

785020

ACC

10000/120/2886

Q/05/13

Jan. 1945

10000/120/2886

Q/05/13 Stationery + Office Equipment (Internal)

Jan. 1945 - May 1946

Subject : Stationery Indent - Q/OS & REME.

Land Forces Sub Comm. A.C.
(M.M.I.A.) R O M E
Q/OS/13
2 May 1940

Chief Clerk,
M. M. I. A.

Carbon paper, Foolscap size	=	30 sheets
S.O. Books 136g	=	4
Army Book 193	=	1
Pencils (Red)	=	4
" (Blue)	=	4

Signed E. R. G. 137771
Q/OS Branch

Subject : Stationery Indent - Q/OS & RENE.

Chief Clerk,
M. M. I. A.

Land Forces Sub Commission; A.C.
(M.M.I.A.) R O M E
Q/OS/13
29 March 1946

Carbon paper, Foolscap size	- 30 sheets
White Sulphide Bond, 8 x 10	- 1 ream
Paper, Typing, thin, 8 x 10	- 1 ream
Typewriter Ribbon	- 1

Signed E. H. G. L/Cpl.
Q/OS Branch

1376

Subject :- Stationery Indent - Q/OS & REME M.M.I.A.

Land Forces Sub Comm, A.C.
(M.M.I.A.) ROME
Q/OS/13 —
15 March, 46.

Chief Clerk,
M. M. I. A.

Carbon paper, Foolscap size -	30 sheets
Paper, quarto,	2 packets
" " (thin)	2 "
" F/cap	2 "
" " (thin)	2 "
Drawing pins	2 boxes
Staples	1 box
File covers	12 "
Pencils (black lead)	4
" (red)	4
" (blue)	4
Gum Arabic	1 Packet
Typewriter Ribbon	1

Signed E.R.B. L/cpl 1375
Q/OS Branch

Subject : Stationery Indent - Q/OS M.M.I.A.

Land Forces Sub Comm.A.C.
(M.M.I.A.) R O M E
Q/OS/13
15 February 1946

Chief Clerk,
M. M. M. A.

Carbon paper, Foolscap size	- 30 sheets
Correctine	- 1 bottle
Pins, steel	- 2 pkts
Paper clips, small	- 1 pkt

Signed E.H.C. I/Cpl

Q/OS Branch

/ERC

137

785020

Subject : Rubber Stamps.



Land Forces Sub Comm.A.C.
(M.M.I.A.) R O M E
Q/OS/13
22 December 1945

To : HQ Commandant,
A.C., ROME

May this office please be supplied with
2 Rubber Stamps as under :-

Lt-Col.
ADOS. MMIA.

W. A. 1373

Lt-Col.
ADOS
M.M.I.A.

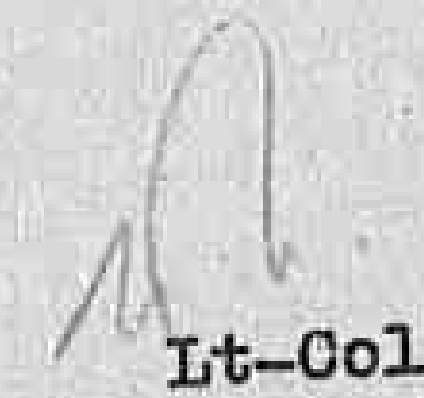
Subject : Office Equipment.

Land Forces Sub Comm.A.C.
(M.M.I.A.) R O M E
Tel. 478195
Q/OS/13
28 December 45

Office Space Section,
H.Q., A.C.

May the following Office Furniture please
be supplied to furnish the office of ADOS MMIA
(Lt.Col. W.H. AIREY) in Room 22 on the 7th Floor
of this building :-

Desk, Officers	- 1
Cupboard, small (lockable)	- 1
Table, small	- 1


Lt-Col. ADOS
M. M. I. A.

1372

Subject : Door Signs.

Land Forces Sub Comm.A.O.
(M.M.I.A.) R O M E
Q/OS/13 —
21 Jan 46

Officer Space Section,
Allied Commission.

May the enclosed card be printed please,
as per specimen attached.

This office is located on the 7th Floor,
room number 20.

A.S. Head
Lt-Col. ADOS
M. M. I. A.

1371

SUBJECT:- Stationary Required - Q/OS M.M.I.A.

Land Forces Sub Comm.AC.
(M.M.I.A.)

Q/OS/13

1 Feb. 46

Carbon paper, Foolscap size	30 sheets
Paper clips, small	2 pkts
Pins	1 pkt
Paper, Foolscap, Thin	1 ream

Signed _____ L/Cpl.
Q/OS Branch M.M.I.A.

1370

Subject:- Request for Keys

Land Forces Sub-Commission, A.C.
(M.F.I.A.)

8th. February 1946.

Office Space Section,
Headquarters, Allied Commission.

May two keys please be cut to fit the enclosed lock.
On completion please deliver to Room 22, 7th. Floor.

o/

a Head

Lt. Col.
A.D.O.S.

1369

SUBJECT: Olivetti Typewriter.

Land Forces Sub Commission, AO.,
(M . M . I . A .) ROME
Q/OS/13 ✓
7 Feb. 1946.

Office Space Section,
Allied Commission.

It is requested that the Olivetti Typewriter held by this Branch be thoroughly overhauled, the machine being in a very delapidated state.

This office is located on the 7th floor, room 20.

Signed E. R. Brown L/Cpl
Q/OS Branch M.M.I.A.

ERC/lv

1368

Q/OS/13

21 SEPT 45

Stationery required - DADOS Q/OS - M.M.I.A.

Paper, quarto,	pockets	2
" " (thin)	"	3
" F/cap	"	2
" " (thin)	"	3
Carbon paper,	boxes	1
Paper Clips,	"	2
Pins,	"	1
Pencils (soft) Johan Faber No.2		4
" (coloured)		4
Paper Duplicate 8"x10"	pockets	2
Eraser, typing		1
Rubbers, soft		2
File Covers		12
Staples	boxes	2
DRAWING PINS		2

Signed J. S. Darden Cpl
 DADOS (Q/OS) Office
 M.M.I.A.

ID/ab

1367

EXTRACT FROM

GENERAL ROUTINE ORDERS Nos. 996 to 1021

by

Field-Marshal The Hon. Sir HAROLD R.L.G. ALEXANDER

G.C.B., C.S.I., D.S.O., M.C., A.D.C.

SUPREME ALLIED COMMANDER MEDITERRANEAN THEATRE

Serial No. 36

7 September 1945

PART III. QUARTER-MASTER GENERAL'S BRANCH

1013. Army Printing and Stationery Service.

This GCO supersedes GCOs 337/44, 830/44 and 939/44 which are hereby cancelled.

GENERAL.

1. (a) The Army Printing and Stationery Service is responsible for letterpress printing and the supply and maintenance of all office machinery. The Service also supplies War Office Publications, Army Forms, Army Books, Rubber Stamps, Stationery Office Requisites and Accountable Secret Documents.

(b) Demands for these will be submitted to addresses as listed in Appendix "A" to this GCO.

PRINTING AND NON-STANDARD RUBBER STAMPS.

2. (a) All demands for printing will be submitted to Printing and Stationery Service AFHQ.

(b) No demand for less than 1,000 copies of any document will be submitted unless supported by a covering letter explaining the necessity for the request.

(c) Proofs will be prepared only if requested when the **1386** is placed. Checking of proofs is a unit responsibility.

(d) All demands for non-standard rubber stamps (ie, stamps peculiar to a unit) will be submitted with specimens in duplicate of wording required to Printing and Stationery Service AFHQ.

DUPLICATION.

3. (a) Units which are unable to complete duplicating work under own arrangements will apply to Printing and Stationery Service AFHQ. Applications of this nature will include:-

This GRO supersedes GROs 337/44, 830/44 and 939/44 which are hereby cancelled.

GENERAL.

1. (a) The Army Printing and Stationery Service is responsible for letterpress printing and the supply and maintenance of all office machinery. The Service also supplies War Office Publications, Army Forms, Army Books, Rubber Stamps, Stationery Office Requisites and Accountable Secret Documents.

(b) Demands for these will be submitted to addresses as listed in Appendix "A" to this GRO.

PRINTING AND NON-STANDARD RUBBER STAMPS.

2. (a) All demands for printing will be submitted to Printing and Stationery Service AFHQ.

(b) No demand for less than 1,000 copies of any document will be submitted unless supported by a covering letter explaining the necessity for the request.

(c) Proofs will be prepared only if requested when the ~~1386~~ **1386** is placed. Checking of proofs is a unit responsibility.

(d) All demands for non-standard rubber stamps (ie, stamps peculiar to a unit) will be submitted with specimens in duplicate of wording required to Printing and Stationery Service AFHQ.

DUPLICATION.

3. (a) Units which are unable to complete duplicating work under own arrangements will apply to Printing and Stationery Service AFHQ. Applications of this nature will include:-

(i) Details of number of copies required.
(ii) Certificate stating that work is beyond scope of equipment held by unit.

(b) Proofs will be given only if the work includes figures or formulae of a technical nature, and if a note to this effect is included on the indent.

ARMY FORMS, ARMY BOOKS, STANDARD RUBBER STAMPS, STATIONERY OFFICE REQUISITES.

4. (a) Indents will be submitted to units of the Printing and

Stationery Service in accordance with Appendix "A" to this GRO.

- (b) Indents will cover two months' estimated requirements.
- (c) Indents for stencils, typewriter ribbons and other accessories for office machinery will state the make and size of machine for which required.

PUBLICATIONS.

5. (a) Demands for Publications, which will not exceed the scale laid down in AF L1398, will be submitted in accordance with Appendix "A" to this GRO.
- (b) Demands in excess of AF L1398 scale will be submitted to Printing and Stationery Service AFHQ giving precise details for the necessity thereof.
- (c) Normal automatic distribution is made of a wide range of publications. This distribution is notified in GROs at regular intervals. Any unit not receiving an entitlement of publications will apply to 10 PUBLICATIONS DEPOT for copies. The number of this GRO will be quoted on such indents.
- (d) War Office publications, amendments and cancellations are notified in Army Council Instructions. Such notifications do not necessarily indicate that automatic distribution has been made in CMF. This will be announced in accordance with para 5 (c) above.
- (e) Current unwanted publications will be returned to 10 PUBLICATIONS DEPOT.

- (f) Obsolete publications will be destroyed by fire or treated as salvage according to security classification.

ACCOUNTABLE SECRET DOCUMENTS.

6. These will be treated as laid down in GRO 245/45.

OFFICE MACHINERY.

7. (a) No office machinery, including captured or requisitioned machinery, will be held without authority of Printing and Stationery Service AFHQ. Form PSS 22 notified in GRO 869/45 will accompany each machine at all times.

- (b) All indents for typewriters, duplicators and calculating machines will be submitted to Printing and Stationery Service AFHQ on AF L1392 (CMF). No unit will hold more than the authorized number

(b) Demands in excess of AF L1398 scale will be submitted to Printing and Stationery Service AFHQ giving precise details for the necessity thereof.

(c) Normal automatic distribution is made of a wide range of publications. This distribution is notified in GROs at regular intervals. Any unit not receiving an entitlement of publications will apply to 10 PUBLICATIONS DEPOT for copies. The number of this GRO will be quoted on such indents.

(d) War Office publications, amendments and cancellations are notified in Army Council Instructions. Such notifications do not necessarily indicate that automatic distribution has been made in CMT. This will be announced in accordance with para 5 (c) above.

(e) Current unwanted publications will be returned to 10 PUBLICATIONS DEPOT.

(f) Obsolete publications will be destroyed by fire or treated as salvage according to security classification.

ACCOUNTABLE SECRET DOCUMENTS.

6. These will be treated as laid down in GRO 245/45.

OFFICE MACHINERY.

7. (a) No office machinery, including captured or requisitioned machinery, will be held without authority of Printing and Stationery Service AFHQ. Form PSS 22 notified in GRO 869/45 will accompany each machine at all times.

(b) All indents for typewriters, duplicators and calculating machines will be submitted to Printing and Stationery Service AFHQ on AF L1392 (CMT). No unit will hold more than the authorized number of machines. Indents for requirements in excess of AF L1392 scale will be supported by an explanation of the necessity for the issue.

(c) Unserviceable office machinery will be exchanged on written application being made by the holder to the nearest Stationery Depot of the Printing and Stationery Service.

(d) Transfers of office machinery from one unit to another will NOT be made without the prior application in duplicate, to Printing and Stationery Service AFHQ, giving details of:-

(i) Necessity for transfer.

(ii) Make of machine.

(iii) Model number.

(iv) Serial number.

(v) Size.

(e) Losses of office machinery will be dealt with in accordance with Kings Regulations 1940 paras 768 and 769. A copy of the Proceedings of the Court together with the recommendations of higher authority will be forwarded direct to Printing and Stationery Service AFHQ. Application for write-off where necessary will be made by Printing and Stationery Service.

(f) Office machinery requiring repair will be packed securely against shock, marked "FRAGILE" and despatched to the nearest unit of the Printing and Stationery Service. Each machine will have attached a label showing the following details:-

(i) Name of unit.

(ii) Make of machine.

(iii) Serial number of machine.

(iv) Nature of repairs required.

No workshop of any other Service has authority to accept office machinery for repair.

LOCAL PURCHASE.

8. ACIs 1365/40, 690/41 and 1370/41 are NOT applicable in CIP. Applications for local purchase of stationery, printing of forms, books, posters, sign cards, etc, or the repair of office machinery at public expense will be submitted in writing to Printing and Stationery Service AFHQ. Full details will be given of the nature of the proposed service and the local contractor's estimated cost.

(Applicable to all troops)

/eb

2205/Q(Maint)

1364

785020

SUPPLY	AREA OF SERVICE	RESPONSIBLE PSS AGENCY OR DEPOT	DEMAND
(1) Printing, Duplicating and Non-standard Rubber Stamps.	Throughout Theatre	ADPSS, AFHQ	By letter months'
(2) Stationery, Office Requisites, Army Forms, Army Books Standard Rubber Stamps, Draughtsman's Materials	Italy (South West)	21 Base Staty Depot, NAPLES	AF L1393 (C) quisites, Rubber St
	Italy (South East)	8 Stationery Depot, BARI	AF L1374 (C) (To cover ments).
	Italy (Central)	17 Adv. Staty Depot, ANCONA	Supplemente but when e by an offi quired in enance". Os.C. Stat discretion plementary certificat
	Italy (Central)	12 Mob. Staty Sec., FORLI	
	Italy (North East) and Austria	18 Mob. Staty Sec., UDINE	
	Italy (North West)	13 Adv. Staty Depot, GENOA	
	Greece	14 Mob. Staty Sec., ATHENS (det. at SALONIKA)	
	N. Africa	17 Mob. Staty Sec., ALGIERS	

APPENDIX "A" TO GRO 1013/45

AREA OF SERVICE	RESPONSIBLE PSS AGENCY OR DEPOT	DEMANDS TO BE SUBMITTED ON
Throughout Theatre	ADPSS, AFHQ	By letter (To cover at least 3 months' requirements).
Italy (South West)	21 Base Staty Depot, NAPLES	AF L1393 (Stationery, Office Re- quisites, Army Forms, Books, Standard Rubber Stamps).
Italy (South East)	8 Stationery Depot, BARI	AF L1374 (Draughtsman's Materials).
Italy (Central)	17 Adv. Staty Depot, ANCONA	(To cover at least 2 months' require- ments).
Italy (Central)	12 Mob. Staty Sec., FORLI	Supplementary demands will be avoided but when essential will be certified by an officer as "operationally re- quired in addition to normal maint- enance".
Italy (North East) and Austria	18 Mob. Staty Sec., UDINE	Os.C. Staty Depots will exercise discretionary powers in meeting sup- plementary demands not bearing this certificate.
Italy (North West)	13 Adv. Staty Depot, GENOA	
Greece	14 Mob. Staty Sec., ATHENS (det. at SALONIKA)	
Africa	17 Mob. Staty Sec., ALGIERS	

SUPPLY	AREA OF SERVICE	RESPONSIBLE PSS AGENCY OR DEPOT	DEMAND
(3) Educational Stationery (Release Period Scheme).	Throughout Theatre	21 Base Staty Depot, NAPLES	C.M.F. Form (see GRO 49 GRO 798/45)
(4) Educational Text Books	Throughout Theatre	Through Education Officers, HQs Formations to 'B' Army Educational Books Depot, NAPLES	Form EBD/8 (see GRO 49)
(5) War Office Publications of all types	Throughout Theatre	10 Publications Depot, BARI	AF L1394 (Demands will unit holding
(6) Office Machinery, (Typewriters, Duplicators, Adders, Calculators, etc).	Throughout Theatre	ADPSS	AF L1392 (C.M (Demands for AF L1398 sca unless suppo Formation).

1362

AREA OF SERVICE

RESPONSIBLE PSS
AGENCY OR DEPOT

DEMANDS TO BE SUBMITTED ON

Throughout Theatre

21 Base Staty Depot,
NAPLESC.M.F. Form 75
(see GRO 493/45 as amended by
GRO 798/45).

Throughout Theatre

Through Education
Officers, HQs
Formations to 'B'
Army Educational
Books Depot,
NAPLESForm EBD/8
(see GRO 492/45).

Throughout Theatre

10 Publications
Depot, BARIAF L1394
(Demands will be restricted to bring
unit holdings up to scale).

Throughout Theatre

ADPSS

AF L1392 (C.M.F.)
(Demands for issue in excess of
AF L1398 scale will not be submitted
unless supported in writing by HQ
Formation).

29 June 45

Stapling Machine

1

Shorthand Pads

2

Carbon Paper

Pockets 1

1

Spring Grips

6

Stamp Pad

1

Pencils (soft) Johan Faber No 2

File Covers

12

Paper Duplicate

8" X 10"

Packets	2
---------	---

Paste

Bottle

Clips

Boxes

ID/1c

Signed

~~1 TO 1000~~
DADOS (Q/OS) Office

MEIA.

(Corporal Davidson, I)

1361

Q/OS/13

22 June 45

STATIONERY - REQUIRED - DADOS (Q/OS) M.M.I.A.

Paper, quarto,	packets	2	✓
" " (thin)	"	3	✓
" f/cap	"	2	✓
" " (thin)	"	3	✓
Carbon paper,	boxes	1	✓
Paper Clips	"	2	✓
Pins	"	1	✓
Stamp Pad	qty	1	✓
Pencils (blue)	"	2	✓
Penholder	"	1	✓
Nibs (WAVERLEY type if available)	"	6	✓
Stapling M/C	"	1	✓
Staples	boxes	2	✓

Signed

J. S. Davidson

Cpl.

DADOS (Q/OS) Office
M.M.I.A.

1360

Q/OS/13

Stationery required - DADOS (Q/OS) M.M.I.A.

Stapling Machine	1
Staples for same, boxes	2
Spring Grips	2
Stamp Pad	1
Ink for same, bottle	1
Eraser, typing	1
File Tags	qty 25
File Covers (ready perforated)	25
Pen-holders	2
Nibs	6
Shorthand Pad	1

Signed

J. S. Davidson
DADOS (Q/OS) office
M.M.I.A.8 JUNE 45

1359

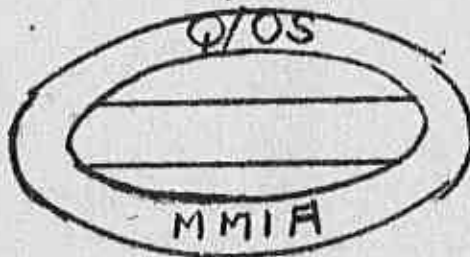
Stationery Indent for DADOS Office

Major Greenwood

		Quantity
S O Book	1361	3
Ruler	Flat 12 inch	1
Blotting Paper	Sheets	3
Trays	Desk wooden	4
Machine	Stapling	1
Erasing Ink	Stencil (bottle)	1
Bulldog Clips Grips (spring type)		2
Paper Clips	Boxes	1
Staples	Boxes	1
Pencils	HB No	6
	Red	3
	Blue	3
Shorthand type - Johan Faber (medium)		3
Pad Shorthand	Red lined	1
Eraser Ink		1
Eraser soft		2

ONE RUBBER STAMP

as per Diagram:

Date...²⁵May.45..
 Signed Cpl. *J. E. Dandson*
 for Major
 Q/OS/Branch

1358

Subject- ~~Expenditure~~

Head Quarter Sub Com, AG
(M.H.I.A.)

00/7

+ May 45

to or 1/3 5(00)

0(ing)

RE

R Sign

A

2

005

A/00

000

0(00) ←

Ord Records

arty Records

Refugee

Labour

Expenditure

Interpretation

1. A return will be rendered to me, not later than 1200 hrs on 5th. May, showing the number, make and length of carriage of all British and Italian typewriters held.

2. His returns are required.

3. Head Clerk and 1000 1/3 will ensure that those machines in use in officers rooms are included.

Handwritten signature
1357
1357

Subject: TYPEWRITERS.

Spare.
Q/05/13

Land Forces Sub Comm. A.C.
(M.M.I.A.)
R O M E
Q/05/29

1 May 45.

To: O i/c
Deposito Speciale V.E.
186 Via PRINCIPE AMBRO
ROME. (attn Cap. RACITI)

You are hereby authorised to issue to Bearer for
H:Q; M.M.I.A.:-

4 TYPEWRITERS (macchine da scrivere)*
1 PORTABLE TYPEWRITER (idem portabile)

Authorization Notice Nr. AQ/BB-ITL/78 of 24 April

refers.

Greenwood.

F.S. GREENWOOD, Major
D.A.D.O.S. M.M.I.A.

Copy to:- Chief Clerk.

PSG/sb

1356

* Branch Note.

Includes 1 m/c
for Q/05 Bch

Stationing
file

*Cpl Davidson**Noted 14 Sept 3 1945*SUBJECT: Stationery*Q/OS/13.**D.A.J.*LAND FORCES SUB-COM. A.C.
(M.M.I.A.)
File No. CC/4
13 March 45TO : Chief Clerks & HCO's
i/c Branches & Services

1. With immediate effect, stationery will be issued weekly, on Mondays, between 0900 and 1200 hrs.
2. Indents will be submitted to Chief Clerk, Room 36, on Fridays before 1200 hrs.

W. H. Cornelius
WO II
Chief Clerk

WS

1355

Subject: Office Equipment.

Land Forces Sub Comm. A.C.
(M. M. I. A.)
R O M E
Q/OS/13

21 Jan 45.

Office Space Section, A.C. Rome

As it is necessary for security reasons that two cupboards furnished by your section be kept locked, will you please arrange for keys to these two cupboards to be cut and supplied.

These cupboards are located in

ROOM 23 on 7th Floor

AJH/wk

A. J. Head
A. J. HEAD,
Major, DADOS,
M. M. I. A.

1 KEY cut
& supplied
22 JAN 45
44

1354

0 3 9 2