CHAPTER 5

COMPOSING

199. Composing.—The works received for printing enter the first stage of production through the composing section. Depending upon the nature of work, the work shall be determined to be executed through the following process:

(i) Hand Composition.
(ii) Mechanical Composition-Lino.
(iii) Mechanical Composition-Mono.
(iv) Typsetting on Adler/Varitype Machines.

200. No operative engaged in the composing section shall be taken to do work of a non-productive nature, especially duties that are to be done by men in the supervision and other sections without the specific concurrence and approval of the Director of Stationery and Printing.

(G.O.No.113, Transport Department, dated 3rd February 1943)

201. Serving out copy.—The work on receipt shall be serially numbered noting where necessary instructions regarding setting up. Heavy author’s corrections, forme proofs and alterations of standing matter shall be distributed in the same manner as fresh setting. The manuscripts shall be distributed in the same manner as fresh setting. The manuscript shall be distributed among the employees that no one is left without work. The inclusion of idle hours in the outturn sheets for want of copies for setting shall be the responsibility of the Section Heads. For purposes of distribution of work a turn book (W.M.G.P.113) in the prescribed form should be maintained in each section where the particulars should be filled in by the employees served with work. The Section Heads should carefully go through this turn book every now and then to supply work to those who have finished the portion already given to them with a view to ensure a regular flow of work to the employees. There should be fair distribution of fat and lean copies especially in machine composition.

202. Instruction for the maintenance and distribution of work according to turn book.—The Composers as they finish each “take” get proofs pulled in duplicate. One proof should be attached to the outturn sheet as voucher which should be attested both by the Composers and Section Heads concerned and the other sent to Reading section for correction and further necessary action. The Composers as they finish each “Take” should immediately enter their name in this book and interest themselves to get further “take” as and when work is received in the section. They should engage themselves in the interval in the distribution of matter, correction to rough proofs, etc. It is left to the section head to distribute more than a “take” to the employees in cases of urgent work required to be done in time. The Section Head shall see to fair distribution work to all employees without
allowing scope for slackness. He shall further be responsible for the expected consolidated cutterm on the scale prescribed in Chapter 14 of this Manual in respect of the total strength of his section.

Note: Any attempt on the part of the Compositor or the operator to evade difficult copy either by delaying the work on hand, refusing or neglecting to sign in the turn book as the “take” is finished, absenting himself or not distributing type shall be taken to the notice of the Officer-in-charge for necessary disciplinary action.

203. Economics in setting.—Various methods by which economies in printing may be effected are given below for guidance:

1. Avoiding re-setting of matters standing in one or the other sections.

2. Following the rules prescribed for standing matter.

3. Printing the statements in run-on form wherever possible.

4. Printing the tabular matter in as condensed form as possible and with the minimum rules.

5. Avoiding “REMARKS” column by taking recourse to foot-notes.

6. The transfer of headings or insertion of column matter in repetition forms.

7. Printing the work at two impressions the repeated blank form first and then the column or other inserted matter.

8. Stereotyping or Lino-typing repeated headings or lines.

9. Taking moulds or casting plates for future use.

10. Alteration of address lines in letter forms or dockets.

11. Ruling lines for large or complicated forms of which only a few copies are wanted.

12. Reducing impressions by setting in Lino or Mono in duplicates, making stereotypes or imposing sets of different jobs in one forme to fill the largest possible printing sheet, and folding in duplicate before cutting.

13. Saving separate perforation by the use of perforating rule.

14. Numbering by the use of type high automatic numbering machines for consecutive work, or by altering type numbers on machine for large quantities of repeated numbers.

15. Ranging spaces for counterfoil numbers, etc., in one line straight across the sheet to allow triplicate machines to be used.

16. Warehouse operations may be facilitated by imposing work quirewise or with the first forme as a wrapper, or striking ruling work head to tail instead of head to head, or by special imposition to save folding or to enable two or more sheets to be folded at once or imposing shall pages to be gathered in full sheets before cuttings or imposing full sheets for folding machines.

17. Inserting cutting marks for envelopes printed before cutting and placing binders’ marks in backs of sheets or wrappers as guides to collating and pasting.

204. Type Sizes.—Type sizes to be adopted ordinarily for various classes of Government works are given below but they are subject to alterations either at the discretion of the Works Manager in pursuance of general instructions from Government on account of paper economy or other reasons or a specific instructions from Government regarding the use of particular type size.

1. Tamil Nadu Government Gazette Parts I to III with sub-sections and Supplements, Part V and Part VI with sub-sections.

2. Tamil Nadu Government Gazette Part IV Section I to IV.


4. Gazette Extraordinary

8 point type for the text and for schedules tables and tabular matter.
2. Proceedings of Government and Secretariat notes. 10 point type, enclosures and statements to be printed in sizes smaller than 11 point.

3. Administration Reports and special reports. 10 point type for the text of the reports, and 10 points, 8 points or 6 point as may be convenient in each case for statements and appendices.

In the case of reports such as those of the Public Accounts Committee, 12 points type may be used where necessary in order to distinguish between the report proper and extract from notes already set in 11 point type. When Administration Reports are printed in A4 size, the text of the matter should be set in two columns.

4. Codes and Memos. Unless there are special reasons to the contrary, 11 point type should be regarded as maximum.


6. Indian Law Reports 10 Point.

7. (a) Records of Govt of Madras. 12 Point. George and other old records.

(b) Acts of the Legislature 10 Point.

8. Index to old records 10 Point.

Note.—In cases of work not covered by any of these items the possibility of reduction in the size of type to be used consistent with the principle of economy shall be considered on each occasion.

205. Page and Dimensions.—The sizes to be adopted for printing all reports, books, publications and returns shall be as instructed in the Printing Manual.

Job work, shall be as far as possible, on paper of some sub-division of foolscap, RA2 or royal size. Small work shall be in any size to suit of off-cuts available in the stores. Envelopes shall be of the size prescribed by Government order. No new work shall be set in any new sizes not sanctioned by either any general or special order, without the specific instructions of the Gazette Assistant in-charge.

The accepted standard dimensions of type pages, margins and sizes of trimmed books and pamphlets subjects to exceptions are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Size of Paper</th>
<th>Standard size of type page</th>
<th>Margins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Untrimmed</td>
<td>Trimmed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.m.</td>
<td>c.m.</td>
<td>c.m.</td>
</tr>
<tr>
<td>A4</td>
<td>21.5x30.5</td>
<td>21.00x29.50</td>
<td>35x56</td>
</tr>
<tr>
<td>A5</td>
<td>15.25x21.50</td>
<td>14.75x20.50</td>
<td>24x38</td>
</tr>
<tr>
<td>A6</td>
<td>10.75x15.25</td>
<td>10.25x14.25</td>
<td>18x26</td>
</tr>
</tbody>
</table>

When trimmed

<table>
<thead>
<tr>
<th>Back</th>
<th>Front</th>
<th>Type width</th>
<th>Type depth</th>
<th>Type matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ems.</td>
<td>Ems.</td>
<td>73</td>
<td>81</td>
<td>59</td>
</tr>
<tr>
<td>5</td>
<td>7</td>
<td>73</td>
<td>81</td>
<td>59</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>75</td>
<td>76</td>
<td>57</td>
</tr>
<tr>
<td>2½</td>
<td>3½</td>
<td>75</td>
<td>74</td>
<td>55</td>
</tr>
</tbody>
</table>
208. Style.—The Style of the house to be observed in setting both by compositors and operators of mechanical composing machines shall be as given in the Tamil Nadu Printing Manual, Part—II. In the case of Linotype composition odd spaces shall not be used in a line for filling out. If space bands will not justify an extra space shall be placed between every word.

207. Composition including Corrections.—Compositors and operators shall be held responsible for all copy entrusted to their care for setting. All lost, damaged or defaced copy shall be reported to the Officer-in-charge immediately. The compositors shall distribute the type required for their use and be responsible for the matter set up by them until it is imposed and a clean proof sent out. Errors shall be avoided while correcting their proofs necessitating call of further proofs. All corrections shall be attended to immediately as soon as the proofs are returned from the Reading Section. Proofs shall continue to be sent till all corrections have been carried out. The Reader shall be held responsible for any corrections in the final form proof.

Note:—All important changes or queries shall be settled by a reference to author by an authorised one through proper channel.

2. The insertion of corrected slugs in the case of line type composition shall be done by the Compositors or Imposeurs.

3. Operators shall on no account use oversec spaces when setting corrections. Normal space shall be used and new running carried on to a break if necessary, possibility of running back being also examined.

4. If the corrections in the rough proofs of Linotype composition exceed 50 per cent of the set matter, the complete matter, under orders of the Officer-in-charge shall be re-set and it shall not be included in the outturn account of the operator. The same procedure shall be followed in the case of author’s corrections if the cause of the faulty proofs can be traced to defective instructions or bad manuscripts, the re-setting may be included in the outturn account.

5. Operators habitually making fresh mistakes in setting correction slugs thereby causing waste of time and delay in galley corrections shall be reported to the Officer-in-charge for disciplinary action.

6. Disciplinary action shall be taken as per the provisions of the Civil Services Classification, Control and Appeal Rules against compositors and other operators not doing their prescribed work or doing their work without sufficient care and attention.

7. The work given to one compositor or operator shall not be transferred to another except under orders of the section head.

8. When a compositor leaves the press or is transferred to another section, he must hand over all his matters, proofs, slugs, galleys, etc., in good order to the Junior Pressman.

208. Reading.—All work shall be read and corrected, the prescribed number of times and that of Acts other important works given additional readings and revisions if necessary. Acts must be read with the copy at least three times before publication.

209. Proofs.—The instructions contained in paragraph 55 to 56 of the Printing Manual shall be followed with reference to the supply of proofs. Proofs of Government Orders, Notes, Resolutions, etc., shall not be sent to the Author for approval except to settle queries. When proofs of simple reprints are asked for, orders shall be obtained before putting the works in hand. Proofs shall be pulled on the smooth side of the paper and bear good impressions. They shall not be creased or folded. More than 5 copies of the second or subsequent proofs shall be treated as copies and charged.

Note.—Proofs of all display works, title pages, etc. shall be submitted to the Officer-in-charge before despatch.

210. Making up.—Rough proofs of each take are read separately. After finishing the rough corrections the Imposer will make up matter into pages set by Compositors. Language and other compositions without outturn is fixed as per page, make up their pages to exact depth, justify notes, etc. The Imposer making up the page is responsible for the fair proof and copy being given to the Foreman. Making up of matter set on machine shall also be carried out by the Imposers. Corrections of all kinds by precedence of composing and making up unless instructions to the contrary are given. With regard to fair proofs and made-up pages, the Compositor whose matter is first, is responsible for the galley and proofs being given immediately to the person next in turn, the second to the third and so on to the last who hands corrections to make and he shall see that a clean proof is pulled and
given with all the copy and proofs, to the Foreman. It is not the duty of the Imposers or Foreman to wait on the compositors to get clean proofs, matter, etc., the copy, proofs, etc., should be delivered to them at once by the Compositors when ready. Before making up or correcting made-up pages, the compositors should obtain the lists of persons on the same work, hand over the slip to the next person when finished, and to avoid delay, report if there is any absentee.

211. Imposition.—The Imposers shall include the hours spent on the stone in their out-turn sheets. Imposers attend to making up, imposition, reader’s corrections, alterations for signature copies and stone work. They are not to be employed on clerical or account work, revising press orders or on any other non-productive labour. Compositors are taken to do the duties of Imposers on some occasions in the exigencies of work under orders from the officer-in-charge. The out-turn on account of author’s corrections which cannot be assessed on line account basis shall be done in hours, also intricate display work, by special instructions.

212. Style of Imposing.—Unless otherwise ordered, work up to 24 pages shall be imposed quirewise. Full sheet imposition for quad or double paper shall be adopted when possible for large numbers, except for proceedings work. Fractions of sheets should be imposed to make the last sheet a full sheet, but forms in which the number of pages has been altered after imposing need not be reimposed on this account. Odd page sections shall be imposed to take the next section as an inset. Such fractions can usually be imposed with odd pages of other work to save stripping. Cutter margins should usually be balanced so that the untrimmed sheet can be folded to edges. Imposers can be allowed labour equivalent hours for out-turn for the time lost on machine for rectifying incorrect imposition, faulty furniture and justification, badly planned forms, etc., after the forme has been laid on the press or machine. Margin gauges shall be used for all forms of standard size.

213. Arrangement of pages in Book Work.—In imposing the several portions of a work shall be arranged in the following order:
- Bastard title
- Frontispiece
- Title
- Printers imprint
- Dedication
- Preface
- Table of contents
- List of illustrations
- Introduction
- Errata
- Text Body of the work pagination shall be in arabic figures beginning with the first page
- Appendices
- Index

214. Margins and Page Length.—It shall be seen while imposing that the furniture placed round the page is of the dimensions to give the standard margins of all sides (i.e.) head, foot, back and foredge when folded and trimmed. The correct length of the pages made up shall also be verified with standard gauges at the time of imposing of forme.

215. Forme Signatures.—Generally small capitals of text are used and in case of bulky volumes Arabic figures. For half-sheet work, one signature is sufficient and for sheet work a sub signature is necessary. In proceedings work, the Government order number and in other work, the job volume number shall be added to the forme number. An asterisk should be inserted with the usual signature of forme to be inserted into the large sheet bearing its name. Binding marks shall be placed to facilitate collating for bulky work for which a large number of copies is required and pasting marks also for wrappers when their use effect a saving.

216. Forme Proofs.—Before a forme proof is given to the Head Reader for revision by a reader it is the duty of the Imposer to write the description of the work on the first page, (e.g.) whether imposed, standing, re-imposed, altered, remade-up, etc., in order that the Reader may revise or
read through such matter as may be necessary. Portions pied should be encircled and noted for the information of the reader.

217. Care of Forms.—After the forms have been properly locked up, proofs and, if called for, proofs to be sent to the Foreman attending to sending of forms, proofs to Reading Section. The charge-imposer shall arrange to place them in the form-rack and remove them to the imposing stone whenever necessary for carrying out corrections and lastly to be sent to the machine department for striking clean copies. If any type drops down in their movements, it shall be the duty of the charge-imposer to replace it.

218. Strike Orders.—When a strike order is given, the office and job number and the full number of copies required for all purposes including “press” distribution shall be written in ink on the final proof and strike order docket. A press order book shall be maintained in the prescribed form. A separate order shall be issued for each form as this forms the voucher for striking charge and issue of paper. “Press order for paper issue” to be enclosed.

Strike order duly filled in by the Foreman Composing Section shall be delivered to the Foreman Machine Section or his assistant. The date on which each separate form is ready for striking and other entries in the strike order and imposing book shall be made immediately the form reaches each stage so as to enable the Foreman to make arrangements for printing copies in the order of dates and according to urgency. The dates when a form has been struck, unlocked, distributed or given for alteration or reprint shall also be recorded. Forms without such entries will be treated as standing and the person in charge will be held responsible for them.

Note—1. In the case of Gazette, the last number of copies ordered, shall be printed. Any extra copies required for departmental use, etc., shall be included in the number of copies ordered by the Works Manager.

2. When giving strike order, unless otherwise ordered, those extra copies of each form in the style in which it is to be finally got up should be added to the press order and printed for office record and valuation. This will not apply to confidential or two papers, nor to permits, cheques, work on special Watermarked paper or rial such as parchment, silk, etc.

219. Matter to be kept permanently standing.—Large statements for reports establishment list, etc., recurring with intervals of twelve months and very intricate work likely to be reprinted shall be kept standing permanently, if such a procedure is considered economical to fresh setting. In other cases, in the absence of specific instructions from the production planning and control Section, types will be distributed one week after the despatch of first copies, or if struck in batches at long intervals immediately the binding Foreman has acknowledged the receipt of full number of copies.

220. Matter to be kept standing temporarily.—Ordinary papers of 8 pages and under shall be kept standing for a week after the despatch of copies of the receipt of orders for press distribution and the larger papers two weeks only. Type lists and indices shall be distributed immediately the copies are acknowledged by the Binding Department.

Exception.—Any paper of more than two pages of the nature of draft rules reports on which orders of Government are pending, communication of Government order to Revenue and Departmental proceedings which is likely to be required by the same or other sections shall be kept standing for one month and under special instructions for longer periods. In such cases, the standing shall be noted in the strike order book.

Note—1. The Works Manager shall retain orders from the Secretary or Head of the Department concerned before breaking up the type of long technical reports.

2. Display type shall not be kept standing for more than a week even when they form part of permanent standing matter.

3. Monthly reminders shall be sent in all cases where the type is asked to be kept standing by outside offices.

4. Except under orders of the office in charge, type shall not be distributed within or kept standing beyond the stipulated period. The Section heads shall be held responsible for any loss to Government for any action taken in this respect on his own initiative.

(b) All notifications (except personal) shall be kept standing for ten days after the issue of the District Gazette, care being taken to distribute the oldest first. Draft rules of
more than half a page to be confirmed later
on arc to be kept for the final publication.
Bills will be kept standing till they are
passed into Act form or cancelled. Police
notifications are kept standing for the police
Gazette. The Sales Officer, Publication
Depot should be consulted as to striking
every copy before distributing the type of
notifications and rules which may have a
large sale, before setting notification, rules,
etc., which appear in Government orders,
it is the duty of section head to enquire
whether the matter is standing in the
Composing section before the Gazette is
made up.

(d) Job work for ruling or numbering
shall be kept standing till these operations
are finished.

Other forms which are reprinted or
altered frequently shall not be distributed
without the instructions of the officer-in-
charge.

221. Re-setting.—Matter which is pied
or lost of which comes in for reprint must
not be re-set without the authority of the
Works Manager, the memorandum giving
authority being filed for audit. This applies
also to matter marked to be reset by the
examiner owing to incorrect instructions of
the Foremen. Composers are not to be
asked to re-set it without taking it into their
outturn account unless they also are at
fault. Similarly, damaged or lost slugs in
the line type composition shall be re-set
only on the order of the Officer-in-charge
who shall, while passing orders, decide
whether the outturn is to be adjusted
against any person at fault.

Any matter reset on account of wrong or
in-sufficient instructions shall be dealt
within the same manner whether in press
or author's proofs.

222. Transfers of Type, Etc.—Matter
transferred from one section to another
section or branch should be handed over
with all rules and leads in it on galley or
on chases as it stands. The date of receipt
and return must be entered in the register
of transferred matter and enquiries should
be made if the matter is not returned within
the time allowed for it to be standing.

Matter should be returned in the same
state as received if it is to be used against
in that form by the lending section. If for
distribution, the leads, chase, etc., can be
returned separately. Matter should not be
bundled if it can be avoided, and type must
never be sent to the confidential section in
bundles.

223. Duties and Responsibilities of
Foreman of Composing Department.—

FIRST LINE SUPERVISORS.

1. To get the work executed from the
Imposers Composers. Line, Meno
according to the instructions contained in
the job Order Dockets.

2. To ensure that the work turned out
is free from typographical corrections.

3. To ensure that the making up of pages
is uniform.

4. To ensure that the imposition of pages
is correct.

5. To forward the proof to the Reading
Department and to get them read by the
Reading Department.

6. To get proofs pulled on the galley/
Hand Presses and for forwarding them for
Reading/Author Departments for approval.

7. To arrange to keep the set matter in
safe custody till the proofs are returned
duly approved by the author departments.

8. To execute works entrusted to him in
time as stipulated.

9. To turn out optimum production out
of the man power and for the utilisation
under his command.

10. To render accounts for the
performance of the men under his control
and furnish daily progress of work entrusted
to him.

11. To provide materials for the
processing of the work to be executed.

12. To maintain discipline within his
units.

13. To recommend, refuse leave on the
leave application received from his men.
14. To watch for the return of the forms sent for printing.

15. To collect time sheets from the Imposers/Compositors and to furnish daily out-turn records to the Computing Section.

16. To furnish feedback particulars to the Scheduling Section.

**HIGHER LEVEL, CO-ORDINATING SUPERVISORS, TOP SENIOR FOREMAN AND SENIOR FOREMAN.**

1. To Co-ordinate the work within his group and ensure that the works are processed according to the Schedule.

2. To allocate work received from the Scheduling Section to the various units under his control.

3. To provide the requisite resources for the progress of works to be excluded.

4. To verify the accuracy with regard to the specifications contained in the Job Order Docket uniformly in get up sequence of pages, made of imposition at the time of issuing printing orders.

5. To maintain discipline within his group and to initiate disciplinary action.

**224. Miscellaneous Instructions.**

Some of the special instructions contained in the Printing Manual and other Government Orders that have to be followed in the printing of work in the sections are—

1. To print on the title page (or wrapper in case it is a book) the selling price of the publication.

2. To print the copyright symbol as © Government of Tamil Nadu, year of printing—on the title page wrapper of the publication.

3. To intimate the issue of publications a fortnight in advance.

4. To maintain only the authorised books.

5. To observe the rules of this manual.

6. To circulate office rules and orders to all persons concerned.

7. To print in small type (usually 8 point) the group and form number, number of copies printed and the date of printing in all standardised forms in one of the corners and the number of copies printed and the date of printing in all non-standardised forms along with the name of the press from which it is printed.

8. To restrict the free use of display and titling types for ordinary forms of work.

9. Type metal rules should be used wherever possible. In other cases, the Foreman will see that compositors use only brass rules of fixed length as provided and that the sized rules are kept in the rule racks. These rules must never be cut, and the use of shears or cutters is strictly prohibited.

**225. Production Records.**

(a) Out-turn accounts—This has to be maintained in W.M.G.P. New No. 135 for both Compositors and Imposers.

Note: In case of 'care' and confidential papers, memorandum slip shall be substituted for rough proofs.

(b) Imposer's out-turn sheets—The out-turn sheets used by the Compositors shall be used by the Imposers as well. The labour equivalent hours shall be computed in accordance with the time rates for imposing and making-up as detailed in Chapter "Out-turn for setting". The entries in the out-turn shall be made then and there with the progress of work and not made up later. The job and work number shall be given in the out-turn sheets to admit verification by the section heads who are responsible for the correctness of the details in the out-turn sheets for allowing the labour equivalent hour in the computing section.

**226. Imposer's Monthly Abstract of out-turn.**—The form and other instructions for abstracting the out-turn hours of compositors and operators as contained in paragraph (362) shall apply in all respects for work done by Imposers. Those found to be not up to the mark in imposing work shall be liable for disciplinary action according to Civil Service (Classification, Control and Appeal) rules.
227. Departmental Plant Register (W.M.G.P. No.120).—A plant register in this form shall be maintained in every section using plant articles. On receipt of those articles from stores, the section head concerned shall verify as to the correctness of the description, size and quantity and enter these details immediately in the plant register. The articles will then pass on to his custody. Breakages and condemnations shall be brought to the notice of the Works Manager through the officer-in-charge and orders taken for condemnation. Necessary entries shall be made in this register and the unserviceable articles returned to stores and acknowledgement obtained. The articles are subject to periodical verification. The section head shall account for any deficiency in stock. It shall be the duty of the section head to keep sufficient stock of distribution types, sort, chases, furniture, etc., in order that the work may not be held up. When there are excesses of these materials they shall be transferred to type store and acknowledgement obtained.

228. Compositor's Work Book.—This is maintained by the compositors doing job work where the progress of each job given to them shall be entered and until this has been done they shall not be given fresh copies. This shall be taken to the Section Head whenever fresh copy is given.

229. Mono and Lino Non-productive Hours.—Periods of half an hour or over shall be allowed to be counted against the out-turn of individual concerned only in the following cases provided they are not attributable to the negligence or lack of attention on the part of the operator:—

1. Electrical and Mechanical Breakdowns.
2. Replacement of worn out or defective parts.
3. Overhauls where operators are asked to assist.
4. Magazine changes in the case of lino type composition involving removal from the machine but no time account shall be paid for any changes in type.

Note.—Operators shall not wait for the services of the mechanics to set right defects of a very minor nature requiring the use of oiling and the screw driver in the machines, but they should themselves attend to them. Any waiting hours booked in this account in the out-turn sheets shall be disallowed. Full details regarding time involving shall be entered in the out-turn sheets which should be signed by the operator and countersigned by the Officer-in-Charge of the respective sections.

230. Non-Setting Hours.—Time not exceeding half an hour devoted to cleaning of moulds and space band together with any other time taken in cleaning, etc., to the nearest quarter hour shall be entered in separate sheets to serve as a check on the mechanical efficiency of the machines.

231. Mechanical Adjustments.—All machine trouble beyond the control of the operators for immediate rectification shall be kept noted in a book separately maintained and submitted to the officer-in-charge.

232. Stray line Corrections.—In order to avoid all unnecessary pulling of proofs on this account, operators carrying out a small number of corrections, shall enter the number of slugs, length of measure and face to type in the out-turn sheets direct, which will be attested by the Foreman concerned in token of having checked the correctness of the entries.

233. Maintenance and disposal of section records.—Manuscripts, originals, author's proofs, extra office copies and letters regarding work will be bundled chronologically, folded to foolscap folio size between boards in monthly bundles and kept for twelve months after the work has been despatched or six months after audit, whichever is later. When a paper is given to another section, a slip initialled by the receiver should take its place. Ordinary office proofs are kept in the section for three months for reference, a month's files are destroyed monthly in the same manner. Printed copies cancelled are atomic taken to the officer-in-charge for orders. Work books and other production records, etc., when filled up, should be handed over to the Record section, a receipt taken, any missing pages being accounted for. Standing instructions, letters, etc., containing standing instructions regarding workmen, etc., and the Deputy Director's
office orders will be posted in a file for permanent reference. When handing over charge of a section, the Foreman should be careful to see that the receipt of these books and scales is acknowledged in the order book by his successor or he will be held responsible for them.

234. Instructions special to sections. — (Gazette—Time of publication)—The Tamil Nadu Government Gazette shall issue on Wednesdays, the help of other sections being obtained if necessary. The forms shall be ready for machine before the section is closed on Tuesday night. The District Gazettes shall issue monthly on the dates as noted in paragraph 157 of the Printing Manual. The dates of Gazettes which must be kept arc:

<table>
<thead>
<tr>
<th>Tamil Nadu Government Gazette and District Gazette Extraordinary</th>
<th>Specified date of earliest date possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spare copies of notifications.</td>
<td>Wednesday and Thursday.</td>
</tr>
<tr>
<td>District Gazette Supplements.</td>
<td>Due date of despatch of Gazette.</td>
</tr>
<tr>
<td>Gazette Notices</td>
<td>Within three days of Gazette issue.</td>
</tr>
<tr>
<td>General Index (Half-yearly)</td>
<td>Last issue in July and January at latest.</td>
</tr>
<tr>
<td>Police Gazette (proofs on Thursday)</td>
<td>Saturday afternoon.</td>
</tr>
</tbody>
</table>

235. Holding back of notifications. — No notifications of any kind received in time shall be held back until the following issue without the orders of the Works Manager which shall be stamped on the copy.

236. Publication of Acts. — The publication of all editions of acts shall be treated as urgent. The date of publication of bills and acts shall be intimated to Government on the day of issue and a copy of such Tamil Nadu Act and Bills sent to the Secretary, Tamil Nadu Legislative Assembly.

237. Price Fixation. — The officer-in-charge of Composing shall be responsible for fixation of sale prices, for the different parts, section and supplements of the Tamil Nadu Government Gazette as per the rates indicated in Paragraph (375).
(b) The Errata shall be set in 2 to 3 sizes smaller than the text. The word denoting instructions such as for, read, omit, insert, etc., shall be in italics. The matter to be corrected and the correction shall be within quotation marks.

(0) Page dimensions.—Vide paragraph 162 of this Manual.

(j) Chapter headings.—(1) The first chapter shall begin on the right hand page and the succeeding one may be either right or left hand page. Each chapter shall be dropped invariably 3 to 6 or 8 ems of 12 point. Likewise ample white space shall be allowed between the various parts of the chapter heading, number, title, sub-title, synopsis, etc.

(2) The heading chapter followed by "No" shall be set in the capitals of the text type and the number in Roman numerals. When "Chapter" is omitted the numerals shall be a size larger than the body type. The title of the chapter may be in a size larger than the text type, provided it shall not be beyond two lines, otherwise it shall be in the text type.

(3) The Synopsis of the contents of the chapter shall be in the same series as the text but in 2 or 3 sizes smaller, important words being capitalized. Synopsis exceeding two lines shall be set in hanging indention in paragraph style.

(a) Running heads shall be composed in small capitals of the body type and centered generally.

The first word and each part, chapter or section shall begin with a capital and be completed in small capitals without indention.

(i) Paragraphs should be uniformly indented, as follows:

- Measures, 22 ems and under 1 em.
- Measures, 23 ems to 33 ems, 1½ ems.
- Measures, 34 ems to 44 ems, 2 ems.

For measure above 44 ems, it shall, proportionately be increased.

Paragraphs set in small type should be indented so as to range with those of the text. When the subject of paragraphs are given at the beginning, the words should be set in small capitals, italics, or in antique lower-case, according to instructions, and should be separated from the text with a full point and dash. Blank lines are not to be inserted between paragraphs unless specially marked by the writer. No points should be used after letters of figures of clauses of paragraphs, when enclosed between parantheses, as (a) (1), (2), etc.

(m) Quotations or extracts shall be set in type one or two sizes smaller and of the same face as the text. Short quotations may be run as part of the text distinguished by quotation marks.

(n) Notes may be of various forms as foot notes, marginal or side notes or cut in notes.

(i) Foot notes shall be set in a type three or four sizes smaller than and of the same series as the text. If they are lengthy, paragraph style may be allowed or in cases where they do not exceed two lines hanging indention may be adopted. Foot notes shall be separated from the text by a rule or blank line of the text body.

(ii) Side or marginal notes shall be set to the standard width of the margins allowed for different sizes of paper in the same series of types as the text but three or four sizes smaller. If they are sub-headings to the text, a bolder faced type of the same family may be used.

(iii) Shoulder notes occupy the same position as marginal notes but there is only one to each page and it justified even with the first line of the page.

(n) Cut-in-note.—The type and the series in which they are to be set in shall be the same as marginal notes. They shall be placed below the second line of the paragraph and separated from the text on the sizes by an amount of space equal to the body sizes of the type used or the notes.

(d) Runners are figures of text 5, 10, 15, 20, etc., used at the side of each page, justified even with fifth line, and separated from text by at least a thick lead.

(e) Tables shall be set in type at least two sizes smaller than that used for the text. They shall be composed to the
width of the type matter and if reduced it shall be centred. The headings of the tables shall be of smaller type than those used for the body. Headings shall be entered, if they are less than a line and if more, the first line shall be longer than the second and subsequent lines.

(p) **Tables of three or four colours.**—should be set up as ranging matter without the addition of rules when they appear in the body of the text.

(q) **Tables of four or more columns.**—Printed rules between the various columns in all tabular statement shall be omitted provided it is possible to do so without sacrificing clearness, in the largest type admissible considering the width of the text. In other words, if a statement can (Without cramping) be set up in small pica or 11 point it should not be set up in bourgeois or 9 point or other similar type. If it is, the charge for small pica or 11 point will only be allowed. The rule does not refer to a series of tables which may refer to one another. In such cases one style or size or type should be adopted for all in consultation with the Compositor.

If tables can be set in the same width as the text, the measure should not be increased in at wider measure. The idea is to observe symmetry.

Of course, in doing so, it is not intended to spread out a statement needlessly when it conveniently be set up in a narrower measure than the text.

(r) **Column numbers.**—In all statements included in the text, "column numbers" are not to be set up.

(s) **Blank Columns.**—In all instances in which there are no entries in the "Remarks" column, that column should be omitted. In some instances in which there are a few remarks, they should be set up a "Footnote".

(t) **Appendices** shall be in type one or two sizes smaller than the text in that same size the text provided the matter is standing.

(u) **Index** shall be in type one or two sizes smaller than the text and may be set in one or two more columns according to instruction.

239. **Plate Work.**—The Compositors are responsible for work to be stereos typed until it has been delivered to the Foundry. When the form revise has been corrected, a final proof must be submitted to the Officer-in-charge. After his approval the form should be corrected, well planned, and locked up by the compositors and delivered to the Foundry in such a condition that there should be no necessity for the stereotyper to unlock it. If there is any defect, the Compositor must rectify it in the Foundry.

No plates should be accepted till a proof from each is passed by the Officer-in-charge and the weight has been checked by the Type Storekeeper.
CHAPTER 6

MACHINE COMPOSITION
—LINO TYPE

PARAGRAPHS 240 TO 253

240. Chapter—Machine composition—Lino Type—(General)—The general and departmental rules laid down in Chapter 5 for hand composition in this Manual shall be observed so far as they can be applied to the Operators and work done in Linotype Section. This is one of the two basic and primary production units of the Press, the other one being the Mono Department.

241. Section Charge.—This section shall be under the charge of a Senior Foreman. He shall be responsible for the maintenance of Plant account of spare parts, matrices etc... and of general discipline in the Section. He shall arrange to provide Operators with machines and arrange for Operators to work in shifts.

He shall also maintain:
1. (a) Work Book—Setting.
   (b) Work Book—Correction.
   (c) Work Distribution Register.
   (d) Daily chart of shop floor information in the black board with the following information:
   (i) Date and shift.
   (ii) Machine numbers.
   (iii) Sick List.
   (iv) Work Allocation.
   (v) Abstract of strength of the section.

(e) Machine card for each machine.
(f) To have sick report on such machine.

242. Shifts Opening and Closing.—The department shall work in shifts as detailed on the notice board. Any change in duties shall be notified to men concerned sufficiently in advance. No operator shall be allowed to commence work before starting time or continue to work after the commencement of his interval except on urgent work without infringing the provisions of the Factories Act. Any change in the usual period of interval shall be regulated by the issue of properly made out gate passes. Any failure or delay in the pot heating arrangements shall be notified by the Section Head to the Assistant Engineer in the respective shift taking note of the time. Similarly, when any pot is not ready, it shall be reported by the Operator to the head, who shall take note of the actual time of starting the work.

243. Change of Shift.—Leave for ordinary purposes shall not be granted when a change of shift may meet the case. Change of shifts between two operators may be mutually agreed upon before the end of the previous working period a slip signed by both the Operators shall handed over to the Foreman who shall take note of the alteration, and hand over the slip to the Officer-in-charge for signature.
Mutual change of shift shall not be permitted to any employee. For the administrative convenience, the administration reserves the right to ask any employee to work in any shift at any time.

244. Care of Machines (General).—
(a) Lino type Operators shall be held personally responsible for the condition of their machines. They shall be liable to pay the cost of repairs or for any damage done to the machine or material under their charge which may be found to be due to carelessness or wrongful use and all allowance shall be made for fair wear and tear. The Lino operator who is on the machine shall be in immediate care and be responsible for the machine till it is handed over to or taken charge of by the relieving Operator. At the close of each shift, the Operators shall carefully examine the metal chip trays and the floor space surrounding the machine to prevent matrices going astray. Any unreported damage to matrices, space bands or machine caused by one operator shall be reported to the officer-in-charge by the other immediately on taking over the charge of the machine or both the Operators shall be deemed equally responsible. No operator shall allow any other person to handle the machine in his care at the moment, other than the mechanic on duty at the time, in the case of repairs, etc. The cleaners, labourers, junior machine minders and other employees though conversant with machine shall not be allowed to strike it on for testing purposes which shall be done by the Operator himself. Operator or mechanic or other employee shall not touch the electrical fittings or wiring. Any defects shall at once be reported to the Electrician during the respective shift.

(b) Handing over.—At the close of each shift, the Operator to be relieved shall personally handover the unfinished copy and corrections to the relieving Operator conveying to him any special directions or instructions of the officers to be observed regarding the working of the machine. He shall further acquaint the reliever, of any defects noticed in the course of his working the machine but not attended to. If the reliever does not turn up in time, he shall leave all these details with the section head for necessary action.

c) The machine shall be left in such a condition that it shall be in a fit and ready condition to commence work in the next shift. The following points shall be attended to:

1. To place all unfinished copies in a safe place.
2. To place on the copy holder the unfinished portion or uncorrected proof to enable his partner to take them up first.
3. To clear off all matrices.
4. To clear the magazine entrance from matrices.
5. Either to return or place in safe custody all sorts, liners and tools used by the Operator.
6. To shut off the motor and light.
7. To put in the pots control as instructed.
8. To leave necessary instructions regarding condition of machine, etc., to the Operator of the next shift on the assembler front plate.

Note—1. All bent, broken, damaged, worn or otherwise unworkable matrices or space bands shall be returned to the Officer daily wrapped in paper with the machine number written on it eligible for repair or replacement. Operators are expected to look after their own matrices as far as possible keeping the points at full strength.
2. Operators shall not interfere with foundry or parts of machines not to be charged until specially instructed.
3. The cost of matrices, space bands, etc. damaged by careless handling of the Operators shall be recovered from them under orders of the Works Manager.

245. Closing of Section on Holidays.—
The section Head and the mechanics at the close of the shift on Saturdays and the last working day before Public Holiday personally attend to the following:

1. To switch off the main in the meter room.
2. To shut the cooling water mains attached to remelting furnace and stop the exhaust fans.
3. To put away safely any loose metal.

4. To see to the proper closing of doors and windows.

5. To hand over the keys allowed to their custody during working hours at the gate.

If the Section Head is absent, the first Operator present shall take charge of the section and be responsible to see that these instructions are carried out properly.

246. Composition.—The general rules contained in Paragraph 190 to 207 regarding receipt, registration and serving out copy shall apply to this section to the extent they can be applied to it. Generally, no work, the setting of which by machine is considered likely to retard the progress of the economic working of the machines for the reason of the copy or corrections being illegible, unintelligible or of insufficient instructions regarding setting, etc., shall be served to Operators without specific orders of the Officer-in-charge. Tabular matter other than those which can, admit of setting by the use of more than one slug in a line and columns matter of less than 10 cms of its own body shall not be taken up for setting in this section. The Operators shall carry out instructions implicitly in regard to works given to them. No work shall be given to a machine not properly equipped or in a fit state immediately to proceed with the work. Corrections shall usually be carried out on the machine on which the job was originally set. If they are set in another machine, the correction slugs shall be examined to see whether they are of the same length and height of the original ones. With reference to the exigencies and nature of work on hand, the Operators may be transferred from one machine to another temporarily by the Foreman-in-charge and any permanent transfer shall be brought to the notice of the Officer-in-charge. Every operator shall keep his copy in a clean state. When more than one machine is engaged in a particular work, it shall be the duty of each Operator engaged on it to satisfy himself that his slugs are identical with the slugs from other machines as to length, body, type size, indiction and the height. The Operator shall place at the head of every galley of matter, a slug bearing the office number, J.O.D. number a brief description of proofs regarding the size of the type, length of the line, date and his own name and number. He shall sign the first or top sheet of every batch of proofs sent to Reader and the Computer for valuation.

Note.—(1) Except in the case of odd note or page or two in the whole, no work shall be given to an Operator if it is likely to hinder his average speed or could not be understood by him. Such cases shall be referred back either for editing by a Senior Reader in the Reading Section or transferred to the Hand Composition Section for setting.

2. Corrections not carried out for want of special sorts shall be noted on the proof in pencil, signing the mark so made. special sorts obtained on application shall be in the care of the Operator who will be responsible for them till returned.

3. The average outturn expected of each Operator is at least 4,500 corrected cms per hour both for English and in the case of Tamil 80 per cent. of the above norms or 3,600 cma per hour. It shall be understood that low outturn is a definite loss to Government as it involves productive loss to the machines and so the Operator shall endeavor to maintain their outturn at the maximum.

247. Instruction for Casting Good Slugs.—Operator must fully realise that the Printing presses are precision machines and rely on slugs being correct type, height for the efficiency and quick dispatch of the work.Warped and porous slugs should not be mingled with.

Operators will, therefore, be held responsible that the machine in which they are working is turning out slugs correct as to height. Causes of slugs becoming over type-height may be enumerated as follows:—

1. Loosening of mould body screws.

2. Loosening of ring plate, allowing slug to jump away from bottom trimming knife.


5. Screws holding back knife working loose.

6. Film of metal adhering to back of mould.

7. Film of metal on face of mould.
In the case of (1) and (2), it is not sufficient to tighten the screws the fact that the mould or plate has become loose usually means that small particles of chip lead have managed to get between the mould and its bed on the wheel, or in the case of the ring plate, that chip metal has got in between the mould wheel and its bed on the mould slide, in which case, when the plate is tightened, the wheel become fast on its spindle. Where the ring plate has becomes loose, the wheel must be taken off and thoroughly scraped clean and oiled.

In the case of (3), (4) and (5) the fact may be seen in time by an inspection of bottom of slugs now and again at least once in every galley. Should this occur, the base of the slug will be rough where the mouth-piece spigots have not been properly trimmed off. A properly trimmed slug should have the mouth-piece spigots trimmed of level with the base of slug, when the slug should be typeheight.

In the case of (6) and (7) a film of metal adhering to back of mould will eventually cause a splash; in the mean-time the slugs will be over-height. This may be prevented by regular oiling of the back-knife wiper which is a piece of block felt under the back-knife. It should be oiled every time a mould is removed, and at least once in every shift by removing a blank or other mould and putting oil on top side of felt block until sufficient oil has soaked in, to form a reservoir. Intelligent use of this wiper will prevent knife from wearing and free the Operator from worry over splashies or bad over type-height slugs.

A film of metal on face of mould causes the lines of matrices to undergo more than the usual strain of the lock-up and will also cause a lip to form in the letter slot of the matrix, which creates a difficulty in the withdrawal of slug from line of matrices, so much so that the slug will pull out of the mould and thus render the bottom trimming knife inactive, causing a slug over type-height.

Also, the film of metal does not allow the matrices to bed properly on the mould face, and a slug is thus created over type-height. This may be prevented by seeing that the wiper on the vice is in the correct working position, just bearing on the mould face in the ejecting or home position, with not more than 1/60th inch clearance between the adjusting nut and vice frame. Should the felt wiper wear or become damaged in any way, it should be reported at once and put in order. The most common causes of damage to this wiper are loose mould cap screws allowing liner to come out with slug, and subsequent turning of moulding wheel forcing liner into wiper and so damaging it; or the adjusting nuts become loose and allow wiper to dip too far into face between moulds, the following mould catching it. The front wiper should be carefully attended to and examined frequently to see that it is in order. It should be oiled lightly at least twice a shift; too much oil will leave a heavy film of oil on mould face, which will adhere to matrices during lock-up and casting, and making them sticky in the magazine.

The back wiper is self-adjusting, and only needs to be oiled.

Any operator who is in doubt as to the correct setting of the wiper or the working thereof on this or any other part of the machine, should enquire the officer-in-charge, who will readily give any information and instruction.

248. Slugs not True on Body.—Operators should in all cases examine each galley to see that slugs are true on body size and parallel. The locking lever under knife block must be properly tightened each time the knife is shifted. As the knife slide have to move freely back and forth and body change, a certain amount of clearance is left. When the change has been effected, if the knife slide is left unlocked, there is a tendency for the knife to run out of parallel owing to this clearance and especially on a sort slugs, as trimming takes place on bottom and of knife, which tends to open and close on top end. Care should therefore be taken to see that slide is locked securely against slide-play.

See also that the stud on knife slide is face to face with the adjusting stud on the circular plate. As these studs have rounded faces, if the change is carelessly effected,
the rounded edge only may be engaged, in which case not sufficient metal will be trimmed off, and slugs will be out of truth.

Moulds should be taken out and cleaned with a piece of flat hard wood, soaked in oil, and using oil freely move wood up and down mould with a rapid motion, until all roughness is removed, and mould has regain its fine polish.

When replacing moulds, wipe back free from all dirt and lead chips. Carefully scrape with a piece of brass the bed of mould on mould-wheel, and wipe out corners. Insert mould and screws and with screws just loose, tighten zip screws, in order to force mould square on its bed. The mould body screw should then be properly tightened. If this operation is carelessly done the mould may not be true with its original setting of the knife and slugs will be out of position.

Any operator, who is in doubt as to the correctness of slugs, should submit a specimen slug to the officer-in-charge for examination. Should the Officer-in-charge not present, it may be wrapped up with machine number outside, and handed over to Foreman, who will give it to the Officer-in-charge at the earliest opportunity. No machine should be run knowing that slugs are over type-height must be put in waste slugs are over type-height. All matter previously set over type-height must be put in waste slug box and re-set in order to avoid.

249. Cleaning and other Minor Repair of the Machines. — It is absolutely for bidden for any person to carry out any cleaning or repairs work on the machine or to be meddling with the interval part of the machine while motor is working. Due precaution shall be taken to see that no one is near the machine while striking on a motor or machine. The main and the machine switches shall be kept in the “off” position and so guarded that none interferes with them while the machine is under repairs.

250. Cleaning. — It shall be the duty of every Operator to keep his machine in a clean and rustless condition. A period of two hours not chargeable against outturn shall be set apart for this purpose on Saturday subject to provision being made to attend to urgent work. The following instructions shall be noted:—

1. Space bands and moulds shall be cleared once in every shift, the former with graphite on the special tables set apart for this purpose, and the mould taken apart and their faces cleaned with oil applied with a smooth piece of hard wood. Daily 30 minutes in first shift before commencing work and 15 minutes in the second and third shifts before starting work is allowed for every Operator to clean the space bands moulds either metal polish nor piece of steel to scrap and clean the mould shall be used, brass rule being the best material for scraping purposes.

2. Nickel-placed parts shall not be cleaned with metal polish or emery sheet, but shall be rubbed with an oil piece of waste. Bright steel shafts may be cleaned with emery, but they shall afterwards be wipe with oil to prevent the formation of rust. The wick-type oil cups shall be filled with oil at least once a week and be inspected to see that the wick is in a position in the tube with the resting in the outer reservoir. Grease cups shall be filled and turned over a few turns.

3. The brass loose pin working in the centre tube in the vibrator oil cups shall not be moved. The geared pulleys shall have their cups filled after which the Pulley shall have their cups filled after which the Pulley should be rotated by and to see that cups clear the motor body. The motor bearings shall not be touched, the Electrical Department being responsible for them as they required special oiling.

4. The rubber rollers shall be cleaned with soap and water, care being taken that they are wiped dry and that there is no water in the bearings. Before insertion they shall be inspected and any undue wear reported.

5. The mould wiper shall be oiled daily and keep in proper working order.

6. Without the permission of the Officer in charge the fountains of matrices and other parts shall not be removed from the machines.
After any repair or cleaning operation have been done, the person in charge of the machine shall satisfy himself that no loose tools or implements have been left in or on the machine that may be liable to cause damage to working parts. Any repair work shall first be tested by moving the machine by hand before striking on.

251. Tools used in the Section.—All operators in the lino type Section shall be provided themselves at their cost with a pair of screw drivers (a) 5 inches and (b) 3 inches long of the patterns approved by the Works Manager for the moulds, core, etc., of their machines. The Head Mechanic in shifts shall each be provided with a set of tools and a locked drawer and they shall be responsible for these tools. Petty plants directly in charge of the Section Head shall be returned immediately after use and not kept lying about. The operator shall be held responsible for tools and other appliances obtained by them on acknowledgement, till they are returned. All cleaning brushes (apart from those issued to Operators for cleaning keyboard) shall be returned after use by the Operators. The Senior Mechanic and Junior Mechanic shall go round and collect all tools not in active use and exercise proper check of stock of all tools in use in the section as often as possible. Any deficiency in number or missing tools shall immediately be brought to the notice of the Officer-in-charge to enable him to take prompt action in the matter. At the end of each day the tools shall be kept in the reasonable place provided for them and locked, the key is being handed over to the section head to be kept with other office keys.

252. Repairs.—The mechanics shall carry out all repair work reported to them by the Operator to the best of their ability, work requiring renewal of parts being reported to the Chief Mechanic for dealt with by him. Work involving readjustment of the machines shall not ordinarily be undertaken without previous consent and if it has to be done it shall be reported to the Officer-in-charge in time.

253. Mechanics—Duties described.—The Chief Mechanic shall be responsible for the maintenance of the machines in good condition, properly oiled, etc. The duties of the other mechanics addition to repairs are briefly:

1. To inspect the machines in their care and repair any faulty parts or erratic working.

2. To test slugs (i) from the machines at least once in every shift to see that there is no under wear in the bottom knife; (ii) after removing a splash and (iii) the removal of mould wheed for any purpose;

3. To keep a watch on the face of the slugs and rectify by drilling or removal of the mouth piece and faulty castings.

4. To be in charge of all cleaning materials and to see that they are used in as economical a manner as possible consistent with the nature of work on hand. All usuable cotton waste shall be safely secured for future use and not thrown away.

5. To see that all vacant machines are shut down if the section Head has no work for it:

6. To keep their work bench tidy and oil-cans in their places sufficiently filled with oil;

7. To assume responsibility for the work done by the cleaners and labourers;

8. To Forecast the annual requirements of spare parts with the assistance of the Chief Mechanic.
CHAPTER 7

MACHINE COMPOSITION
—MONO TYPE

PARAGRAPHS 254 TO 267

254. General.—The Monotype consists of two parts—a Keyboard and a caster. The Mono Keyboard Operators are eligible for bonus or production over and above the minimum prescribed 5,000 corrected en’s per hour. The department shall be under the charge of a senior Foreman each shift. In the absence of any special provision, the Rules applicable to Linotype department, regarding shift system, section change during out of office hours, change of shift, late attendance the receipt and serving out of copies to operators shall apply to this section to the extent they can be applied.

255. Shifts.—The Operators and attendants for the shifts shall be listed by the Senior Foreman in charge and approved by the Officer-in-charge.

The section, both Keyboard and casting, shall be under the immediate charge of a Senior Foreman attending in shifts. The Senior Foreman is assisted in each shift by a Junior Foreman. The Junior Foreman shall arrange to serve out copies to the Keyboard Operators and supply spools to casters.

The Senior Foreman in charge of this section shall be responsible for the following—

1. To see that casting attendants follow the instruction given in Paragraph regarding the up keep of Monotype casting machines.

2. To maintain the spool Casting Order Book and submit Weekly arrears list.

3. To maintain a list of the moulds, etc., sent out for repairs and those received on loan from the Monotype Corporation.

4. To keep vigilance over the supply of air and water to the department and to ensure sufficient supply of metal.

256. Care of Machines.—General.—The keyboard Operators are responsible for the condition of their machine and the attendants for the casting machine. As in the case of Linotype Department the Operators and attendants shall be held personally responsible for the condition of the machines under their charge. They shall be eligible to pay the cost of repairs or for any damage done to the machines or materials left in their custody which may be found to be due to carelessness or wrongful use full allowance being made for fair wear and tear. When parts become damaged or any breakages occur they shall immediately be reported to the officer-in-charge to assess responsibility for purposes of recovery of cost or otherwise.

257. Keyboard.—Operators before starting work in the morning shall carefully examine their keyboards and clean them with the air pipe provided. On Saturday, they shall be thoroughly cleaned and oiled. Breakages or losses shall be reported as
and when they occur to the Officer-in-
charge who shall arrange for their renewals
after getting necessary sanction of the
Officer-in-charge. Operators, as they take
the charge of the machine shall make a
brief survey of its condition and any unreported
breakages or damages to justification drums
or other parts shall immediately brought to
the notice of the Officer or all the operators
in-charge of a machine shall equally or all
be held responsible for all such losses.
Except mechanics none shall be allowed to
interfere with the machine while in charge
of operators. Any defect in the electrical
fitting or wiring shall be left to be attended
to by the Maintenance staff (electrical).

At the close of the each shift the operators
shall personally hand over charge of the
machine with the unfinish copies to the
relieving operators conveying any special
instructions to be observed both with
reference to the matter to be printed and
the working of the machine. Any defects
noticed by one operator in the course of his
working the matter shall be communicated
to the relieving operator to place him on
 guard. If the reliever does not attend in
time he shall leave instructions in writing
under intimation to the Section Head.

The machine shall be left in a condition
fit to commence work in the following
shifts. The following instructions shall be
observed at the end of the shifts on
Saturdays or the last working day before
Public Holidays:

1. to place all unfinished copy in a
   safe place.
2. to clean the keyboard.
3. either to return or place in safe
   custody, tools, etc., used by the operators.
4. To shut off the motor and light.
5. to leave necessary instructions
   regarding condition of machine, etc., with
   the Section Head for communication to the
   next shift operator.
6. to keep the keyboard covered.

258. Casting Machine.— The following
general instructions shall be observed by
the attendants:

Before starting the machine, remove
matrix case, clean faces of matrices and
mould with clean rag, examine core holes
of matrices and see that they are perfectly
clean. When changing moulds blow water
out of the mould water channels, remove
cross block and carefully clean all metal
from the mould before placing it in its
proper box.

The adjustments of machines must not be
tampered with and filling any part of the
machine is strictly for bidden. Centring pin
should be tested with a centring pin gauge
from time to time and any burr or point
removed.

The pump should always be thrown out
of action before stopping the machine.

The metal should not be skimmed until
it has been at casting temperature for one
hour; it should then be properly stirred
before skimming. To clean metal, a little
resin should be mixed in melting pot and
puddled until only what appears to be dirt
is noticeable.

The metal pot must always be lowered
and turned away from the mould when
machine is not casting.

Pistons should be taken out every night
dross skimmed from the metal pot.

Thermometers should be taken out every
night and in replacing them care should be
taken that they are not immersed in the hot
metal suddenly. They should also be
removed during meal hours.

The caster should be systematically
cleaned with dry rag, and nuts and screws
examined every morning.

Clean the mould cross block.
Examine the matrix-case.
See that the two matrix-case draw rods
are not loose.

Makes certain that the centring pin is
encircling the matrix core hold exactly in the
centre.

See that the matrices are clean and free
from oil and that there is no dirt or particles
of lead on the sides of the bottom of the
cone holes. Dirt in these holes will cause bad alignment.

Twice a day blow out the water in the air tank.

Every Saturday drill the nozzle from both ends, whether it appears to be needed or not. If allowed to become choked with dust it become very difficult to drill.

Every alternate Saturday thoroughly clean and drill the pump body, and see that the piston is quite clean.

Every time the bridge is removed, test, the alignment before restoring to cast material for use. The surface upon which the types are rested when testing for alignment, should be quite level, smooth and free from dirt.

Always have the galley gauge set correctly before commencing a job and then do not alter it.

Always keep the metal up to correct quality.

Never use emery cloth to clean any portion of the machine.

Cover the machine every night; see that the covers are free from dirt or dust.

Always insist that any alteration in the arrangement of the matrix case layout be written in the Mono Spool Docket slip.

Normal wedges should be kept to their respective machine as much as possible. They should not be touched with lap or file or they will be rendered useless.

The caster attendant should be careful to supply metal to the melting pot gradually, so that an even temperature is maintained.

Proofs of each galley type should be pulled as soon as possible after casting, so that troubles if they occur, may at once be remedied.

The type as it passed into the galley should be carefully examined to see that no heads are pulled off, and that a perfect face is being cast. The body and feet of type should also be examined from time to time to see that they leave nothing to be desired.

Lubrication should be carefully attended to, and only oil specially provided for that purpose use on moulds. All moving parts of the machine should be oiled every morning.

The compressor should be lubricated daily.

The moulds shall always be operated with cover plates. If the cover plates are taken off and the counter sunk head screw used to tighten down the spring side block it would not be possible to keep good alignment of side block on moulds.

Note.—(1) Defects noticed in the temperature controlling appliances of metal pots shall immediately be reported by the caster attendants to maintenance staff (electrician). Although the temperature regulators of all machines have been set with reference to a standard mercury thermometer, the severe vibrations to which the machine parts are subjected render a disturbance of the adjustment quite possible. Once the adjustment is thrown out of the setting automatic cut out fails to function at the desired temperature and the excessive temperature which results is likely to damage the electric elements and the dynamic thermometer both of which are expensive parts. The Operators are therefore warned to report prompt to the Electrician.

After switching off the current, any difficulty they experience in controlling the temperature of the metal so as to enable him to set the dynamic thermometer to prevent damage.

2. Moulds, matrices and wedges being very delicate and expensive parts, they shall not be interfered with except with the permission of the officer in charge as such interference by inexperienced hands is detrimental.

259. Composition.— The composing work on this machine is highly versatile. Besides setting ordinary text with a quality of printing surface more suited to good editions of book work, it can be set with economy tables of statistics and inter-related matter which cannot to produced on the line-type machine.

When matter is given to the keyboard operator he shall be informed of the type in which it is to be set and the measure of the line. With these particulars the operator has to consider (1) the lay-out of the characters of the fount in the matrix case of the casting machine, (2) the "Set" of the fount which will decide the keyboard measure of the line. Operators are expected to be swift and at the same time accurate and set clean proofs. They are expected to
be well conversant with the correct fingering 
of the keyboard and follow all instructions 
which facilitate maximum production.

260. Corrections and making up of 
matter set on this machine shall be carried 
out by Imposers, Compositors and for this 
purpose a deduction of ten per cent shall 
be made on the total of ens set by operators 
to compute labour equivalent hours with 
reference to corrected ens. If the hours 
taken by the Compositors for correction 
work are at any time found to be out of 
proportion to the actual labour involved on 
corrections on account of the faulty nature 
of the proof shall be left to the discretion 
of the officer-in-charge to increase the ten 
per cent deduction on the merit of each 
operator while handing over spools for 
casting shall attach a mono spool docket 
slip to each of them giving particulars of the 
matter set (i.e.) office and work number, 
and size of the type, measure, change of 
matrices, etc.

261. Casting.—The attendants shall 
carefully watch the matter as cast and if a 
matrix is found to be dirty or blocked up 
with metal the machine shall at once be 
stopped and the die case cleaned, 
Carelessness on the part of the attendant 
in this connection shall be brought to the 
notice of the officer-in-charge by the foreman 
and the attendant shall be liable to pay the 
cost of recasting or a fine.

262. Despatch of finished work.—Before 
delivery the materials shall be carefully 
examined by the Foreman as to the accuracy 
and finish of the type and leads cast and 
delivered to the respective Composing 
sections after obtaining the necessary 
acknowledgement. All materials shall be 
weighed before delivery and again 
rechecked before receiving in the Type 
Store. No spacing materials shall sent 
direct to the Composing sections. In cases 
of extreme urgency this may be done after 
carefully weighing the materials and a note 
sent to the Type Store-keeper for entry in 
his books.

263. Reserve operators.—(1) Employees 
of the Press mostly with composing 
knowledge are selected to be trained as 
Mono-Ray Board Operators and kept in a 
Panel after an examination.

(2) Reserve Operators set to work on 
any machine shall be deemed to be charge 
of that particular machine during the period 
they are directed to work on it and shall be 
responsible for the machine and any petty 
plant attached to it.

(3) When no machine is available, 
they will work in the sections from where 
they have been drawn.

264. Cleaning and Lubricating the 
casting machine.—To avoid excessive wear 
of parts lubricating of machines shall be 
carefully attended to. The machine shall be 
oiled thoroughly every morning with 
machine oil. It must be remembered that 
the internal parts require as much oiling as 
those in view. The machine shall always 
be kept clean lest the product may be of 
inferior quality. The machines shall be 
kept clean of all loose metal and type at all 
times and dirty oil shall be removed with 
clean rags. At least an hour a week, shall 
be devoted to cleaning the machine. The 
air compressor shall regularly be cleaned 
and the lubrication attended to daily. The 
air compressor shall be tested periodically 
to see that the crank is not loose in its 
bearing, and if any difficulty is experienced 
in getting the full pressure when starting, 
the valves shall be cleaned. The oil box on 
top of the air compressor shall always be 
kept full of oil. Oil should be drained off 
the air compressor by the tap at the base 
at least once a week while the air compressor 
is stopped. Belts shall not be too tight. If 
at anytime the valves stick they shall be 
cleaned. The air tank require daily attention. 
The water in it shall not be allowed to 
accumulate but blown off two or three 
times a day by the cock provided.

265. Tools in the section.—The 
instructions contained in Paragraph 251 
for Linotype Department shall apply to this 
section to the extent they are applicable. 
The petty plant shall directly be in charge 
of the Senior Foreman-in-charge.

266. Repairs.—The mechanics attached 
to this section shall work under the 
directions of the officer-in-charge and carry 
out all minor repairs but shall not take up 
work involving readjustments of the 
machine, etc., in the absence of specific 
instructions from the Officer.
267. **Mechanics duties described.**
The Chief Mechanic shall supervise the work of the other mechanics and carry out major repairs.

The Mechanics are responsible for the clean up keep of machines both keyboard and casting. The following are some of their main duties.—

(i) To inspect the machines generally and repair any faulty parts and erratic working.

(ii) To be in-charge of all cleaning materials and to see that they are used in as economical manner as possible.

(iii) To attend to the pump and water connections.

(iv) To keep their work bench tidy and oil cans in their places filled with oil.

(v) To assist generally cleaning work, etc.
CHAPTER 6

READING

PARAGRAPHS 268 TO 287

268. General.—The function of this department, being closely connected with composition, deals with the detection of all errors in composed matter marking them on proofs by established signs and abbreviations commonly used to indicate the corrections, as given on pages 3 to 7 of the Printing Manual. Part II. In special cases, the editing of copies shall be done by this section by marking punctuation, capitals, in distinct letters, uniformity of style, spell out names, etc., to ensure clean proofs. The Top Senior Readers in each shift shall be in-charge of this section and be responsible for its efficient working and general good conduct. They shall distribute the work according to the cadre of the Readers. They shall maintain a file of all instructions and orders relating to the department and see that they are duly observed and that uniformity of style in the production of work is kept up. They shall attend to clean sheets, solve queries, sign all outturn Registers of Readers and their monthly abstracts and watch the prompt return of proofs duly read to the Composing sections concerned.

269. Procedures.—The procedure to be adopted in reading is that all fresh set matter shall be read with copy twice in rough and fair stages to eliminate mistakes. In extraordinary cases where proofs or copies are required very urgently, the number of readings to be given to a job may be read once very carefully under the written orders of the Works Manager. After fair Reading, the uniformity of the work will be gone through with insertion of headings in pages to confirm the style of the house. In case of proofs sent to author more than once, it shall be revised by a Senior Reader each time. After return of the final author's proof, if copies are to be printed with out submission of any further proof, the forme proof shall be read and revised with author's final corrections and to ensure correct printing, the uniformity of the work giving special attention to correct imposition, pagination, folio headings will be finally seen by a Senior Reader. In case of heavy corrections a Press order or strike order proof shall be revised with the forme proof. All corrections shall be clearly marked avoiding all unnecessary lines, dashes, etc., with author revises all lines affected by corrections shall be read through as well as revised and large additions shall be read with copy as fresh matter. The strike order proof shall be sent to the Composing section concerned from where the number of copies to be printed etc. will be noted and sent for printing.

2. Unless otherwise ordered, all machine set matter, reprints and standing matter (altered or make up) shall be read only once with copy in rough slip and revised in forms or page proof with headings, etc., from the first proof and treated in the subsequent stages in a manner similar to that followed for hand setting.
3. Acts, bills, Legislative Assembly Council proceedings, agreements, notifications and such other works in which mistakes might cause loss to Government shall be read with copy three times. To ensure that this is done, the number of readings shall be noted on each proof. The strike order of those works shall also be revised by a Senior Reader with the first sheet pulled on press or machine and a note left to that effect in Tamil for the information of the machine order revises of this nature shall be given preference over all other work to avoid idling machines.

4. The clean proof of job works shall be sent out to the author with the reader's queries or errors marked on it. If corrections are heavy another clean proof shall be called for by the author.

5. In the case of book work, the author's clean proof shall be revised in addition to the usual forme revise. The press order of display work, all gazette work, book work and of large report shall be sent to the Officer-in-charge for being passed and in the final strike order his marks shall also be revised.

270. Receipt of the proofs for correction and their return. — This section shall acquaint itself from day to day with the work of the Composing sections and do its utmost to keep the reading of the proofs up to date. The reading and revision of proofs shall be dealt within the order of priority as marked by the section heads of the Composing Sections with reference to paragraph of this Manual—Preference being given to work marked "immediate" "special", "very urgent" and "urgent" and then the ordinary work in sequence in which it has been received. Care papers shall always be dealt with at all stages by Senior Readers and Top-Senior Readers.

271. Style, etc. — The style as laid down in Part II of the Printing Manual for spelling, transliteration, punctuation, etc., shall be followed in all work sent to the Press for printing, unless for special reasons the press is requested to follow "copy" in which case the department concerned shall be responsible for accuracy and uniformity.

272. Classification of proofs. — Three kinds of proofs are required and read at different stages of a work (viz) proofs in galley, proofs in pages and proofs in imposed forme.

A rough proof is an impression of the type matter in a galley taken immediately after setting.

Proofs in pages are proofs of the matter after it has been made up into pages.

Proofs in forme are proofs of imposed forme usually four pages and multiples thereof.

273. Stages in proofreading. — The proof shall be dealt with under the following kinds:

1. Rough proof.
2. Fair proof.
3. Author's revised proof.
4. Forme proof.
5. Strike order proof.

274. Classification of Readers and their duties. — Readers shall be classified departmentally as (a) Top Senior Readers, (b) Senior Readers and (c) Readers. They shall each have a copy-holder to read copy to them. Except in the case of those during working in the Confidential Section, no member of the reading establishment shall be employed on clerical work, but the services of a copy holder may however be utilised for maintaining monthly out-turn registers, etc.

275. Top Senior Readers. — They shall attend to the editing of special and important works, the uniformity of style of all current work in addition to weekly Tamil Nada Government Gazette and settle queries of the Readers and Composing Sections. They shall distribute work in their respective shifts and also arrange for the prompt return of read proofs of the respective Composing Sections. The senior most Top Senior Reader present shall be in charge of the shift.
276. Senior Readers.—Shall read the fair and all proofs of 'core' papers and be responsible for the accuracy of all papers read by them. They shall see to the uniformity of style, spelling, use of capitals, punctuations, division of words, equal spacing, leading out, bad breaks in text tables etc., In case of exigency the senior most among them coming in each shift will be entrusted with uniformity and editing work.

277. Junior Readers.—They shall read rough, author's revised forme as well as strike order proof for machines. At times of urgency those who have qualified themselves by passing proof reader's work (Higher grade) shall read fair proofs also.

278. Copy Holders.—Shall read aloud the copy. A Copy holder should be able to decipher bad or defective manuscript easily. It is against all rules for a reader to read the manuscript and give the proof to the copy holder to make corrections. But efficient copy holder shall be allowed to read rough and forme proofs as opportunities occur to make themselves trained in proof corrections.

279. Responsibility of Readers.—Readers of all classes shall be held responsible for the mistakes passed by them in the proof and be liable to pay for any loss or re-striking caused thereby. They shall trend other following instructions and any loss to Government consequent on their neglect shall be recovered from the readers concerned.

1. To stop reading a proof containing numerous obvious mistake in any stage such as wrong letters cast by monotype machine, but call for another before initialling or signing it. This shall apply particularly to press revises which must be clean and free from technical defects (such as bent rules, etc.) before they are passed even if half a dozen proofs have to be called for. Any revision by an Imposer is done at the Readers risk.

2. To return all proofs not clearly pulled to the section head concerned to deal with the pressman and compositor at fault.

3. To report any cases of neglect of compositors to carry out marked corrections in the press to the Officer-in-charge for necessary action.

4. To avoid making unnecessary or incorrect alterations in one proof and altering them back in subsequent proofs. In cases of numerous corrections in a proof already read, the Senior Reader, while dealing with it, if he is satisfied that such errors are due to the negligence of the previous Reader, shall report the matter to the Top Senior Reader in-charge of their shift.

5. To bring to the notice of Top Senior Reader all cases of excess matter in the fair proofs set up by mistake to enable him to arrange for the omission of such matter in the rough proof to stop extra charges on line accounts. This applies also to lines made by wide Spacing by the Compositor, unnecessary whites, etc. Portions set in the wrong place, which are decided to be kept standing shall be treated in the same way as they should be included in line account only for the page in which it is finally printed.

6. In revising forme proof, to see that the last word or words in the forme they are reading are properly connected in sense with the first word or words in the forme proof that follows.

7. Proofs containing queries shall not be passed for further readings. All doubts as to facts spelling, punctuation, arrangements.

280. Signature of Readers on Proof.—Every rough proof shall bear the signature, (not initials) of the reader who read it with the name of the compositors written above it and date of reading at the bottom right hand corner of the proof and in job work the office number and job order number. At the same time the "copy" shall also be initialed with date to indicate that a voucher for its composition has been passed. As the rough proof constitute the original records of the line accounts, the above instructions shall completely be followed to prevent unauthorised claims.

2. Reader or reviser attending to the final reading or revising shall endorse on
Duties of Supervising Staff in Shift work—Top Senior Reader-in-charge. Top Senior Reader-in-charge in each shift shall be responsible for the smooth and efficient working of the department. The Top Senior Reader in-charge will discharge the following duties during shift work:

1. To receive works from the composing sections and distribute the same to the Readers specifying the nature of urgency of each item of work.
2. To return the finished items of work to the respective composing groups without any delay in the Reading Department.
3. The Top Senior Reader-in-charge shall also maintain the movement register and see that the employees do not waste their time unnecessarily.
4. To effectively supervise the staff working under his control.
5. All leave memos shall be dealt with by the Top Senior Reader in shift.

Gazette Indexing. The indexing shall be done by a Senior Reader attached to the Central Numbering cell (hours of attendance shall be from 9:00 a.m. to 5:30 p.m. with an interval of one hour on all days from 1 p.m. to 2 p.m.)

He shall be responsible for the maintenance of the Gazette file up to date for reference, the preparation of the index and the weekly Gazette number pad and answering the reference made to him by the Central Numbering Cell. He shall also be responsible for the preparation of the Gazette index for the first half-year before 31st July and the second half-year before 31st January each year.

Daily Outturn. Each Reader shall maintain an outturn book in the prescribed form (given below) and enter all essential details in the columns provided for them.

Day and date:

Time and hours:

Number and name of Copy Holder:

Description of Page size and type:

Fair Third Revise Forme:

Reading:

Strike Time:

Order Commenced Time:

Finished Time:

Holiday and other days on which the Reader may be absent from duty shall also be kept noted in his outturn book. After each item of work is finished, he shall enter the details as provided for in the respective columns. In doing so in column (2) he shall enter the number of appearing pages in size and type as they are, and in column (4), (5), etc., as the case may be, he shall show the pages alone. At the close of day's work, he shall total the number of pages read for the day under each size and type and convert the entire total into pages of 12 point solid matter.

Conversion Rates—For purpose of conversion (1) 1 page 12 point solid A4 will be taken as the standard page. 11 Point solid A4 as 1/3 extra. 10 Point solid A4 as 1/6 extra. 8 point solid A4 as 1 extra and 6 point solid A4 as 2 extra. (2) If page A 5 will be treated 3/5 A4 and so on in proportion to the area of the type matter.

All alterations shall be attested by the Top Senior Reader with his dated initials. He shall periodically check the accuracy of the entries in these outturn books with proofs read by them. The outturn books shall be kept under the custody of the Top Senior Reader.

The time taken by a Reader on works other than proof-reading such as translation, edition etc., shall also be entered in the outturn book noting the time of commencement and finishing of each item of work. Total time engaged on such items of work in a day shall also be entered against the day's total as plus (engaged) hours.
285. Monthly outturn.—The hours worked daily by each Readers, the number of pages read by him under the different categories of "rough", "fair", etc., and the hours shown by him as having been engaged in editing of manuscripts and looking into arrangement of matter, translation of petitions, etc., shall be posted in the Monthly Outturn Register and totalled at the end of each month. The Top Senior Reader shall then have the pages shown under each item converted into hours and to allowed according to the scale given below.——

- Rough—5 ½ pages of 12 point solid matter per hour.
- Fair—4 page or Do.
- 3rd reading—5 ½ page of Do.
- Forme—6 ½ pages of Do.
- Strike Order of machine proof—40 Do.

The excess or short outturn as the case may be so arrived on computation according to the above scale shall be noted against each Reader. A net monthly deficiency in outturn below 30 minutes shall normally be ignored and in exceptionally special circumstances, periods of deficiency greater than this also may be ignored by the Officer in-charge at his discretion, but periods allowed as such shall be recorded in the register while passing orders on submission every month. Manuscripts, difficult to decipher and requiring editing, botanists, accepted foreign and oriental language works, faulty pages, etc., may be allowed extra hours taking into consideration the time and labour involved thereon. Readers giving short outturn shall be dealt with in accordance with the Civil Services (Classification Control and Appeal) Rules.

This register shall be submitted on the 15th of each month to the Officer in-charge of Reading department for perusal with an abstract statement in the form given below.——

Abstract showing the outturn for the month of

Token number and name.

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286. Central Numbering Cell.—All the notification received for publication in the Tamil Nadu Government Gazette, both from Secretariat as well as from the Heads of Departments will be edited following the Style of the House and the date of publication of the publications indicated to avoid unnecessary hold up of notification and delay in the publication of Tamil Nadu Government Gazette. The work will be attended to by the Central Numbering cell

2. The Cell will consist of one Head Reader, one Top Senior Reader, two Senior Readers and a copy-holder along with one Senior Reader working as indexers.
287. Duties.—(i) Head Reader.—He will be in overall charge of Central Numbering Cell. He will edit the copies received from Secretariat departments besides vernacular notifications so that the same may be handed over to A.I. unit, to be published in the Tamil Nadu Government Gazette every Wednesday.

(ii) Top Senior Reader.—He will edit the notifications received from various Heads of departments and make fit the copies for setting.

(iii) Senior Readers.—One will edit the copies relating to Land Acquisition notification and another Labour Court Awards.

(iv) Copy Holder.—He will be responsible for maintenance of registers, attendance register and pay roll, etc., and assist the readers when required.