggest suitable formulae of maximum and minimum stocks.

3.3. The following was the recommendation of this Committee on the fixation of maximum and minimum limits in respect of indigenous stores:

Para 30A—Indigenous stores

(1) For all items procured from outside Calcutta and industrial area where booking by rail is involved.	6 months minimum/ 6 months maximum.
(2) For items procured from Calcutta and the adjoining industrial area where booking by rail is not involved:	
(i) For items which are more difficult to obtain including manufactured stationery stores.	6 months minimum/ 6 months maximum.
(ii) For items readily available.	4 months minimum/ 4 months maximum.

These two categories of 'difficult to obtain' and 'readily available' items will be determined based on past actual records with the concurrence of an Accounts Officer nominated by the Accountant General, West Bengal. If the item is obtained in two months of placing the order, it will be placed under the 'readily available' category.

The other items will be placed under the 'difficult to obtain' category.

The limit of '4 months minimum/4 months maximum' has been arrived at on the following basis:

- (1) two weeks for placing the orders on receipt of demand from the unopened stock-holders;
- (2) six weeks for the firm to manufacture and arrange supply;
- (3) three weeks for inspection; and
- (4) five weeks for bringing the materials to books and for unforeseen delays.

If the item is obtained from more than one source, one of which is in Calcutta area, it will be treated as a Calcutta item. If contracts be divided between firms in Calcutta and outside Calcutta, the classification will be according to the supplies from Calcutta firm and the item will be included in the 'Calcutta' category.

3.4. The action taken by Government on the above recommendation has been indicated in the following terms:

"The method of classification based on the place of procurement recommended by the Committee in regard to the fixation of the maximum and minimum limits is not acceptable to Government as it is apprehended that this might lead to certain amount of confusion. The following classifications and minimum and maximum limits have instead been decided upon:

(i) Items where the raw materials have to be imported or controlled or found difficult to obtain.	4 months' stock
(ii) Other items where raw materials have to be imported or controlled or found difficult to obtain.	6 months' stock

The two categories 'difficult to obtain' and 'easy to obtain' will be determined on the basis of past actual records and reviewed once every three years."

"The Government consider that the Committee's recommendation that the classification should be done with the concurrence of an Accounts Officer nominated by the Accountant General, West Bengal, may lead to controversy and delay and have, therefore, decided that the classification of stores, which is purely an administrative matter, should be left to the discretion of the Controller of Stationery."

3.5. In reply to a query whether the above formula of excessive stocking has been reviewed since 1955-56, the representative of the Ministry has informed the Committee during evidence that this formula authorises the Controller of Stationery to have a reserve stock at all times of four to six months' requirements. In addition to this he would indent for twelve months' requirements which will become a total of eighteen months. This system is working well and no difficulty has been experienced by the Department.

3.6. When asked to indicate what are the maximum and minimum stocks held at present by the Government of India Stationery Office, Calcutta, the Ministry have informed the Committee in a written note that while making procurement of stationery stores quantities required to be tendered are assessed on the basis of quantities required for building of stocks upto 4 months' requirements for some easy items and 6 months' requirements for other items. Whether the stocks are in excess of these limits can be examined at a given point of time i.e. on the 31st March when the accounts are closed after stock verification.

3.7. According to the Stores accounts of the Government of India Stationery Office of 1965-66 and 1966-67, the following were the closing balances on the 31st March, 1966 and the 31st March, 1967:

Year	Opening Balance	Receipts (including Stores in transit, net excess in stock taking, appreciation/ depreciation etc.)	Issue (including write off losses, stores in transit etc.)	Closing Balance on 31st March
	Rs.	Rs.	Rs.	Rs.
1965-66	93,39,458	8,20,62,106	7,97,03,457	1,16,98,107
1966-67	1,16,76,604*	4,89,86,825	4,82,63,589	1,23,99,840

*The difference of Rs. 21,503 in the opening balance of 1966-67 from closing balance of 1965-66 is due to adjustment in the revaluation of the closing balance of 1965-66 at the market rate of 1966-67.

3.8. It is maintained by the Ministry that closing balance is within the limits allowed as compared to the issues.

3.9. The Committee have been informed by the Ministry in a written note that the depots are required to submit monthly statements showing stock position of various stationery stores including paper and paper-made items. These statements are looked into by the head office with a view to replenishing the stocks of items which have gone down.

3.10. The depots are also required to submit a list of slow-moving items to the head office with a view to arranging liquidation of those stocks.

3.11. The areas of operation of the Regional Stationery Depots have been precisely defined. Before an indenter can draw stationery from the Government of India Stationery Office or any one of its regional depots, he has to obtain sanction from Chief Controller of Printing and Stationery. A list of such authorised indentors is maintained in the Government of India Stationery Office, Calcutta. When the depots were set up, lists of indentors who were to draw stationery from the depots were supplied to them. For all new indentors, a copy of the above sanction is also endorsed to the regional depot concerned.

3.12. At present the main office at Calcutta and the regional depots are catering to the various indentors as detailed below:

(i) Regional Stationery Depot, New Delhi.	Indentors in Delhi, New Delhi, Jammu & Kashmir, Punjab, Haryana and Himachal Pradesh.
(ii) Regional Stationery Depot, Bombay.	Indentors in Bombay proper.
(iii) Regional Stationery Depot, Madras.	Indentors in Madras proper.
(iv) Stationery Office, Calcutta.	All other indentors.

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 stock beyond the permissible limit and incurring additional expenditure due to its handling and issue.

Stock Verification

3.14. In a written note, the Ministry have informed the Committee that as a result of stock verification for the year 1966-67 an excess of Rs. 57,440 and a deficit of Rs. 47,409 resulting in a net excess of Rs. 10,031 have been disclosed.

3.15. When asked to indicate the existing methods of stock verification, the Ministry have informed the Committee in a written note that the physical verification of stocks in different stores at Calcutta and the Regional Stationery Depots is made in the last week of March every year. The stock verifying officers are appointed by the Chief Controller of Printing and Stationery, New Delhi. For the purpose of physical verification of stocks, the stock verifying officers take the help of the local officers under the Printing and Stationery Department which places the services of a few experienced employees at the disposal of the physical stock verifying officers.

3.16. From February each year, the various items of paper and stationery stores are arranged and made ready for being presented to the stock verifying officers for physical verification. The store-keeper of the store concerned arranges physical counting of stores items by item, prepares a slip indicating the item, description, vocabulary number and the quantity found on physical verification and places the slip on the bins/stacks. Simultaneously, a register showing the details of the stores (item-wise) found on a physical verification by the store-keepers is also prepared and kept ready for presentation to the stock verifying officer. Physical verification of stocks commences as soon as the stores are arranged properly. The slips and the registers are kept ready. The stock verifying officer and his team count the arranged stocks item by item physically without consulting the register prepared and kept ready by the store-keeper. At the end of the day the stock verifying officer and his team bring the details of the stocks (item-wise) as found by them on the bins/stacks and then check them with reference to the entries made by the store-keeper in the register. If the entries made in the register are found to be in order, the verifying officer ticks off such entries. Where discrepancies are noticed, the verifying officer corrects the entries in the register on the basis of the result

of physical verification as made by him and his team. He also initials such corrections. On completion of physical verification of the entire stock, the stock verification lists are prepared on the basis of the registers maintained by the store-keeper concerned and corrected by the stock verifying officer. The stock verification list is thereafter submitted by the stock verifying officer with a covering report to the Chief Controller of Printing and Stationery, New Delhi, with a copy to the Controller of Stationery in the case of different stores at Calcutta and to the Assistant Controller, Stationery in respect of the Regional Stationery Depots concerned.

3.17. Physical verification of stocks by an officer not functioning under the Controller of Stationery, is made once every year. So far as the stores at Calcutta are concerned, the stock verification is made twice a year by the staff attached to the Accounts Branch of the Government of India Stationery Office, Calcutta. This periodical verification of stock is not, however, vogue at present in the Regional Stationery Depots.

3.18. Explaining what action is initiated on receipt of stock verification reports, the Ministry have further informed the Committee that on receipt of verification report, relevant extracts, therefrom are sent to the Assistant Controller, Stationery, Calcutta (so far as different stores at Calcutta are concerned) and the Assistant Controller, Stationery in the Regional Stationery Depots concerned for comments and settlement of the discrepancies as revealed in course of physical verification of stocks. The results of the reconciliation/explanation for the discrepancy found in the report are shown to the stock verifying officer when he takes up physical verification of stocks next year.

3.19. Individual store accounts of the different stores based on the physical verification report of the stock verifying officer are prepared and submitted in instalments to the local audit party from July each year for necessary check, etc. On receipt back of individual store accounts from the local audit party duly audited, consolidated store accounts are prepared and submitted to the local audit again for further check and verification. On receipt back of such consolidated store accounts duly certified, 14 cyclostyled copies of these accounts are prepared and then handed over to the audit party for distribution direct by them to the authorities concerned including the Chief Controller of Printing and Stationery, New Delhi. Simultaneously, proposals are sent to the Chief Controller of Printing and Stationery, New Delhi for adjustment of excess/deficit as found during the physical verification of the stocks. The Chief Controller of Printing and Stationery issues necessary sanction where he is

competent. In other cases he obtains the sanction of the Ministry of Works, Housing and Supply.

3.20. A final review is also prepared on the basis of certified figures as incorporated in the consolidated store accounts and sent to the Chief Controller of Printing and Stationery with copies to the Accounts and Audit Officers concerned.

3.21. The queries/objections raised by the local audit party on individual store accounts are dealt with separately and settled through Chief Controller of Printing and Stationery, New Delhi.

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 a 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.

Loss

3.23. Explaining the procedure for writing off of stationery stores which are either lost or condemned by the Stationery Office as not fit for use, the Ministry have informed the Committee in a written note that as soon as the loss in stores is detected, investigation is made to fix the responsibility for the loss and to recover the amount involved. In case the Government are unable to recover the amount of loss, a proposal for the sanction to its write-off, if it is beyond the powers delegated to the Controller of Stationery, is sent to the Chief Controller of Printing and Stationery, New Delhi for necessary action.

3.24. Similarly, in the case of condemned/damaged stores duly certified by the Deputy Controller of Inspection (in case of stores at Calcutta) and by the verifying officers (in the case of Regional Stationery Depots), proposal for declaration of the stores as unserviceable if the amount of loss incurred is beyond the powers delegated to the Controller of Stationery, is sent to the Chief Controller of Printing and Stationery, New Delhi.

3.25. The following statement showing the amounts written off during the last three years has been furnished for the information of the Committee:

	1965-66	1966-67	1967-68
	Rs.	Rs.	Rs.
(a) Lost stores written off :			
(i) by the Controller of Stationery, Calcutta.			
(ii) by the Chief Controller of Printing & Stationery, New Delhi.	2,860.19	915.03	
(b) Declaration of stores as unserviceable :			
(i) by the Controller of Stationery, Calcutta.	923.05	664.85	174.73
(ii) by the Chief Controller of Printing and Stationery New Delhi.	11,735.01	148.46	7,554.70
Total of (a) and (b)	15,568.25	1,728.34	7,729.43

3.26. The Committee note that while in 1966-67 a sum 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. The 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.

Security Measures

3.27. In reply to a question regarding security measures of stationery stores and the fire-fighting arrangements made for stationery stores, the Ministry have informed the Committee in a written note that all the three Regional Stationery Depots at New Delhi, Madras and Bombay have been provided with watch and ward staff who keeps constant vigil over the stationery stores kept in these depots. Keeping in view the strength of the watch and ward staff, shift duties are allotted to them to ensure that watch is kept round the clock. There is also a caretaker in the Regional Stationery Depot, New Delhi, who stays in the office premises.

Fire-fighting arrangements

3.28. The fire-fighting arrangements existing in the Regional Stationery Depots at New Delhi and Madras were inspected by the fire-superintendents concerned. The additional equipment suggested by them have been provided and arrangements are being made for the training of some of the personnel working in the depots in the operation of fire-fighting equipment.

Mechanical handling methods

3.29. The Study Group of the Committee have, during their study visits to the Stationery Office, Calcutta and the Regional Stationery Depot, New Delhi, noticed the absence of any provision for mechanical handling of stationery. In a written note, the Committee have further been informed that at present no mechanical handling methods have been introduced either in the Government of India Stationery Office, Calcutta or in its Regional Stationery Depots. Only hand trolleys are in use for carrying articles from one place to another inside the stores.

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.

CHAPTER IV

BUDGET AND ADMINISTRATION

Plan Projects

4.1. The Committee desired information about the schemes or projects undertaken in order to expand the working of the Printing and Stationery Department (Stationery Wing). In a written note, the Ministry have informed the Committee that there is no scheme at present to expand the working of the Stationery Wing of the Printing and Stationery Department.

Budget 1968-69

4.2. The Ministry have furnished the following broad details on which the estimates for the year 1968-69 for the Stationery Wing are based:

(i) A.1. Pay of Officers—Rs. 1,22,6000

The above provision has been made for 12 officers of the Government of India Stationery Office, Calcutta and its three Regional Stationery Depots based on actual calculations of pay.

(ii) A. 2. Pay of Establishments—Rs. 21,44,300

The Government of India Stationery Office, Calcutta and its Regional Depots have a total staff strength of 1,341 consisting of Class II (non-gazetted), Class III and Class IV officials for whom the above provision has been made on the basis of actual calculations of pay of staff. The provision includes Rs. 13,100 for some vacant posts.

(iii) A. 3. Allowances & Honoraria—Rs. 20,19,200

The above provision has been made on the basis of actual requirements of various allowances. The bifurcation of the grant under various minor detailed heads is as below:—

(a) Travelling allowance	Rs.	11,500
(b) Dearness allowance	Rs.	13,33,400*
(c) Other allowances	Rs.	7,29,300
Total	Rs.	20,79,200

*The above grant, however, does not include an amount of Rs. 1,18,800, which has been allocated separately to the Government of India Stationery Office, Calcutta for meeting expenditure on account of increase in the rates of D.A. with effect from 1.11.67.

(iv) A. 4. Other Charges—Rs. 4,50,000

The above provision has been made to meet various contingent expenditure to run the organisation during the year, viz. postage, freight, transport, rent and taxes, mazdoor charges, rent on telephone lines etc.

(v) B. 1. Paper—Rs. 5,35,00,000

The above provision has been made for the purchase of indigenous paper; special varieties of paper to be purchased through the DGS&D and sales tax and railway freight to be paid thereon. The provision is based on the allocations of paper on paper mills and trend of supplies in previously.

(vi) B. 2. Other Stores—Rs. 1,50,00,000

The above provision has been made for the purchase of stationery stores to be procured and paid for during 1968-69. The same has been based on the annual requirements of the various indentors. It also includes the cost of accessories of typewriters, carbon paper and railway freight to be paid on the various stores. The provision is based on the quantities approved by the Chief Controller of Printing and Stationery worked out according to a prescribed method. These provisions for 1968-69 do not include any amount for imported stores.

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.

Administration

4.4. The Committee desired information about the strength of staff of different categories in the office of Chief Controller of Printing and Stationery (Stationery Wing), Government of India Stationery Office, Calcutta and its Regional Stationery Depots at New Delhi, Madras and Bombay during the years 1963-64, 1964-65, 1965-66, 1966-67 and 1967-68. A statement indicating the sanctioned strength of the Government of India Stationery Office, Calcutta, the Regional Stationery Depots at New Delhi, Madras and Bombay and the Reserve Stamp Depot, Calcutta, as on 1st April, 1964, 1st April, 1965, 1st April, 1966, 1st April, 1967 and 1st April, 1968 respectively has been furnished by the Ministry for information of the Committee (Appendix IV). Another statement indicating the position of staff in sections of the office of the Chief Controller of Printing and Stationery, concerned with paper and stationery has also been furnished to the Committee (Appendix V). This statement does not

include the staff dealing with the work relating to establishment matters, budget and accounts etc. of the Government of India Stationery Office as these sections are also concerned with such matters in respect of all Government of India presses and the branches under the Chief Controller.

4.5. When asked to indicate the quantum of reduction, retrenchment etc. that might have taken place in the headquarters and other subordinate offices as a result of implementation of the recommendations made by the various departmental committees or on the recommendations of staff inspection unit of the Ministry of Finance, the Ministry have informed the Committee that three departmental committees have since looked into the working of the Government of India, Stationery Office. Out of these three committees, the departmental committee headed by Shri K. P. Mathrani (1951-52) recommended reduction of a total number of 218 posts in various categories in the office of the Chief Controller of Printing and Stationery, the office of the Assistant Controller, outside Printing organisation and the Government of India Stationery Office, Calcutta, resulting in an annual saving of Rs. 2,78,439. Out of the above 218 posts, the Government of India Stationery Office was required to retrench 203 posts. The reduction suggested by this committee in so far as the Government of India Stationery Office was concerned, was duly given effect to which the exception of 32 posts of junior clerks, which could not be retrenched due to intervention of the Calcutta High Court. The cadre of junior clerks was subsequently abolished and the persons holding the posts were promoted as lower division clerks either by creation of additional posts or against existing vacancies.

4.6. Some posts were, however, added soon after, in 1954 and 1956 and a considerable number in 1957 and 1958. Thereafter, posts have been created for Regional Depots but not for the main office of the Government of India Stationery Office.

4.7. In the year 1966, the inspection wing which was attached to the Government of India Stationery Office was also transferred to the DGS&D along with its staff.

4.8. In 1966, 44 vacant posts were not filled and were allowed to lapse.

4.9. The Government of India Stationery Office has not yet been examined by the Staff Inspection Unit of the Ministry of Finance.

4.10. So far as the office of the Chief Controller of Printing and Stationery is concerned, the Staff Inspection Unit made a study in 1966-67 and the reduction made in the sections dealing with

stationery as a result of their recommendations has been indicated for information of the Committee in the statement relating to the Office of the Chief Controller of Printing and Stationery mentioned earlier (Appendix V).

4.11. During their study visit to the Government of India Stationery Office, Calcutta in June 1968, the Study Group of the Committee came to understand that due to lack of proper avenues of promotions in the Government of India Stationery Office, Calcutta and its Regional Stationery Depots, there was discontentment among the staff.

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 1966.

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.

NEW DELHI;

March 13, 1969.

Phalguna 22, 1890 (Saka).

P. VENKATASUBBAIAH,

Chairman.

Estimates Committee.

APPENDIX I

(Vide para. 2·34 of Report)

Indent of Govt. of India Stationery Office for 1968-69

Sl. No.	Description of paper	Quantity (Metric Tonnes)
<i>I. Printing and Writing papers :</i>		
1	(i) White Printing	18,000
	(ii) White Printing Super Calendered	1,300
2	(i) Unbleached Printing	200
	(ii) Badami	200
3	Offset/Cartridge White	1,300
4	Bleached Cream Laid/Wove	700
5	Imitation Art.	180
6	Art Paper	300
7	Ledger Paper	
	(i) Account Books Paper	150
	(ii) Azure laid	1,000
8	Bank/Bounds	25
9	Typewriting (3 lbs).	2,000
10	Manifold Air Mail.	60
11	(i) Duplicating bleached	4,500
	(ii) Duplicating unbleached	1,600
		31,515
<i>II. Wrapping Papers:</i>		
12	Kraft	850
13	Wrapper	800
14	Cover Paper Buff Manilla	1,500
		3,150
15	III. <i>Blotting Paper</i>	70
<i>IV. Paper Boards :</i>		
16	Pulp Board	300
17	Art Board	25
18	Ticket Board & Triplex Board	1,500
		1,825

Speciality Papers

<i>Sl. No.</i>	<i>Description</i>	<i>Quantity (Metric Tonnes)</i>
19	Map Printing	200
20	Ferro Prussiate Base Paper	20
21	Watermarked Stamp Cap	10
22	Cross Key Cover Embossed finish	10
23	(i) Grey Wove Writing for Inland letters	400
	(ii) Blue Wove Writing for Inland letters with 26 to 50% Rag contents	
24	Sunlit Offset Ptg. with over 50 Rag and blance grass	740
25	Sunbeam ledger with over 50% pure Rags and imported bleached sulphite wood pulp	60
		1,440
<i>Summary</i>		
I.	Printing & Writing Paper	31,515 M.T.
II.	Packing & Wrapping Paper	3,150 „
III.	Blotting Paper	70 „
IV.	Paper Boards	1,825 „
V.	Other Special Varieties	1,440 „
	TOTAL :	38,000 „

APPENDIX II

(vide para 2.46 of Report)
Statement showing important purchases made by G. I. S. O., Calcutta during 1965-66, 1966-67 & 1967-68,
with prevalent market rates

Brief description of the item	1965-66		1966-67		1967-68	
	Market rate	Contract rate	Market rate	Contract rate	Market rate	Contract rate
(1) T.W. Carbon Paper F ^o cap size.	Per Ream Rs. 20/-	Per Ream Rs. 8.50	Per Ream Rs. 22/-	Per Ream Rs. 8.25	Per Ream Rs. 22.45	Per Ream Rs. 11.59
(2) Stencil Paper F ^o cap size.	Rs. 208/- per doz.	Rs. 127.50 per doz.	Rs. 248/- per doz.	Rs. 148.75 per doz.	Rs. 295.00 per doz.	Rs. 18.00 per grs.
(3) T.W. Ribbons.	Rs. 23.50 per grs.	Rs. 12.65 per grs.	Rs. 23.50 per grs.	Rs. 13.60 per grs.	Rs. 28.00 per grs.	Rs. 19.77
(4) Pencils, coloured	Rs. 25.50	Rs. 16.75	Rs. 27.00	No contract	Rs. 33.00	No contract
(5) Pencils, Lead	Rs. 15.00	No contract	Rs. 27.00	No contract	Rs. 33.00	No contract
(6) Drawing Pencils.	Rs. 36.00	No contract	Rs. 45.00	No contract	Rs. 51.00	No contract
(7) Tracing cloth 18 metres a roll.	Per roll Rs. 115/-	Per roll Rs. 84/-	Per roll Rs. 120/-	Per roll Rs. 100/-	Per roll Rs. 125/-	Per roll Rs. 110/-

N. B. :— Contract for 1968-69 & 1969-70 finalised @ 17.05 and Rs. 15.17 per gross for Hard and Soft variety respectively.

N. B. :— Contract for 1968-69 & 1969-70 finalised at the rates ranging from Rs. 21.00 to Rs. 22.77 per gross.

Brief description of the item	1965-66		1966-67		1967-68	
	Market rate	Contract rate	Market rate	Contract rate	Market rate	Contract rate
(8) Pins Plated	Per kg. Rs. 9.00	Per kg. Rs. 7.80	Per kg. Rs. 10.00	Per kg. Rs. 8.50	Per kg. Rs. 11.00	Per kg. Rs. 8.72
(9) Ink Blue Black for F' Pen	Per doz. Rs. 10.50 (in 2 oz. phials.)	Per doz. Rs. 5.73 (in 4 oz. phials.)	Per doz. Rs. 12.75 (in 2 oz. phials.)	Per doz. Rs. 6.00 (in 4 oz. phials.)	Per doz. Rs. 13.25 (in 2 oz. phials.)	Per doz. Rs. 7.18 (in 4 oz. phials.)
(10) Heliotype Paper	Per roll Rs. 7.00	Per roll Rs. 5.30 (average)	Per roll Rs. 7.50 (average)	Per roll Rs. 4.95	Per roll Rs. 8.50	Per roll Rs. 5.50 (average)
(11) Paper Ferroprussiate sensitized.	Rs. 5.00	Rs. 5.00 (average)	Rs. 5.50	Rs. 5.50 (average)	Rs. 6.50	Rs. 5.75 (average)

Note :— Market rates obtained from

- (1) Kores (I) Ltd., Calcutta Branch.
- (2) Mooheill & Barry Ltd., Kilburn Divn., Calcutta.
- (3) Continental Commercial Co. (P) Ltd., Calcutta.

APPENDIX III

(vide para 2.106 of Report)

*List showing special items of stationery stores including paper of imported Origin deleted from the vocabulary of Stationery Stores (September, 1964 edition)
• of Government of India Stationery Office, Calcutta*

Serial No.	Vocab. No.	Description of Articles
1	2	3
<i>A.—Drawing Paper</i>		
1	A003	Cartridge Drg. 54'' × 25 yds.
2	A004	Cartridge Drg. 40'' × 25 yds.
3	A006	Cartridge Tracing Continuous 60'' × 125 yds.
4	A014	Drawing 42'' × 28''—210 lbs.
5	A016	Drawing D'ble Elephant Litho Bank Post 40'' × 27'' —31 lbs.
6	A017	Drg. Handmade 20'' × 15½''—25 lbs.
7	A018	Drg. Emperor 72'' × 48''—535 lbs.
8	A019	Drg. Endless for Maps and Diagrams 55'' × 100 yards.
9	A020	Drg. Imperial 30'' × 22''—72 lbs.
10	A021	Drg. Medium 22'' × 27½''—34 lbs.
11	A022	Drg. Royal 25'' × 19''—44 lbs.
12	A025	Ferropusiate Un-sensitized 60'' × 50 yds.
13	A026	Ferropusiate Un-sensitized 38½'' × 110 yds.
14	A027	Ferropusiate Un-sensitized 39'' × 36 yds.
15	A028	Ferropusiate Un-sensitized 42'' × 110 yds.
16	A032	Mounted on Brown Holland Drg. 43'' × 100 ft.
17	A033	Do. 54'' × 25 yds.
18	A034	Mounted Drg. Paper 40'' × 100 ft.
19	A035	Mounted on Bridge Holland 36'' × 100 ft.
20	A 036	Section 170, 30'' × 22''—72 lbs.

1 2

3

21	A037	Section 170A, 30'' × 22''—72 lbs.
22	A039	Section Drg. 1/8'' Dn. 26'' × 10 yds.
23	A041	Do. 1/10'' Dn. 26'' × 10 yds.
24	A044	Do. 1/12'' Dn. 26'' × 10 yds.
25	A047	Do. 1/20'' Dn. 26'' × 10 yds.
26	A048	Do. Mounted 1/8'' Dn. 26'' × 11 yds.
27	A049	Do. 1/10'' Dn. 26'' × 11 yds.
28	A050	Tissue 30'' × 20''— 7 lbs.
29	A051	Tracing 54'' × 20 yds.
30	A052	Do. 40'' × 20 yds.
31	A053	Do. 40'' × 30'' in rolls of 1 quire.
32	A054	Tracing Litho Transfer 35'' × 22''
33	A055	Tracing Tintless 20'' × 30''
		<i>B.—Writing Paper</i>
34	B023	Cream Toned Hand made 51 cms. × 71 cms. 10·8 Kgs.—60 G.S.M.
35	B024	Cream Wove Hand made Bank 45·5 cms. × 58·5 cms. 5·3 Kgs.—44 G.S.M.
36	B028	Ledger Azure Laid Cambridge 43 cms. × 69 cms.—13·4 Kgs.—90 G.S.M.
37	B029	Ledger Lancashire 43 cms. × 69 cms. 13·4 Kgs.—90 G.S.M.
38	B030	Ledger Lancashire 34·5 cms. × 43·5 cms. 6·7 Kgs.—90 G.S.M.
39	B031	Millbourne Handmade Loan 42 cms. × 52 cms. 16·3 Kgs.—150 G.S.M.
40	B032	Millbourne Handmade Loan 42 cms. × 52 cms. 14·2 Kgs.—130 G.S.M.

1 2

3

D.—Printing Paper

41	D008	Art Enamelled 25.5 × 33 cms.—7.3 Kgs. 175 G.S.M.
42	D009	Art Enamelled 25.5 × 16.5 cms. 2.7 Kgs. 130 G.S.M.
43	D075	Rag Bank White Wove 56 cms. × 91 cms. 28 Kgs. 110 G.S.M.
44	D077	Rag Bank White Wove 56 cms. × 76 cms. 15 Kgs 75 G.S.M.

E.—Paper, Other Kinds

45	E059	Marble assorted 51 cms. × 76 cms.
46	E060	Do. 43 cms. × 69 cms.
47	E061	Do. 34.5 cms. × 43 cms.
48	E062	Do. 52.5 cms. × 72.5 cms.

G.—Boards and Cards

49	G001	Boards Bristol 311 cms. × 69 cms. 6 sheets.
50	G002	Boards Bristol 51 cms. × 66 cms. 4 sheets.
51	G003	Boards Bristol 56 cms. × 76 cms. 4 sheets.
52	G008	Cards fancy folding 10" × 8"
53	G009	Cards Gold edged white round cornered 5" × 4"
54	G010	Cards Guide 6" × 4"
55	G011	Do. Buff 8" × 5"
56	G012	Do. Do. 6" × 4"
57	G013	Do. Do. Plain 8" × 5"
58	G014	Do. Do. Plain 6" × 4"
59	G015	Do. Do. Plain 5" × 3"
60	G017	Cards Ivory 5" × 4"
61	G018	Cards Menu 5-3/10" × 3.7/10"
62	G019	Cards Non-Such Royal Blue
63	G020	Cards Non-Such Royal Green

1	2	3
64	G021	Cards Non-Such Royal Red
65	G022	Cards Non-Such Royal Yellow
66	G028	Cards Visiting place Ivory for Guests 3" × 1½"
67	G029	Cards Visiting place Ivory for Ladies 3½" × 2½"
68	G031	Card Boards Royal (Blue, Green, Pink, Yellow 8 sheets).
69	G032	Mill Boards D'ble F' cap 8d.

H.—Drawing Materials

70	H001	Brushes Drg. Camel Hair Broad
71	H002	Brushed Drg. Camel Hair Extra Broad
72	H003	Brushes Drg. Camel Hair Fine
73	H004	Brushes Drg. Camel Hair Medium
74	H005	Do. Sable Hair Broad
75	H006	Do. Do. Extra Broad
76	H007	Do. Do. Fine
77	H008	Do. Do. Medium
78	H009	Do. Do. No. 2 Red
79	H010	Do. Do. No. 3 Red
80	H011	Do. Do. No. 4 Red
81	H012	Do. Dg. No. 5
82	H013	Do. Do. No. 6 Red
83	H014	Do. Do. No. 7 Red
84	H015	Do. Do. No. 8 Red
85	H016	Do. Do. No. 9
86	H017	Do. Do. No. 10 Red
87	H018	Do. Do. No. 11
88	H019	Do. Do. No. 12

1	2	3
89	Ho20	Brushes Drg. Squirrel Hair Broad
90	Ho21	Do. Extra Broad
91	Ho22	Do. Fine
92	Ho23	Do. Medium
93	Ho24	Do. No. 0
94	Ho25	Do. No. 1
95	Ho26	Do. No. 2
96	Ho27	Do. No. 3
97	Ho28	Do. No. 4
98	Ho29	Do. No. 5
99	Ho30	Do. No. 6
100	Ho31	Do. No. 7
101	Ho32	Do. No. 8
102	Ho33	Do. No. 9
103	Ho34	Do. No. 10
104	Ho35	Do. No. 11
105	Ho36	Do. No. 12
106	Ho37	Blue Print corrector 25 c.c. a phial (Blue, Green Red, White, yellow and violet).
107	Ho47	Cloth Tracing Sectional 26'' × 10 yds. 1/8'' Dn.
108	Ho48	Cloth Tracing Sectional 26'' × 10 yds. 1/10'' Dn.
109	Ho49	Cloth Tracing Sectional 26'' × 10 yds. 1/12'' Dn.
110	Ho51	Colour Box shilling complete.
111	Ho52	Dazo Tracing Cloth 1 metre × 10 metres a roll.
112	Ho56	Colour Box Empty Large.
113	Ho66	Map Teeks 1.3 cm. assorted.
114	Ho67	Paste Erasing for Tracing Cloth.

1	2	3
115	Ho68	Paste for Map mounting.
116	Ho69	Pencils, coloured, assorted in a box.
117	Ho84	Pens, Crowquill, Steel on cards containing 1 doz.
118	Ho86	Pens, Mapping Steel, on cards containing 1 doz.
119	Ho88	Pen Steel Nibs (Hinks and wells or Gillots) Bronzed fine No. 404.
120	Ho89	Pen Steel Nibs (Hinks and wells) Bronzed No. 303.
121	Ho93	Pins Drg. with letter No. 1
122	Hi00	Sponge Large.
123	Hi01	Sponge Large Velvet.
124	Hi02	Sponge Small.
125	Hi03	Sponge Small Velvet.

M—Miscellaneous Stores

126	Mo66	Silk Ribbon Broad assorted colour in rolls of 2.5 cms. × 40 metres.
127	Mo67	Silk Ribbon Narrow assorted colour in rolls of 6 cms. × 47.5 metres.

J—Binding Materials

128	Jo06	Cloth Chiffon Lissi 101.5 cm. × 36.5 metres approx.
129	Jo12	Gold Blacking Foil Imp.
130	Jo13	Gold Transfer Foil Imp.
131	Jo14	Gold Leaf 8.57 × 8.57 cms. in books containing 25 leaves.
132	Jo23	Needles Large Imp.
133	Jo24	Needles Small Imp.
134	Jo25	Needles Sail No. 14 Imp.
135	Jo27	Silver Leaf 9.2 cm. × 7.6 cm. in books containing 25 leaves.
136	Jo29	Stapling machine Imp.
137	Jo30	Staples, Wire, 1000 in a box.

1	2	3
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K—Duplicating and T.W. Materials

138 K020 Silk perforating F'cap.

L—Parchment

139	L001	Parchment Animal 107 cms. × 92 cms.
140	L002	Parchment Animal 76 cms. × 61 cms.
141	L003	Parchment Animal 52 cms. × 42 cms.
142	L004	Parchment Tymphen 107 cms. × 91 cms.
143	L005	Parchment Tymphan 76 cms. × 99.5 cms.
144	L006	Parchment Tymphan 84 cms. × 66 cms.
145	L007	Parchment Vellum 76 cms. × 61 cms.

APPENDIX IV

(vide para 4.4 of Report)

Statement showing the sanctioned strength of Government of India Stationery Office, Calcutta, including Regional Stationery Depots at New Delhi, Madras and Bombay

S.No.	Designation of Post	1-4-64	1-4-65	1-4-66	1-4-67	1-4-68
1	2	3	4	5	6	7
<i>Govt. of India Stationery Office, Calcutta</i>						
<i>Class I (Gazetted)</i>						
1	Controller of Stationery	1	1	1	1	1
2	Dy. Controller, Stationery	1	1	1	1	1
2A	Dy. Controller (Insp.)	1	1	1
3	Dy. Controller Stationery (Admn.)	1	1	1	1	1
<i>Class II (Gazetted)</i>						
4	Asstt. Controller, Stationery	9	9	9	6	6
4a	Inspector (Testing)	1	1	1		
<i>Class II (Non-Gazetted)</i>						
5	Superintendent.	5	5	5	5	5
5a	Examiner (Special Grade)	1	1	1
5b	Examiner	7	4	4		
<i>Class III</i>						
6	Progress Inspector	2	2	2	2	2
7	Head Clerk	17	17	17	15	15
8	Store-Keeper (Wholesale)	1	1	1	1	1
9	Store-keeper (Retail) P.C.W.H. & Currency Bldg. Ramakrishnapur.	3	3	3	3	3
10	Accountant	4	4	4	4	4
11	Cashier	1	1	1	1	1
12	Dy. Store Keeper	5	5	5	5	5
13	U. D. Clerks	198	198	198	194	163
13a	U. D. C. (Incharge)	30
14	Stenographer.	7	7	7	6	6
15	L. D. Clerks/Typist.	454	476	473	453	414
16	T. W. Mechanic	1	1	1	1	1
17	Driver.	1	1	1	1	1
18	Carpenter.	8	8	8	8	7

1	2	3	4	5	6	7
<i>Class IV</i>						
19	Store Receiver	35	34		4	3
20	Jetty Sircar.	1	1	1	1	
21	Booking Sircar/Sircar.	2	2	2	2	2
22	Labour Supervisor	8	8	8	8	7
23	Cash Sircar.	2	2	2	2	2
24	Tinsmith	1	1	1	1	1
25	Gestetner Operator	1	1	1	1	1
26	Stencilman	10	10	10	10	10
27	Duftry Selection Grade	5
27a	Duftry	32	31	31	30	25
28	Sorter/Packer	148	144	148	148	148
29	Lab. Bearer.	5	5	5	1	..
30	Peon	73	72	72	69	63
31	Durwan	14	13	14	14	13
32	Night Watchman/Chowkidar	9	9	9	9	9
33	Farash	8	8	8	8	8
34	Mali.	1	1	1	1	1
35	Visty.	1	1	1	1	1
36	Pumpman	2	2	2	2	2
37	Sweeper	14	13	14	14	14
38	Skilled Labourer	2	2	2	2	2
39	Labourer	192	185	192	192	212

TOTAL :— 1294 1293 1270 1229 1196

Sl. No.	Designation of Post	I-4-1964	I-4-1965	I-4-1966	I-4-1967	I-4-1968
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1	2	3	4	5	6	7
<i>Class II (Gazetted)</i>		Regional Stationery Depot, New Delhi				
1	Assistant Controller	1	1	1	1	1
2	Inspector Testing	1	..	1
<i>Class II (Non-Gazetted)</i>						
3	Superintendent	1	1	1	1	1
<i>Class III</i>						
4	Examiner	3	..	3
5	Accountant	1	1	1	1	1
6	Head Clerk	1	1	1	1	1
7	Store Keeper	1	1	1	1	1

1	2	3	4	5	6	7
8	D.S.K.	I	..	I	I	..
9	U.D. Clerk	10	10	10	10	10
10	Stenotypist	I	..	I	I	I
11	L.D. Clerk/Typist	32	32	32	32	32
12	Caretaker	I	I	I	I	I
13	Carpenter	I	I	I	I	I
<i>Class IV</i>						
14	Store Receiver	7	7	7	7	7
15	Duftry	I	I	I	I	I
16	Farash	I	I	I	I	I
17	Sweeper	2	2	2	2	2
18	Peon	3	3	3	3	3
19	Sorter/Packer/Labourer	26	25	26	25	25
20	Durwan	3	3	3	3	3
21	Chowkidar	2	2	2	2	2
TOTAL		100	93	100	95	94

R.S.D. MADRAS

<i>Class II (Gazetted)</i>						
1	Assistant Controller	I	I	I	I	I
<i>Class III</i>						
2	Store-Keeper	I	I	I	I	I
3	Dy. Store-Keeper	I	I
4	Accountant	..	I	I	I	I
5	U.D. Clerk	..	2	2	3	3
6	Stenotypist	I	I	I	I	I
7	L.D. Clerk	I	7	7	12	12
<i>Class IV</i>						
8	Peon	I	I	I	2	2
9	Durwan	I	2	2	2	2
10	Chowkidar	2	2	2	2	2
11	Sorter/Packer	2	I
12	Sweeper	I	I	I	..	I
13	Labourer	..	6	6	8	8
TOTAL		9	25	25	36	36

1	2	3	4	5	6	7
R.S.D. BOMBAY						
<i>Class II (Gazetted)</i>						
1	Assistant Controller			1	1	1
<i>Class III</i>						
2	Accountant			1	1	1
3	Store-Keeper			1	1	1
4	U.D. Clerk			3	3	3
5	L.D. Clerk			9	9	9
6	Steno-typist			1	1	1
<i>Class IV</i>						
7	Peon			2	2	2
8	Durwan/Watchman			3	3	3
9	Sweeper			1	1	1
10	Labourer			6	6	6
TOTAL				28	28	28

Reserve Stamp Depot

<i>Class II (Gazetted)</i>						
1	Assistant Controller				1	
<i>Class III</i>						
2	Store Keeper	1	1	1	1	1
3	D.S.K.			1	1	1
4	U.D. Clerk	1	4	4	4	4
5	L.D. Clerk/Typist	5	7	7	7	7
<i>Class IV</i>						
6	Delivery Sarkar	1	1	1	1	1
7	Store Receiver	1	1	5	5	5
8	Jamadar Darwan	1	1	1	1	1
9	Daftry/Packer	1	1	1	1	1
10	Durwan	3	3	3	2	2
11	Farash	1	1	1	1	1
12	Sweeper	2	2	2	2	2
13	Peon	1	1	2	2	2
14	Labourer	4	10	10	10	10
15	Sorter/Packer			1	1	1
TOTAL		22	33	40	40	40

(b) Reduction of staff as a result of recommendation of S.I.U. in P&S Section.

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APPENDIX VI

(*vide* para 4 of Introduction)

Summary of Conclusions/Recommendations contained in the Report

Sl. No.	Reference to para number of the Report	Summary of conclusions/Recommendations
1.	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.
2.	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

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| | | building. The Committee hope that in future foreseeable and future needs of accommodation would be borne in mind in such cases. |
| 3. | 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. |
| 4. | 2.33. | 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. |
| 5. | 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. |
| 6. | 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. |

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7. 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.
8. 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 take 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.
9. 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.
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| 10. | 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. |
| 11 | 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. |
| 12 | 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. |
| 13. | 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, reglets, etc. was retransferred to the Government of India Stationery Office leading to some inconvenience to the Government of India presses. |
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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 risen.

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.

14.

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.

15.

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.

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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 ensured unified control. They feel inclined to accept the view of the Ministry that the advantages claimed by the transference of the Inspection Wing to

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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.

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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.

18

2.103

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

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19.	2.104	The Committee feel constrained to note that even in the exercise of the power of local purchase, many Government 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.
20.	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 Ministries/Departments of the Government of India as against their entitlement according to the prescribed scale and then introduce curbs on wasteful expenditure.
21.	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.

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22	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.
23	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.
24	3.13	The Committee to 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.
25	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

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		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.
26	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, whereas a sum of Rs. 7,554.70 was written off by him during 1967-68. They would stress the need for minimizing the losses of stores due to defective storage or the loss in transit due to inefficient handling and packing, etc.
27	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.
28	4.13	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.
29	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 1966.
4.	1.33.	The Committee note that at present the may examine the staffing pattern, grades, etc. in the Government of India Stationery Office, Calcutta, and its Regional Depots.

APPENDIX VII

(Vide para 5 of Introduction)

Analysis of Conclusions/ Recommendations contained in the Report

I. CLASSIFICATION OF RECOMMENDATIONS :

A. Recommendations for improving the organisation and working :
Serial Nos. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30.

B. Recommendations for effecting economy :
Serial No. 8.

II. ANALYSIS OF THE RECOMMENDATION DIRECTED TOWARDS ECONOMY :

Sl. No.	Sl. No. as per Summary of recommendations [Appendix VI]	Particulars
I	8	Cases of inflated demands for stationery from any department/ministry persisting for two or three years, this should be brought to the notice of the Ministry of Health and Family Planning and Works, Housing and Urban Development who should take up this matter with the indenting department/ministry at a higher level.
