

**GUIDELINES FOR THE DEPARTMENTAL OFFICERS
WHO ARE THE STATIONERY SUPPLY CARD
HOLDERS**

0. Stationery Department has already introduced a new system of supply cards for the Government Offices who were direct demanding units of the department for their requirements of Stationery articles. The new system is to replace the system of sending indents for stationery articles every year. According to the card system, the approved supply card together with the voucher for the articles is presented at the Stationery Office from where the supply of articles included in the card will be arranged. One particular advantage of the card system is that it will make for speedy and smooth compilation of figures through the maintenance of a mother register in the office of the Controller of Stationery and for a much more realistic appraisal and forecasting of the requirements of Stationery articles for each Government Office and for the state as a whole.

0.1 The following information and instructions are issued for the guidance of all the Government Offices so that the card system will workout smooth in practice.

1. Duration of card:

1.1 The card once issued as has been circularised already will be valid for a period of three supply years (namely three calendar years in Malabar area and three financial years in Travancore-Cochin area) The quota as drawn out in the card can be drawn by the direct demanding officer for each years use but the stock on hand at the time of drawal should be taken into account before drawing the full quantity.

1.2 No enhancement of the supplies will normally be allowed during the currency of the card.

1.3 The card system will be followed only for general stationery items as described in the card and binding materials annually supplied to departments like Registration. For every major users like the Government Presses, the existing system of annual indents will continue for the printing and cover materials, binding materials etc.

1.4 For non-annual articles (non-consumable stores like scissors, stationery punches and paper weights) the present system of sending indents in CF. No. 30A periodically will continue.

1.5 For office machines the requisitions shall be sent in the form given in Appendix A through the Controlling Officer. (see also item 51 of Appendix 4 K.F.C. Vol. II)

1.6 Rubber stamps and metal seals:

Supplies of stamps and seals required by various Government departments will also be arranged by the Stationery Department (See also item 47 Appendix 4, K.F.C. Vol. II).

1.6.1 The following categories of stamps and seals are supplied to Government offices generally:—

(a) One office seal and one despatch seal both with dating arrangements to every office of the taluk level and above:

(b) One designation seal each to all heads of departments Secretaries to Government; Addl. Secretaries, Deputy Secretaries and Under Secretaries of the Government Secretariat and other Officer, for whom such seals are essential in the opinion of the Controller of Stationery.

(c) One court seal to each court, one treasury seal to each treasury and one revenue seal to each office in the Revenue department.

1.6.2 First supply of signature rubber stamps (facsimile seals) will be made only on the strength of specific sanction of Government in the administrative department concerned.

1.6.3 Indent for stamps and seals:

Requests for stamps and seals shall be sent to the Controller of Stationery, Trivandrum 695033, in the form given in Appendix B.

1.6.3.1 The indenting officers shall send the lists of new stamps and seals required with rough sketches indicating the sizes for stamps and seals required in replacement separate lists shall be sent with the impressions of the wornout stamps and seals. The latter will be supplied only if on examination of the impressions, they are found wornout. Excessive indents for stamps and seals and indents for stamp and seals of abnormal and disproportionate sizes would be declined by the Stationery Department.

1.6.3.2 Custody of signature (facsimile) stamps and seals:

Facsimile stamps will be supplied only on the orders of Government. Signature rubber stamps shall be kept under lock and key by the Officers using them. The rubber stamps should be checked personally by a senior officer every fortnight to see that none of them is stolen, lost or misused.

Note.—The use of facsimile stamps in courts have been restricted to purely routine matters. Facsimile seals are prohibited in office correspondence, in certificates and in orders of transmission of decrees for execution to other courts, in authenticating copies issued by the Superintendent of Copyists and in warrants and summons.

2. Assessment of needs:

The success of the supply card system depends on the correct assessment of the needs of each direct demanding officer. It is, therefore, essential that the direct demanding officer himself first comes to a realistic assessment of his needs (including those of his subordinate units which get their supplies from the bulk stock got down by the direct demanding officer) and that he passes on the information including the correct details of the staff to the Inspector of Stationery department for fixing the annual quota of stationery articles to be supplied.

2.1 A general scale of supply of some of the essential articles as approved by Government is given in Appendix C.

2.2 Requirements of temporary staff should not be included in the assessment, unless the staff is likely to be made permanent.

3. Addition requirements:

Requirements of stationery articles for the additional staff engaged and other special needs should be indented for in the form given in Appendix D with all the relevant particulars.

3.1 The requisition should be routed through the countersign officer (controlling officer) for his recommendation without which the supply will not be allowed by the Stationery Department.

3.2 Since the supply cards were prepared, by and large, after making on the spot assessments of the need of each office by the Inspectors of the Stationery department, the opinion of the Inspector concerned will be taken before allowing additional supplies, except where the supply is for a special purpose or for a new need not contemplated at the time of preparation of the supply card or where additional requirements arise following a change in the staff strength.

3.3 If the Inspector on his rounds feels that the supply of a particular article to an office should be enhanced for a very valid reasons, his views will be marked on the supply card itself in red ink so that the Superintendent/Assistant Controllers/Junior Superintendents (Supply section) in the Controllorate of Stationery can get the quota revised by the Controller of Stationery accordingly. The Inspectors should in such cases, propose the revision of quota in the inspection reports as well.

3.3.1 Requisition for revision of quota will be presented by the Inspector of Stationery in the form given in Appendix D1.

3.3.2 The direct demanding officers for their part may send the cards to the Superintendent or the Assistant Controller of Stationery concerned to get the quota revised accordingly as soon as the copies of the Inspection reports are received by the direct demanding officers.

4. Vouchers for supply:

Vouchers duly signed by the direct demanding officer shall be presented to the stationery office in duplicate along with the supply card. For additional supply of stationery for non annual articles and office machines, seals and stamps the voucher shall be presented in triplicate. Care should be taken to follow the following instructions in the preparation of vouchers:

Instructions for preparation of vouchers for supplies against sanctioned indents

1. Vouchers shall be presented in duplicate/triplicate as required (where door delivery is arranged vouchers should be presented in quadruplicate).

2. Vouchers for supplies should be presented in the prescribed printed forms (Common form No. 55 or 56).

3. Where vouchers are presented on plain paper for unavoidable reasons, fairly thick writing paper should be used for the purpose (Typewriting paper should not be used for preparing vouchers).

4. Vouchers presented on plain paper should not be typed out on both sides of the paper.

5. Where vouchers are sent through messengers endorsement in favour of the messengers shall be given in the vouchers in the prescribed space.

6. Vouchers shall never be written out in pencil.

7. All the applicable columns of the voucher shall be filled in including those for 'quantity in words' and 'quantity in figures',

8. Where the supply is on payment basis, the head of debit shall be noted on the top of the voucher in red ink.

9. Where vouchers run to more than one page, each page should be signed by the indenting officer.

5. Rush of vouchers at the beginning of each supply year

In order that the heavy rush of indents (requisitions) may be avoided at the beginning of the supply year, it is decided to stagger the supplies of each week day among the various Government Offices by grouping the departments, as is now done by the Treasury Department for encashment of salary bills. Accordingly the departments mentioned below will get their supplies of stationery articles on the week day mentioned against each group hereafter:—

Monday: Departments of Agricultural, Archaeology, Revenue (including Survey, Excise, Civil Supplies etc.) Co-operation Cultural publications, Dairy Development, Drugs Control and Economics and Statistics.

Tuesday: Departments of Electrical Inspectorate, Factories and Boilers, Fire Force, Fisheries, Forest, Ground Water, Harijan Welfare, Health Services and Homoeopathy.

Wednesday: Departments of Housing, Hydrographic Survey, Indian Systems of Medicines, Industrial Training, Industrial Tribunals, Industries and Commerce, and Education (including School Education, Collegiate Education, Technical and Medical Education).

Thursday: Judicial Departments, Tribunals, Commissions of Enquiry, Advocate Generals' Office, Department of Labour, Labour Courts, Departments of Local Fund Audit, Mining and Geology, Municipal Administration, Museum and Zoo, N.C.C. National Employment Service and National Savings.

Friday: Departments of Panchayats, Police, Ports, Prisons, Public Service Commissions and Public works.

Saturday: Rajya Sainik Board, Departments of Registration, Secretariat Departments, Social Welfare, Soil Conservation, State Archives, State Central Library, State Insurance, State Lotteries, State Planning Board, Tourism, Treasuries, Tribal Welfare, Water Transport, Weights and Measures, and all other offices and institutions not mentioned elsewhere.

5.1 All supply card holders are requested to observe the above Schedules, by not sending messengers for drawal of stationery items on days other than those prescribed for them.

5.2 The practice of dispensing supplies in four quarterly instalments to local offices (situated in the same place as the Stationery Office is situated) is being dispensed with.

5.3 The staggering of supplies will not apply to office machines and non-annual articles.

6. Corrections:

The Assistant Controllers of Stationery in the Regional Offices and the Superintendents in the district Stationery Offices will be at liberty to correct obvious errors and omissions in the supply cards where they pertain to direct demanding officers unde

their jurisdiction. Where elaborate corrections are required the card must be surrendered to the Stationery Office. A revised card will be issued within a period of one month. The Assistant Controllers of Stationery/District Stationery Officers are also directed to intimate the change if any made in supply card original and duplicate copies, to the Head Office for making corrections in the Mother Register. The Supply section in the Head Office will give such intimations to Monitoring Cell, they will make the corrections in the supply card on the basis of the report of the submits as well as supply section in the Headquarters.

7. Alterations in the quota:

Apart from the Controller of Stationery, the Inspectors of Stationery, if they feel that the quota sanctioned of a particular item in the card is excessive, are authorised to curtail the supply of any article by making suitable remarks on the card itself and on the page of the card where required under intimation to the Head Office. The heads of the Regional and the District Offices and Stores while making supplies to individual offices will take into account the remarks thus made by the Inspectors. For excess stocks on hand at the time of verification, instructions to discontinue the supply for a particular period will be made in the supply card by the Inspectors of Stationery to inform the Stationery Office concerned. If the quota is to be reduced permanently owing to decrease of staff, work load etc. the suggestions may be included in the inspection report also. Revised quota will be recommended for such items.

7.1 Posting of stock accounts:

The stock registers maintained by the Direct Demanding Officers for the supplies received from the Stationery Department shall be posted then and there in accordance with Article 149 (1) of K.F.C. Volume 1. The information on the supplies made will be recorded on the card itself by the Storekeeper of the Stationery Stores or any other authorised store subordinate.

8. Renewal of Supply cards:

The Controller of Stationery will suo moto, initiate steps for the renewal of the supply cards three/six months ahead of the expiry of the card. The Inspectors, in the meantime, will be deputed to various direct demanding officers for a reassessment of the needs of necessary. The renewed supply cards will be sent to individual offices from the Stationery Office concerned within 15 days of the surrender of the old cards by the direct demanding officers. All direct demanding officers should surrender their supply cards to the Stationery Officers concerned as soon as the

supplies due for the last year of the card are drawn from the Stationery Department and after accounting the material in the accounts. The direct demanding officers may while surrendering the cards indicate any revision of the quota, if required. The procedure for the renewal of cards will also apply to premature renewals necessitated by permanent additions to the staff during the tenure of the cards or by such other reasons.

8.1 Supply according to the renewed cards will commence from the date specified in the cards.

8.2 All Heads of Departments and officers are requested to intimate the details of offices created and abolished during the tenure of the supply cards to the Controller of Stationery and the Inspectors of Stationery concerned, so that those details will also be taken into account while renewing the cards. Heads of Departments should also see to it that the supply card, office machines, letter weighing balances with weights, stamps and seals etc. issued to a defunct subordinate office are surrendered to the Stationery Department within a week of the office being abolished.

9. Inspection Reports:

The Inspectors attached to the Stationery Department, apart from assessing the needs of the offices inspected have to inspect the stock and accounts of the articles already supplied and used as laid down in Government Circular No. 26177/H2/75/H. Edn, dated 2nd September 1975 (see Annexur E). Their inspections would necessarily be surprise ones. According to the standing instructions, the heads of offices are precluded from raising objections to the inspections on the plea of stock clerks being absent and for other similar reasons. It is also important to give replies to the various inspection reports of the Stationery Department within a month of the receipt of the report. Copies of the replies given should be invariably endorsed to the concerned Inspectors also for their reference. If the replies are unreasonably delayed that is beyond six months the Controller of Stationery/the Assistant Controllers of Stationery/ Superintendents of Stationery will be constrained to stop supplies against the cards in force and take them back in the Stationery Department pending clearance of the inspection reports. Any inconvenience or loss sustained by the Government in this process will be only to the debit of the direct demanding officer concerned personally. In extreme cases of delay or suppression of vital facts, Stationery Department will be at liberty to cancel the card issued to the direct demanding officer under intimation to Government.

9.1 Likewise, the Inspectors are drafted also for the inspection of the office machines kept by the direct demanding officer. It is important, therefore to show all the machines to the inspectors along

with the account kept up for the machines in the furniture register. A copy of the Stationery Department Circular No. A2/4924/76 dated 4th March 1976 regarding the maintenance of office machines may be seen in Appendix-F.

10. Supplies on payment:

Normally, supplies made to service departments of Government will not be charged (see Article 60 of K.A.C. Vol. I). However, the following exceptions to the rule may be noted:—

(i) Supplies made by the Stationery Department to other service departments will be charged for the following:—

(a) For priced publications including College Magazines,

(b) For examinations conducted by other departments of Government by levying fees;

(c) The cost of articles supplied for offices and scheme whose cost is shared by the State Government with the Central Government or other Institutions should be accounted under the specific head of account of the budget of the service departments in concerned.

10.1 Supplies relating to plan Schemes shall be charged in accordance with Article 67 of K.A.C Vol I.

10.2 Supplies made to non-Government and quasi Government Department Commercial Departments of Government are also chargeable (see Article 61 of K.A.C. Vol 1).

11. The instructions issued here are to make matters smooth both for the direct demanding officers and the Stationery Department. So all Government Departments are requested to follow the instructions earnestly and scrupulously.

12. Disposal of waste paper:

Annual contracts for the collection and purchase of waste paper from Government Offices are fixed by the Stationery Department. The details of the contracts may be had from the Controller of Stationery, Trivandrum by 1st May every year. If the contractors default further steps for the disposal of the waste paper should be taken by the heads of offices themselves in accordance with the circular instructions on the subject. Loss, if any, sustained by Government on account of such sales outside the contracts should be intimated to the Controller of Stationery, Trivandrum in the form given in Appendix-G within ten days of the disposal.

13. Repairs to Office Machines:

13.1 Office machines like Typewriters, duplicators and cronometers should never be allowed to be repaired by any person other than the mechanic of the Stationery Department. Whenever, there is any defect in the machines, the machine should be sent to the nearest Government Repair Workshop of the department with details of the defects found and of the number and make of the machine. If the defects are very minor and could be removed on the spot, the services of the mobile unit of the workshops can be requisitioned by addressing the Controller of Stationery (or the Assistant Controller of Stationery of the region) (by phone or letter) so that the repairs will be attended to then and there and the necessity of sending the machines to the Stationery Department could be avoided.

13.2 A machine history register shall be maintained for each machine by the typist or operator concerned. A copy of the circular issued by the Director of Printing and Stationery on the subject and of the relative Government order may be seen in Appendix II. Printed copies of the register may be obtained from the nearest Stationery Office.

13.3 No machine should be rejected as wornout and unfit for use until it has been examined by the Stationery Department. Wornout machines should be returned to the Stationery Department before a new machine can be issued.

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