



THE MADRAS STATIONERY MANUAL

VOLUME I

SIXTH EDITION

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dated 3rd January 1958.)*

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PRELIMINARY NOTE.

Introduction.—The Stationery Branch of the Stationery and Printing Department is a central agency for the distribution of stationery articles, typewriters and duplicators to Government offices throughout the Madras State. It also supplies clothing to last grade servants in the Secretariat and offices of the heads of departments in Madras City. Clothing is also supplied to menial servants in the hospitals both in the city and the mufassal. Warm clothing is supplied to last grade servants serving in hill tracts and other cold places. The Stationery Department is also authorized to supply stationery to the Government of Pondicherry. The Stationery Department also supplies stationery to quasi-Government institutions such as the Universities and Port Trusts. The Stationery Department has to procure and stock the various items of stationery required for distribution. The articles of stationery authorized to be stocked and supplied by the Stationery Department are enumerated in Appendix I of the Stationery Manual, Volume II, Part I. The Controller of Stationery and Printing is the departmental head and he is the adviser to Government on all matters dealt with by the Stationery Department. The Controller of Stationery and Printing is also authorized to stock and supply local fund cheque books and pass books to Treasury Officers on payment of cost and to stock and supply departmental cheque books to officers in the Madras City free of cost. The Controller is assisted in the discharge of his duties by a Gazetted Officer designated as the Assistant Controller of Stationery and Printing. The Controller is also assisted by the Gazetted Officers on the Press side in regard to technical matters relating to stationery.

2. *Procurement of stationery.*—All articles except (i) paper and boards, (ii) typewriters and duplicators, (iii) Khadi cloth and (iv) press-made and jail-made articles are purchased annually from the open market by inviting tenders. A standing list of suppliers and contractors for supplying these articles is maintained to whom notices of tender are issued. Besides, the notice is also published in the local dailies and trade journals to enable the other suppliers also to send the tenders. The Controller of Stationery and Printing is the final authority in settling these tenders. Papers of all varieties are obtained from Indian mills on the allocations made by the Directorate-General of Supplies and

PRELIMINARY NOTE

Disposals, New Delhi, on whom indent for the paper required is placed. Payments to the Paper Mills are made by the Accounts Officer of the Directorate-General of Supplies and Disposals and debit is raised to the Stationery Department through the Accountant-General, Madras. Typewriters and duplicators are purchased direct from the companies concerned. A list of approved patterns of typewriters and duplicators is found in the Stationery Manual, in rules 63 and 88. Khadi cloth is procured from the Government Khadi Producing Centres. Cumbliies, sandals and shoes are obtained from the Jail Department. Articles, suitable quality of which are not available in India, are obtained by placing an indent on the Directorate-General of Stores, India Store Department, London or any other purchase organization abroad through the Directorate-General of Supplies and Disposals, New Delhi with the prior sanction of Government. Preference is always given to Indian-made articles. Articles which are manufactured by the Government Press and Jails are obtained by placing an indent on the Press and Jail Department. Sealing wax (superior) is obtained from the Forest Department. In estimating a year's requirements for each of the stationary articles, the average of the issues during the previous three years, or the highest issue in any of these three years is reckoned as the basic figure. To that is added a reserve of 25 per cent and the resultant quantities are purchased or indented for. The stationery is procured for the official year April to March. All supplies are inspected by a committee consisting of the Controller or Assistant Controller of Stationery and Printing, Manager and Storekeeper, before being taken to stock.

3. *Stocking.*—Spraying of D.D.T. has to be done regularly and incessantly to keep away the white-ants from destroying the stores. All the articles have to be kept on some wooden racks to prevent easy access to the ants. Wherever necessary, the floor and the rack-stands are coated with tar as a further preventive measure.

The bulk stock of primarily paper and also other stationery articles known as bulk stock is kept in the godown under a stock register. This forms one section. Each variety of paper is kept separately arranged in the godowns, and separately for each mill which manufactures it. Index cards are suspended in the godowns indicating the particulars of each kind of paper and there are also rack-cards on each block for entering the transactions of receipts

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P R E F A C E

The Madras Stationery Manual has passed through five editions. The fifth edition was printed in 1931. The Manual consists of three books, viz., Volume I, Volume II, Part I and Volume II, Part II. Volume I contains Rules for the Indenting and supply of stationery. Volume II, Part I, contains Appendices of general interest, such as, list of articles stocked and supplied by the Stationery Department, list of Indenting Officers, list of articles issued for stated periods, instructions for packing and unpacking typewriters and duplicators and the forms used for indenting for stationery. The revision of the Manual was taken up in 1949 and the revised Manual, Volume I, was approved by Government in G.O. No. 3148, Education, dated 27th November 1950. Volume II, Part I, was approved in G.O. Ms. No. 3, Education, dated 21st January 1951. Certain modifications became necessary in the text of the Manual, Volume I, consequent on the shifting of the Stationery Office from Guindy to First Line Beach. The modifications were approved by Government in Memorandum No. 54661-E/52-1, Education, dated 6th February 1953. However, before the final printing could be done there was a change in the administrative set-up of the Stationery Department. The Stationery Department which was functioning under the control of the Collector of Madras under his designation "Superintendent of Stationery" and the Government Press, Madras, which was under the control of the Superintendent were constituted into a separate department styled as the Stationery and Printing Department, under the control of a Head of Department designated as "Controller of Stationery and Printing".

Consequent on the change in the administrative set-up, the Manual revised in 1950, required several modifications. The revision of Volume II, Part II, which was not then completed also had to be taken up. The revision of the Manual was again taken up in 1955. Volume II, Part II, which contained departmental appendices laying down scales of supply of stationery articles to the various categories of officers in each department and clothing to last grade servants has been

split up into two books, Part II and Part III. Part II contains scales of supply of stationery admissible to various categories of staff in each department and Part III contains the scale of supply of clothing for last grade servants of various departments.

In the present edition the changes in the routine working of the department introduced from time to time for improving the efficiency of the work in the department have been incorporated. It is hoped that this edition will help all officers to enforce strict economy in the use of stationery in their offices.

MADRAS.

H. J. STOOKS,
Controller.

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security of Rs. 2,000 and stock clerks in charge of Loose Stock sections who furnish personal securities for Rs. 250. Besides the above staff, the stores consists of clerks to carry on correspondence, warehousemen for packing consignments and attending to simple duties of routine nature, lascars and mazdoors, carpenters, tinker, typewriter mechanics, lorry staff and watchmen.

Stock sections.—Each Stock section is in charge of a stock clerk who furnishes a personal security of Rs. 250. He is responsible for the correctness and for the proper condition of the articles kept in his section and also for the proper maintenance of the stock register by noting therein promptly the transactions as they take place. He is expected to bring to the notice of the Assistant Controller through the store-keeper when the stock of any article is running low, i.e., when the stock goes down below the minimum stock entered on the top of the page of the stock register allotted for that article. The bulk of the paper (nearly 80 per cent) stocked in the stores is consumed by the Government Press. The annual indent of Press is passed and kept in stores but supplies are made on separate requisitions received daily or weekly according to the immediate requirements of the Press and they are set off against the quantities passed on the indent. In order that the quantity passed on the indent may not be exceeded the quantities supplied are watched from a ledger account maintained by the godown clerk in which the total quantity claimed and passed on the indent under each variety of paper is noted at the top of each page set apart for each variety of paper and datewar supplies made on requisitions received from time to time are entered thereunder. An advice of the daily supplies of paper made to Press is also sent with the lorry which carries the supplies, and it is acknowledged and returned back the same day by the Press. The entries in the ledger are posted daily by the godown clerk from the acknowledgment of the Press. As for the most part of the time the lorries are engaged on the transport of paper to the Press the clearance clerk is put in immediate charge of the lorries and the staff. The clearance clerk therefore supervises the loading and unloading of the lorries when they leave the stores and arrive back. He takes charge of the packages of stationery as they are furnished each day by packers, checks with the credit notes prepared by the latter, and loads them in the lorries and sends them for booking. When railway receipts are received in the evening, they are transmitted to the clerk in the stores for despatch to concerned officers.

The clearance clerk maintains the log book for the lorries to watch that the maximum work is turned out by them without an unduly large consumption of petrol.

OFFICE BRANCH.

Office branch comprises mainly of the following sections:—

- (1) Tapal section.
- (2) Establishment section, including co-ordination of correspondence common to both the Stationery and the Press branches.
- (3) Procurement section for procurement of stationery articles.
- (4) Typewriter section to attend to procurement and supply of typewriters and duplicators and their repairs.
- (5) Indent section to attend to passing of stationery indents and correspondence relating thereto.
- (6) Clothing section for procurement of clothing materials, supply of stitched garments to certain classes of menials, and correspondence relating thereto.
- (7) Accounts section to attend to passing of bills and all matters relating to accounts.
- (8) Fair copying and Despatch section.
- (9) Record section.

The duties of each of the sections are briefly described below:—

Tapal section.—All incoming letters are received in the Tapal section, serially numbered and distributed to the concerned clerks through the section heads. Separate distribution registers are maintained for each section. All the letters are put up to the Gazetted Officers-in-charge for perusal before distribution to the sections concerned.

Establishment section.—This section deals with all matters relating to the establishment of the Stationery Department such as appointment and postings of staff, all questions relating to service matters, grant of leave, maintenance of service registers, preparation and sending of prescribed annual establishment returns, etc. This section also deals with appeals from the subordinates of the Press branch and co-ordinates the work of the Press and Stationery branches in all matters of common interest to both the branches.

Procurement section.—This section attends to the procurement of stationery articles which are to be supplied to various Government offices. Paper and boards are procured from the

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and issues datewar as they take place so that the stock of each variety of paper in the godown on any date can be known from the rack-card, without reference to the stock register.

Apart from the bulk stock kept in the godown the loose stock is kept in stock sections. Each stock section contains a distinct group or groups of articles. Separate stock registers are kept in each stock section. When new supplies are received and taken to account in the committee book suitable entries are made in the stock registers.

4. *Distribution of stationery.*—Stationery is supplied annually to officers on indents sent by them in the prescribed form. The supplies to all officers are not made at one time, but are judiciously spread over a year, by a programme allotting a month of the year for one or two or more departments for sending their indents. A period of about a month is allowed to the Stationery Department for complying with the indents. Some of the stationery articles which are required to be supplied only periodically or occasionally, e.g., punch plyers, are issued only after the lapse of the prescribed period or on the production of a certificate (in the case of articles of occasional supply) that the articles have worn out or become unserviceable by fair usage or have been lost. The supply, however, of these articles is regulated by the scale laid down in the Stationery Manual, Volume II, Part II, for each department.

In regulating the supply of the other articles eligible for annual supply the main criterion is that the average of the previous three years' consumption of any of these articles is not exceeded. In exceptional cases, however, where the officers have adequately explained the necessity for larger demands, an increased supply up to a limit of 25 per cent over the three years' average or over the highest issue in one of those three years is allowed. Where the demands are made appreciably in excess of these limits, the Stationery Department is expected to bring the fact to the notice of the head of department, and to the notice of the Government in case the head of the department takes no action, on the report of the Stationery Department.

The above procedure will not apply to the officers of the Revenue Department. The officers of the Revenue Department are not required to send annual indents to the Stationery Department. Each taluk, Divisional and Collector's office is supplied stationery annually on a scale fixed for each office by the Government. If the requirements of any office in any particular year

vary from the standard scale, the possibilities of adjusting stocks within the district or among the districts are explored by the Collector and the Board of Revenue respectively. If no such adjustment is possible, an indent for the additional supply is placed on a State basis by the Board of Revenue with the Stationery Department before the 31st December of each year.

Clothing is indented on forms different from those used for stationery. Their supplies are regulated according to the sanctioned scale laid down in Stationery Manual, Volume II, Part III. There is no prescribed form for indenting for typewriters and duplicators.

Initial supply of all stationery articles to any office requires sanction of Government. New typewriters and duplicators are supplied to officers with the express permission of the Controller of Stationery and Printing on obtaining Government's sanction or when the Controller of Stationery and Printing considers that the old machines with the officers are beyond economical repairs. He also takes into consideration the recommendations of the heads of departments for renewal of the machine in any particular case.

The supply of stationery to all Government officers is made free of cost. But the commercial departments of Government specified in Appendix III of Volume II, Part I, of the Stationery Manual are supplied with stationery on payment of cost, the value however being collected in cash or adjusted subsequently by the Accountant-General on receipt of the bills got countersigned and sent to Accountant-General by the Stationery Department. In all these sales, departmental charges of 5 per cent in respect of typewriters and duplicators and 21 per cent in respect of all other stationery articles are charged.

5. *Detailed working.*—The above is a general outline of the three main functions which the Stationery Department performs. But a full picture can be gathered only by a knowledge of the detailed working of the department. The Stationery Department comprises of (i) Stores branch and (ii) Office branch.

STORES BRANCH.

Stores branch consists of godown, Loose Stock sections, Packing section, Carpentry, Typewriter Mechanics and Transport sections. The store is in direct charge of the store-keeper who furnishes a security of Rs. 5,000. He is assisted in the discharge of his duties by an Assistant Store-keeper who furnishes a

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Indian Mills on allocations made by the Directorate-General of Supplies and Disposals, New Delhi, who enters into a running contract with the paper mills for the requirements of the Central Government as well as the State Governments. Certain articles such as twine, twisted thread, tape tags, flat-file cases, ink-stands, rulers, etc., which are manufactured by the jails are obtained by placing an indent on the Inspector-General of Prisons who allocates to the various jails, the articles to be supplied by them. Certain articles such as note sheets, flat-file cases, first sort, blank books, etc., manufactured by the Press branch are obtained by placing an indent on the Superintendent, Government Press. The other articles are obtained by calling for tenders in the open market and selecting the most suitable article consistent with quality and price. Contracts are entered into with the successful tenderers to supply the articles as per accepted sample at the accepted rate throughout the official year as per supply orders placed from time to time. The articles are inspected by a committee consisting of the Controller or the Assistant Controller, the Manager and Store-keeper to see whether the supply is in accordance with the accepted sample before being taken to stock. In respect of paper supplied by Indian mills the assistance of the technical gazetted officers of the Press branch is availed of to determine whether the supply can be accepted. Certain articles such as drawing paper, ledger paper, etc., suitable quality of which is not available in India are procured from abroad by placing an indent on the Director-General of Stores, India Store Department, London or any other purchase organisation abroad through the Directorate-General of Supplies and Disposals, New Delhi, with the prior sanction of Government. In estimating the quantity of each article to be procured for a year the average of the consumption in three preceding years is taken as the basis and 25 per cent of this average is added to serve as reserve stock.

Typewriter section.—This section deals with procurement of typewriters, duplicators, cyclostyle machines and calculating machines. The number of typewriters, duplicators, etc., to be purchased in a year is determined with reference to the number purchased in previous years and the number of new requisitions pending compliance. Initial supply of typewriters requires sanction of Government. Only approved patterns of typewriters and duplicators are purchased. Prices of different patterns are ascertained from the respective agents and reported to Government suggesting the number to be purchased in each pattern with

reference to availability of stock with the respective agents. New typewriters and duplicators are not generally kept in stock but supplies are ordered to be made by the agents direct to the officers concerned under intimation to this department. Acknowledgments for receipt of the machines are called for from the officers and the transaction is recorded in the books of this department as receipt and issue by means of a direct delivery slip.

Every new machine supplied to an officer is allotted a serial number in the register of permanent numbers assigned to typewriters and other machines and this number is called the F. No. of the machine. All correspondence relating to the machine which are initially dealt with in current numbers in accordance with the system prescribed in the District Office Manual is ultimately filed with the previous papers in the relevant F. No.

Besides supply of new machines, the section attends to correspondence relating to repairs, condemnation, replacement and lending and selling of typewriters. Minor repairs to machines in offices in Madras City are attended to by the typewriter mechanics employed by the Stationery Department. Repairs which cannot be attended to by the mechanics of this department are got done by the officers by the agents of the companies which supplied the machines, the previous approval of the Controller being obtained when the agents' estimate of repairs exceeds Rs. 25. The bills of the repair charges are paid by the Stationery Department on receipt of the repair bills duly countersigned by the officers concerned. In respect of repairs to machines in offices outside the Madras City, the officers are empowered to get the repairs done locally by getting the necessary guarantee regarding the working of the machine. When the estimate of repairs exceeds Rs. 25 the previous approval of the Controller is necessary for getting the repairs done.

Machines are lent to officers for use in place of machines under repairs and for special work for periods not exceeding three months at a time. A ledger of typewriters loaned to officers is maintained to watch the prompt return of the machines after the expiry of the period for which the machine is lent. Second-hand typewriters are also sold to gazetted officers eligible for supply of typewriters under the rules and a register is maintained to record such sales.

Machines which are condemned as being beyond repairs are entered in a register of unserviceable machines and their disposal in auction is watched in that register.

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Indent section.—The indent section scrutinizes and passes all indents for stationery received from the officers. The indents are registered serially in a register of indents. The serial number assigned to the indents in this register is known as the indent number. The correspondence on the indent is carried on in current numbers as per the system prescribed in the District Office Manual but ultimately closed by filing in the indent number. The indents are scrutinized to see that the claims are not in excess of the average of the consumption in the three previous years and that in cases where excess claim is made, adequate reasons are given for the excess demand. After the indent is passed, it is transferred to stores where it is taken up for compliance in the order of receipt priority being given to urgent indents. Indent section watches the return of the indents after compliance without undue delay. When the indents are not complied with in full as passed by the Indent section in respect of any article for want of stock, the articles due for supply are arranged to be supplied by the stores, as soon as the stock of the articles is replenished. For this purpose a balance register showing the quantity of different articles due to be supplied on each indent is maintained in the stores and balance slips are prepared in the stores with reference to this register for supplying the articles. In order that there may be uniform flow of indents particular dates by which the indents of the particular departments should reach the Stationery Department and the dates by which the indents should be complied with are prescribed in the rules.

Clothing section.—This section deals with procurement of clothing materials and supply of garments to certain classes of menials in Government offices. Khadi cloth is used for all garments except warm clothing. Khadi cloth is obtained from the Government Khadi Producing Centres through the Department of Khadi. Stitching materials such as buttons, tape, lace, etc., are procured by calling for tenders. Cumblies, shoes and sandals are obtained from the Jail Department by placing orders as and when necessary. The indents received are scrutinized with reference to the scale of supply prescribed in the manual. Arrangements for tailoring are made annually by calling for tenders. The indents are registered serially in a register of indents and the serial number assigned to the indent in this register is known as the C.I. No. All correspondence is carried on in current numbers as per the system prescribed in the District Office Manual but ultimately

closed in the C.I. No. A register of clothing orders placed with the tailoring contractor from time to time is also maintained to watch the prompt compliance of the clothing orders.

Accounts section.—It is the duty of the Accounts section to prepare the budget estimates of receipts and charges, additional allotments and surrenders, preparation of establishment pay bills, encashment of cheques and disbursement of pay, etc. The Accounts section passes all bills for supplies and services. Before passing the bills the Accounts section satisfies itself that the supplies for which payments are made have been properly brought to account and that the services rendered have been properly acknowledged by the officers to whom the service has been rendered. The Accounts section also collects the cost of stationery supplied to certain departments to whom supply is to be made only on payment of cost. For this purpose a price list of stationery articles stocked in the Stationery Department is prepared for each year. Bills are prepared with reference to the price list and sent to officers. The settlement of these bills either by book adjustment or cash payment is watched through a D.C.B. Register. Payments to parties in the Madras City are made by contingent bills drawn on the Pay and Accounts Officer, Madras, and endorsed in favour of the parties. Payments to parties outside Madras City but within the Madras State are made by contingent bills drawn on the district treasuries concerned and endorsed in favour of the parties. Payments to parties outside the Madras State are made by drawing cash from the Pay and Accounts Officer, Madras, on contingent bills and sending them to the parties by means of demand drafts obtained from the Reserve Bank of India, the demand drafts being made encashable either at any branch of the Reserve Bank of India, or any branch of the State Bank of India, as circumstances require. The Accounts section also deals with the disposal of the annual audit reports of the Accountant-General, Madras, and the Stock Verification Report. A special staff is appointed annually for the compilation of the Annual Administration Report and the Accounts section deals with the balance of work which remains after the disbandment of the special staff.

Faircopying and Despatch section.—This section attends to the faircopying of letters and their despatch. It forms part of a combined faircopying section constituted for both the Stationery and Press branches.

Record section.—This section has the custody of records. It also indents for stationery required for the use of the members

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of the staff of the Stationery Department and distributes them to the individuals on requisitions received from them from time to time. It also supplies Local Fund cheque books and pass books to the Treasury Officers on prepayment of cost. Other kinds of cheque books are supplied to the officers in the Madras City. The cheque books are in the personal custody of the Controller of Stationery and Printing. Local Fund pass books are kept in the Stationery Store. The section also deals with correspondence for procurement of furniture required for the Stationery Department, books and publications and miscellaneous work such as purchase of equipment for hot and cold weather.

The above is a general outline of the work done by the Stationery Department but is not exhaustive. The detailed rules are contained in the various chapters constituting the text of the Manual.

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