CHAPTER 16
OFFSET AND BLOCK MAKING

PARAGRAPHS 407 TO 417

407. (a) Offset Section (General).—The work done in this section consists of setting on Rotamasta, Rotalim, Romayor or other plates, taking the plates by photographic process and printing on the Rotaprint machines. The nature of work undertaken in this section is such that no proofs shall be sent to author for approval as the matter sets directly on sensitized plates. Jobs, for which no proofs are required such as weekly indices, annual indices of the Secretariat departments and record indices of other Heads of departments, non-standardised forms, etc., shall be taken up by this process. Other jobs, which are sent, as they should appear in print, shall also be undertaken for execution by this process.

(b) Block Making Section (General).—Line, halftone, line and tone combined and multicolour blocks are manufactured in this section. The process consists of the following operations:

1. Preparation of Negatives;
2. Printing-down;
3. Etching;
4. Finishing and Retouching;
5. Engraving; and

408. The Supervisor, Offset section shall be the charge of the Block Making Section. The Supervisor shall directly be responsible for the prompt execution of all jobs received in this section. The Junior Foreman shall assist the Supervisor in the discharge of his duties.

409. Duties of Supervisor.—(1) He shall be responsible to ensure that the departments, namely Block Making and Offset sections are managed efficiently and all urgent items of work are executed promptly and that all time schedules are got ready in time.

(2) He shall scrutinize the items of work in regard to their suitability before taking up for execution.

(3) He shall appropriately instruct and guide the staff in the section in cases of difficulties, brought to his notice in the actual execution of jobs.

(4) He shall supervise the work of the Junior Foreman.

(5) He shall go on rounds frequently and give necessary instructions to the staff in the execution of work.

(6) He shall be responsible for investigating cases of dereliction of duty on the part of any subordinate and report the matter to the Officer-in-charge for necessary action.

(7) He shall pass the first proof of every finished work with his dated initials except minor items, which shall be done by
the Junior Foreman. Proofs of important and complicated items of work shall, however, be passed by the Officer-in-charge.

(8) He shall instruct the staff in the best method of producing quality of work.

(9) He shall check up the proper use of materials for the items of work received for execution and see that wastage is avoided. He shall also see to the maintenance of stock of all articles required in the section.

(10) He shall arrange to post operatives on the machines, when the operatives absent themselves. He shall also maintain smooth flow of work.

11. He shall receive the tappals and other requisitions and Block orders for execution.

12. He shall test the suitability of chemicals and other articles and submit reports through the Officer-in-charge.

13. He shall see that the Registers prescribed are maintained properly.

14. He shall be responsible for the collection of data, compilation and submission of weekly progress report, etc., in form No. G.M.W.—11.

15. He shall appraise the Officer-in-charge of any practical difficulties or problems that arise in actual working and take instructions.

410. Duties of Junior Foreman.—
1. He shall receive the Job Order Dockets from Planning Section and issue strike orders of jobs that are ready for printing after obtaining necessary endorsement in the Job Order Dockets/Computing slip from the stores, for the issue of paper.

2. He shall see that the works received are executed properly in time, without wastage of materials.

3. He shall be responsible for the maintenance of the following registers in this section:

Work Register.
Production Register.
Attendance Register.
Outturn Registers, etc.

4. Each Junior Foreman in shift shall be responsible for the proper working of the section in his shift.

5. He shall supervise the work of the operatives and see that machines are properly maintained and handed over to successors.

6. He shall also ensure that the operatives taking over from the operatives in the previous shift duly acknowledge the position set out in the shift sheets.

7. Cases requiring disciplinary action should be promptly reported in writing to the Supervisor, Offset Section.

8. He shall see that proper discipline is maintained in the section.

9. At the closure of the shift, Junior Foreman shall furnish the details of jobs to be executed in other shifts in the instruction book maintained in the section.

411. Duties of Adler Operators.—They shall be in-charge of Adler machines under their charge and be responsible for their upkeep in good and clean condition with liability to pay the cost of repair or for any damage done to the machine if caused by their carelessness, allowance being made for fair wear and tear. They shall see to the neat execution of setting work done by them. They shall attend to the prompt and clean erasing of mistakes in the plate. They shall be responsible for the care of manuscripts and other papers entrusted to them. They shall return the plates to the Foreman after setting and carrying out corrections. They shall see that plates and other accessories in their custody are not wasted and minders and others do not make improper use of them.

412. Rotaprint Operatives and Machine Minders.—They shall be responsible for the printing work done by them and for the condition of the machine under their charge. They shall be liable to pay the cost of repairs or for any damage done to the machines, which may be due to carelessness or wrongful use, allowance being made for fair wear and tear. Before starting work, they shall examine and see that all parts of the machines are properly adjusted and they
are thoroughly cleaned and all working parts and bearings carefully oiled; parts subject to excessive friction being oiled as frequently as may be necessary. They shall report immediately on noticing any defect in the machine to the Junior Foreman for necessary action. Electric motors attached to the machines shall be under the direct charge of the E. and M.E., who shall see to their being kept in working order and the Minders shall not interfere with them. Motors shall be stopped immediately on finishing a work. They shall make-ready each plate applying correct chemicals watch the sheets as they are printed for registers, scum, etc., compare with the colour sheet of the work, regulate the work, etc. Before striking commences they shall briefly survey the machine to see that everything is in order to avoid any possibility of damage. After striking copies the standing plates should be applied with the necessary chemicals, arranged and handed over to the Junior Foreman. They shall give specific instructions to his successor so that there may not be any difficulty, to proceed with the work in the next shift. They shall be responsible for the proper maintenance and upkeep of the tools and accessories entrusted to them. They shall be responsible for receiving paper from stores to the correct size, quality and quantity. They shall see that there is no undue wastage.

413. Cameraman and Assistant Cameraman.—They shall be in-charge of the camera and other articles in the Camera section and be responsible for their proper upkeep in good and clean condition with liability to pay the cost of repair or for any damage done to the machinery, if caused by their carelessness. They shall see to the neat execution of the work entrusted to them. They shall be responsible for the proper care of the originals and photos entrusted to them. They shall see that the chemicals and accessories in their custody are properly used.

414. Printers.—They are in-charge of the printing down frames plate guillotine and other accessories and be responsible for their proper upkeep in good and clean condition with liability to pay the cost of repair or for any damage done to the accessories, if caused by their carelessness. They shall be responsible for all the negatives received from the Camera section and keep them in order. They shall cut the plates to the required size, coat them and take prints on them and do other connected operations. The plates shall be in-charge of printer, upto the process of handing over them to the etchers for etching operations. They shall see to the neat execution of work done by them. They shall be responsible for the chemicals and accessories entrusted to their care and that they are properly put to use. They are also responsible for "stripping" the negatives for printing down of line and tone combined reproduction.

415. Etchers.—The etchers shall be in-charge of the plates during the etching operations. They shall be in-charge of etching machines and other accessories, be responsible for their proper upkeep in good and clean condition, with liability to pay the cost of repair or for any damage done to the machines and other items, if caused by their carelessness. They shall carry-out retouching and other connected operations in the plate. They shall see that the chemicals and accessories in their custody are put to proper use.

416. Retoucher and Engravers.—The retoucher shall give the final touch in the finishing operations of the block manufacture. The engravers will remove unwanted portions by muting or cutting out the portions of plate. They shall see to the neat execution of the work done by them. They shall see that tools and accessories under their custody are properly made use of.

417. Mounters.—The Mounters (Senior and Junior) shall be attached to the Block Making Section and shall work under the instructions of the supervising staff in Block Making Section. They shall be responsible for cutting, bevelling and mounting the blocks. They shall see that the originals and blocks entrusted to them are kept safely. They shall execute the work neatly. They shall ensure that tools and accessories in their custody are put to proper use.
CHAPTER 17

BINDING

PARAGRAPHS 418 TO 440

418. General.— All the book binding operations subsequent to printing and rebinding of books, die-stamping, manufacture of envelopes and other stationery articles are done by this section. The production Officer-in-charge of this section shall be assisted by Shop Floor Officers in the Cadre of Assistant Works Manager in each shift.

419. Receipt of work.— All the work without exception as received shall be registered in “Work receipt Register” W.M.G.P. No. 153 and a separate register number in serial order of receipt assigned for each job. This number shall also be marked on the originals to avoid mistakes. In the case of repair work, the number shall also be marked in pencil to admit erasure before the book is finally despatched. Details of binding to be executed shall always be obtained in advance before proceeding with the work. Work returned for want of authorisation or transferred to other units for execution shall be kept noted in the remarks column of the register. The progress of work at each stage shall be recorded in this register and watched till finally despatched which should be noted in the column provided for it. Central and Cost Recoverable items shall be underlined distinctly in red ink to ensure that they are charged. A list of pending items shall be prepared fortnightly and submitted to the officer-in-charge.

420. Scheduling section.— The Scheduling Section shall function under the direct control of the Production Officer. He shall receive instructions directly from the Planning Section regarding programme for execution, priority, processes and other aspects. On receipts of J.O.D. the works shall be registered in the Binding Work Register. The data furnished in the J.O.D. by the Planning Section shall be scrutinised before the work is taken up for execution with reference to the availability of men and machinery, the nature of process involved and the work load.

The Scheduling Section shall communicate the despatch particulars of jobs to the Planning Section daily, immediately after the despatch of copies. The J.O.D.s shall be returned back to the production Planning Section with all the requisite particulars and printed specimen.

421. Correct Receipting of Printed Copies for Binding.— The printed copies received for binding shall immediately be counted and shortages reported. Otherwise the Binders in-charge shall be held responsible. The actual number of good copies received from the printing department shall be noted with the initials of the receiver on the Strike Order of each form.

422. Printed Paper Warehouse.— All items of work on completion of printing shall be retained in the printed paper warehouse till the work is taken up for execution as determined by the production Planning and Scheduling Sections.
The Warehouseman in-charge of the printed paper warehouse shall record all receipts, in the register maintained for the purpose and issue the quantity required for production according to the instructions issued by the Scheduling Section under proper acknowledgement from the Binders. The warehouseman in-charge of the printed paper warehouse shall also arrange for the pre-binding operations like ruling, perforating, etc. as per instructions given in the Job Order Docket following the sequences of operation.

While the printed sheets are received after printing, he shall ensure that the actual quantity required for delivery together with the allowances for wastages are also received and that they are free from whites and defectively printed sheets. He shall also record separately the quantity received towards wastage from printing department. He shall be responsible for the printed copies stocked in the warehouses till they are issued for processing.

425. **Envelope Making.**—All indents for cover work shall be registered in “Cover Work Book” serially numbered and recorded in the “Job Order Docket”. The details as to the distribution of work to the machine, hand operations and the total covers manufactured shall be kept noted in the J.O.D. from which the outturn of each individual showing the number and size of the covers made shall be abstracted in a register.

426. **Material Stores.**—The Warehouseman in-charge of the materials stores in Binding section of receipt of the Job Order Docket from the Unit Foreman shall work out the required quantity of materials for each item of work. He shall prepare indents for the quantity required and place the requisition in the prescribed register and draw the materials from the General Stores. He shall keep the materials under safe custody. He shall account for the materials drawn from the stores, issues made and stock on hand. He shall arrange to stock the boards, calico, cloth, rexine, gold foil, embossing ink, etc. He shall arrange to cut the board, calico, etc., to the actual sizes and specifications in advance to commence production without delay. Materials required for general use of machine such as oil, cotton waste, leather belt, etc., shall be drawn directly by the Foreman from the General Stores. From the indents, the register of detailed issues of binding materials shall be posted and allied monthly with the total of the Stores issued, carrying forward any items not issued.

He shall maintain the following registers:

1. Indent for binding materials.
2. Register for articles received.
3. Register of indents.
4. Register for stores—
   (a) Consumable.
   (b) Spare parts.
   (c) Petty plant.
   (d) Dead stock.
5. Paper indents.
427. Indents for Materials.—The exact quantity of binding materials required for each work received shall be computed by the Junior Foreman before the work is put in hand and the indents made out in W.M.G.P. No. 167. The indents shall be scrutinized and approved by the Top Senior Foreman. At convenient intervals and as necessity arises the requirements of these indents shall be consolidated and an indent in the usual form put up to Stores for issue to materials.

From the indents, the register of detailed issues of binding materials shall be posted and agreed monthly with the total of the stores issued carrying forward any items not issued.

Any item of stores included in the requisition but not issued shall at once be scored out under the initials of the Foreman. Any materials indented for in excess for any work shall immediately be returned to the Store obtaining a signed receipt for the same. The Store-keeper shall be kept informed regarding the receipt of works requiring any large supply of binding cloth, etc., to enable him to reserve a sufficient quantity of the required materials.

Note.—Articles of common use in the section such as wire, thread, twine, glue, gum, turpentine, varnish, etc., shall be obtained in bulk to cover the needs of the department for a week on direct requisition from the stores under the sanction of the Works Manager. Flour may be obtained once in every two or three days.

428. Valuation of Binding Work done.—The outturn in the Binding section shall be posted from the work receipt register to the binding valuation register (W.M.G.P. No. 169) and valued according to the scales based on Operatives wages only (i.e.) excluding cost of binding materials and overhead charges (Appendix).

Two books (i) for Central and Cost Recoverable Offices and (ii) for State Offices, shall be maintained. The yearly total cost worked out according to the scale shall be made to agree with the actuals of operatives' wages by a percentage addition or reduction and to this figure the percentage of overhead charges on account of cost of supervision, administration, contingencies, such stores of common use as wire, thread, twine, etc., shall be added to arrive at the cost of production.

In cases of special works for which rates are not given in the scale, the rate as approved by the General Manager shall be adopted. If the cost is required before the end of the year, the percentages of the previous year both with regard to Operatives' wages and overhead charges shall be followed. The materials given below shall be separately valued and exhibited in Statement II of the annual report:

<table>
<thead>
<tr>
<th>Cloth, book binders</th>
<th>Skin Skiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eysel boxes</td>
<td>Sheep Royal</td>
</tr>
<tr>
<td>Foil books</td>
<td>Straw Board</td>
</tr>
<tr>
<td>Gold leaf books</td>
<td>Do.</td>
</tr>
<tr>
<td>Head band, cotton</td>
<td>Do.</td>
</tr>
<tr>
<td>Head band, silk</td>
<td>Do.</td>
</tr>
<tr>
<td>Khadi cloth</td>
<td>Do.</td>
</tr>
<tr>
<td>Khadi mull. lining</td>
<td>Do.</td>
</tr>
<tr>
<td>Tape, Europe red</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note.—(i) The valuation of current work shall be done in detail in the current valuation book W.M.G.P. No. 171 and the monthly total posted in the main valuation book.

(ii) The valuation of confidential binding work shall be done by the Computing Section, with the assistance of binding clerk, the totals being added to the Binding Valuation Register monthly.

429. Binding bill book.—The personal accounts of each office for binding work done shall be maintained in this book. Two sets of bill books shall be opened one for State Offices and the other for Central and Cost Recoverable Offices. The entries in this register shall be posted direct from the Binding Valuation Register and the Register of Issue of Binding Materials.

430. Machine work and care of Machines.—No work that can be done economically by machine shall be done by hand without special instructions from the Scheduling Section. The several classes of machines in use in the section are each in charge of a binder who is responsible for its being kept clean and well-oiled. Before starting the machine workmen shall carefully oil and clean the machines and satisfy themselves, that every thing is in order. The machines should be left by the operatives in such a condition that it shall be in a fit and ready condition for work by the next
shift operative, he shall not interfere with machines while in motion on any account. Any breakage shall immediately be reported and the liability to recover the cost from the person responsible adjudged. Any defects noticed in the working of the machine shall at once be reported to the Foreman who shall send a requisition to the maintenance staff. The maintenance staff shall personally see that no time is lost to spare the services of a mechanic to avoid stoppage of machines.

431. Despatch work.—Copies shall be checked before despatch and handed over to the Despatching Section or to the Publication Depot. Distribution to more than one Office will be done in batches to facilitate recheck in despatch. A receipt shall be obtained for all work even if handed over to another section in the Press. This is especially necessary in the case of books, Gazette and publications of saleable value delivered to the Publication Store-keeper, Head Despatcher, etc. Only the exact number of copies of Gazette and Law Reports ordered should be struck off. No extra copies shall be printed without authority. File copies for Gazette Indexer, Works Manager, etc., shall be included in the distribution list and therefore, included in the number ordered. A receipt shall be obtained from the publication Store-keeper, Head Despatcher or Publication Clerk for Acts, books, forms, etc., no matter how small the number of copies delivered to them. In the case of forms, etc., given to the Head Despatcher or Second Despatcher, they may be sorted and counted into lots and the batches counted and marked off and delivered correctly for immediate despatch. Bound copies of proceedings volumes or leather or cloth bound books shall be shown to the Officer-in-charge for approval.

432. Samples.—Size boards shall be kept near each cutting machine to ensure that all books and forms are of standard sizes are trimmed exactly uniform. A specimen copy shall be kept or a ruling of the lettering and full description taken with the sample of cloth, etc., of all books of more than one volume and those sent for approval.

433. Clerical Work.—Binders shall not be engaged on any account in clerical work. Warehouseman shall attend to the following duties:

1. Maintaining account books of the section such as work receipt register, valuation register, machine outturn books, bill books, etc.

2. To attend to the despatch of all finished work to the indenting Officers Provincial, Central and cost recoverable, either direct or through the Despatching Section after noting the date of despatch on the originals.

3. To value the binding work done for State, Central and cost recoverable offices in accordance with approved scale.

4. To secure specimen copies or other particulars for file.

5. To prepare and check sheets verifying the entries from the overtime orders book and with the attendance register.

6. To consolidate indents and make out "requisition for stores" for actual quantity of binding materials required.

7. To maintain record of work sent to other branches and of the receipt of maps, diagrams, etc.

8. To furnish figures regarding the daily despatch of books and job work.

9. To prepare the monthly abstract of work done in the department.

10. To collect the originals of jobs to be handed over to the despatching section when copies are originally despatched.

11. To send periodical reminders for acknowledgements for binding works sent out and not returned duly receipted in time. The invoices acknowledged shall be pasted along with the originals for records.

12. To keep in safe custody the sectional records properly arranged for easy reference.

13. To furnish monthly abstract of daily work turned out by the several machines together with the names of the operatives working on them.
14. To furnish necessary figures required from the Binding Section for incorporation in the annual administration report.

15. To attend to the Sectional correspondence.

434. Opening and Closing.—The department shall be opened by the Top Senior Foreman and in his absence Senior Foreman or Junior Foreman. At the close of third shift of Saturdays and the day prior to Public Holidays either the Top Senior Foreman or Senior or Junior Foreman—in-charge shall see that work in progress is left in good order, lights are put out and the department is closed.

435. Assessment of Performance.—The Junior Foreman attached to the Binding Section shall have close scrutiny over the daily outturn of the staff working in all the shifts. Irregularities, if any noticed by them should be brought to the notice of the officer-in-charge of the Department through the Top Senior Foreman.

436. Outturn.—Every employee shall take up binding, ruling, numbering, or any other operation as and when assigned, in respective of his designation or pay. The quantity and quality of work done will be taken into consideration when the individual's annual increment is sanctioned. The employees are expected to produce the outturn specified in the scale as indicated in Appendix. The employees concerned shall be responsible for the low and poor performance. The outturn on machines for works such as folding, stitching, envelop making, etc., shall be in accordance with the scale indicated in Appendix. (XII)

Note.—Blind workers in the binding department of the Stationery and Printing Department shall be given their normal increment provided their outturn is not less than 75% of the outturn fixed for the normal persons.

(Vide G.O. Ms. No. 1341, Transport, dated 1st November 1983.)

437. Duties of Binders.—Operatives working on machines and hand operation in binding department shall record in detail the actual quantity of books of printed copies kept near the machine.

The binders working on hand operation groups shall see that the printed sheets and books entrusted to them are properly accounted for and correct information given to the binders who take over charge of the next shift.

They shall also see that the completed jobs are removed for the next operations then and there.

The operatives shall note the actual quantity of work done and the unfinished portion of the job and handover to the operator in the next shift and in his absence to the Supervisor of the group.

The operatives on machine and hand operation groups shall leave the required information to the Junior Foreman before they leave the premises.

It shall be the responsibility of each binder to verify the particulars noted with regard to the quantity and number of items of jobs left at the machine or hand operation groups by the previous shift operatives and if any discrepancy is noticed, it should be brought to the notice of the Foreman immediately before commencing work in the shift. The Top Senior Foreman will settle the matter on the spot.

Any operative found to give incorrect particulars will be dealt with severely.

438. Supervision.—To co-ordinate the functions of the Front line supervisors in the shifts, a Top Senior Foreman shall be in-charge of the shift. He shall assist the Officer-in-charge of the shift as follows:

439. The Duties and responsibilities.—

Higher level co-ordinating Supervisor (Top Senior Foreman).—(1) To co-ordinate production among the groups and the timely execution of all works entrusted.

(2) To furnish feedback information to the Scheduling Section.

(3) To recommend or refuse leave to men under his command.

(4) To initiate disciplinary action.

(5) To re-allocate men between the groups with reference to the availability of machines and execution of work.
(6) To make random checking of the jobs under progress to maintain uniform quality.

(7) To investigate cases of dereliction of duty on the part of any subordinate and report cases to the Shop Floor Officer-in-charge of the shift.

(8) To inspect and ensure work of other supervisors and guide them whenever there are doubts.

(9) To test the suitability of binding materials and other articles and furnish reports through the Production Officer.

(10) To ensure that each job is executed according to the specifications.

(11) To examine the finish of all works and also submit a few samples to the Production Officer.

(12) To check and initial indents of binding materials prepared by the Warehousemen.

440. Front line Supervisors (Senior and Junior Foreman).—The front line supervisors shall exercise close supervision over the production of men and machine and assist the Top Senior Foreman as follows:—

(1) To maintain discipline within his group.

(2) To maintain regularity and attendance of the employees under his control.

(3) To allocate men to machines and tables.

(4) To allocate work to machines and tables as directed by the Scheduling Section.

(5) To account for production turned out by his group of men at his command.

(6) To maintain production timesheets of production turned out in his group.

(7) To furnish production records to the Scheduling Section and the Computing Section.

(8) To ensure quality of production.

(9) To provide materials required for binding.

(10) To account for materials drawn and issued to men and machinery.

(11) To arrange for the safety of the finished products till they are handed over to despatch.

(12) To account for all jobs entrusted for execution.

(13) To recommend or refuse leaves for men under his command.

(14) To furnish feedback information to scheduling Section.

(15) To furnish returns prescribed for the first line supervisor.

(16) To execute jobs as per schedule.
CHAPTER 18

MAINTENANCE

PARAGRAPHS 441 TO 463

441. General.—The Maintenance Wing consists of Electrical, Mechanical, Civil and Carpentry Sections. These sections are under the overall control of Deputy Works Manager (Maintenance) and under the immediate charge of Assistant Engineers.

442. Functions of the Section.—This section shall attend to the following:

(1) Attending to the repairs to the machinery as and when requisitions are received.

(2) Analysing the cause for frequent breakdown and adopting methods for prevention and recurrences.

(3) Forecasting the probable requirement of spares based on condition of the machinery and the frequency of breakdowns.

(4) Inspection of the parts received with reference to the specifications.

(5) Entrustment of repairs or for fabrication of parts to outside agencies whenever required.

(6) Scrutinizing the correctness of the bills and to incur expenditure for the works so entrusted to outside agencies.

(7) Maintenance of the buildings in good condition by attending to repairs not coming under the purview of the P.W.D.

(8) To supply of wooden furniture for the press branch other than furniture required for office use.

(9) Erection of machinery.

443. Functions of Deputy Works Manager (Maintenance).—The Deputy Works Manager (Maintenance) shall be assisted by the Assistant Engineers, Electrical and Mechanical and Civil, he shall—

(1) Inspect all the units under the Directorate periodically and assist the General Manager for rendering optimum number of machine for production purposes.

(2) Assist the General Manager in the selection, location and operation of the machinery.

(3) Exercise technical scrutiny of the works to be entrusted to outside agencies.

(4) Recommend machines for condemnation.

(5) Forecast the requirement of spares for plant and machinery in the Directorate.

(6) Co-ordinate the functioning of the Maintenance Wing consisting of Electrical, mechanical, Carpentry and Civil staff.

(7) Scrutinize periodical maintenance reports received from the units and issue suitable instructions to the Unit Officers.

(8) Fix responsibility for the breakdowns.
444. Electrical Section.—This section consists of one Assistant Engineer (Electrical) and Chief Electricians, Senior Electricians and Junior Electricians. Chief Electrician is the head of the section who shall help the Deputy Works Manager (Maintenance).

The Chief Electrician is in overall charge of all the electrical installations and equipment in the central Press and its branches in the City. He shall attend to the switching on and off of the mains. He shall also attend to the power house, the cleaning of motors, lamps, etc.

His services shall always be available for urgent works as he is provided with quarters near the Press. He is responsible for the erection and repair of the switch-gear, motor and connected electrical installations of the printing machines and other connected machinery and do any other electrical work on receipt of intimation in writing from the departments concerned for minor works, major works being attended to when such intimation is duly signed by the Officer-in-charge of the Department and countersigned by the Works Manager. He is in immediate charge of the shift and is responsible for the plant and store articles in his custody. Time sheets shall be maintained for all work done daily. He shall record daily the meter readings for the current consumed, entering them in the books kept for the purpose. At the end of each month he shall total them to help verification of the monthly claims for the current consumed from the Tamil Nadu State Electricity Board. The books shall be submitted to the Deputy Works Manager (Maintenance) and the Works Manager every month for information explaining briefly the reasons for abnormal variations, if any, between the actuals and the average for the previous months. He shall immediately report to Deputy Works Manager (Maintenance) any defect noticed or suspected in the meters likely to lead to faulty readings, in order to get them repaired or replaced by the Tamil Nadu State Electricity Board. He is responsible for the work turned out by his assistants in his section. He shall also assist the Deputy Works Manager (Maintenance) whenever so directed, as his responsibilities are confined to the electrical installations.

445. The Senior Electrician shall work under the Chief Electrician and be responsible for the proper discharge of work entrusted to him by the Chief Electrician. In carrying out the duties allotted to him he shall be assisted by the Junior Staff.

446. Junior Electricians.—They shall help the Chief Electrician when so directed and attend to the switching on and off of the mains and also attend to the power house, the cleaning of motors, lamps, etc., taking up the repairs of minor wiring.

Junior Electricians shall under no circumstances climb electric posts or cause others to do so without the permission of the Assistant Electrical Engineer or Chief Electrician/Senior Electrician and Power House Operators. It is safe to do so after the switches controlling the supply to the said post are isolated and caution boards are hung over the said switches, when repair works are being carried out.

The Junior Electricians working in the power house are provided, with quarters near the Government Press whose services shall always be available to the Press.

447. Electrical Motors and their maintenance.—The Chief Electricians of the shifts shall be joint responsible for the efficient maintenance and working of all electrical motors. The Chief Electrician of each shift shall supervise the work of his assistants and ensure that all motors and other electrical equipments are maintained in a state of efficiency. It shall be the responsibility of the Chief Electrician of each shift to arrange to rectify minor electrical defects reported to him by the departments. Repairs of a major nature shall be carried out under the supervision of the Chief Electrician to whom the work is particularly assigned by the Deputy Works Manager (Maintenance). Such cases shall be reported to the Deputy Works Manager (Maintenance) and Works Manager also.

448. Rewinding of Motors and Simple repair.—The following procedure shall be adopted in the case of breakdown maintenance of simple items, where the cost does not exceed Rs. 1,500 in each case.

In the case of simple and straight forward repairs to machinery, repairs to electrical equipment, rewinding of motors, etc.
(i) Where the breakdown maintenance can be attended by the maintenance staff of the Press the Director of Stationery and printing may be vested with powers to sanction purchase or manufacture of spare parts, etc., required for replacement by local quotations system (by local and oral enquiry) where the total cost of the items required for each work does not exceed Rs. 1,500 and

(ii) Where the breakdown maintenance cannot be attended to by the Press maintenance staff, for want of workshop facilities, etc. and has to be entrusted to outside repairers. The Government Press may maintain a panel of repairers approved by the Director of Stationery and printing to entrust execution of repairs to machinery, etc., to any one in the approved list of repairers at his discretion, subject to the time schedule for completion as may be fixed.

(Rule 7 under Appendix 8-M.P.C.—Volume II.)

449. Requisition for Stores.—In all cases of general renewals, a note for such renewals should be received from the Section Heads of the Department concerned by the Electrical Section Head in charge of the shift for any renewal. A report shall be sent to the Deputy Works Manager (Maintenance) after renewal, but all major items shall be renewed after obtaining prior approval of the Deputy Works Manager (Maintenance). The minor items shall be renewed on intimation and examination by the Section Heads themselves which shall be got ratified by the Deputy Works Manager (Maintenance) whose counter signature shall be obtained later, on the advance indents on the Stores in the usual store requisition forms. In all cases of additions to the existing circuits the Chief Electrician shall first prepare a list of the several articles required and get it approved by the Deputy Works Manager (Maintenance) and Works Manager. The articles shall then be indented for on the stores in the usual store requisition from duly countersigned by the Deputy Works Manager (Maintenance).

450. Carpentry Section.—The main function of this section is to manufacture printing furniture such as reglets, side and foot sicks, quoins, etc., required for the printing departments and to attend all wood work required for printing such as mounting of stereotypes, etc.

451. Maistry.—This section is under the direct supervision of the Carpenter Maistry assisted by the Senior Carpenters and Junior Carpenters in each shift. The Carpentry Maistry shall work under the orders of the electrical and Mechanical Engineer and shall co-ordinate the work of each shift with the assistance of a Junior Carpenter, who shall work in a normal hours. The Carpentry Maistry shall be responsible for all the plant and stores articles in his custody. He is also responsible for the work turned out daily in the section. Time sheets shall be maintained for all work turned out daily in the section.

452. Senior Carpenters are in immediate charge of the shifts being assisted by Junior Carpenters. They shall be responsible for the manufacture of reglets, furniture, side and footsticks, quoins and other miscellaneous wood work required for printing purposes, entrusted to them by the Carpenter Maistry and watch the proper supply and utilisation of materials to the Junior Carpenters. They shall also be responsible for the extraction and quick completion of the work entrusted to them.

453. Junior Carpenters shall work under the direct Supervision of Senior Carpenter of the shift under orders of the Carpentry Maistry and be responsible for the quick completion of the work relating to printing furniture, block mounting, packing cases, and repairs of furniture, etc., entrusted to them. They shall also attend to the manufacture of handles for rubber stamps whenever necessary.

454. Mechanical Section.—The main function of the section is to attend to erection and repairs of the presses and machines, shafting, etc. sharpen the cutting machine knives, oil shafting, bearings, attend to other metal work of minor nature on receipt of intimation in writing from the Section Heads of the department concerned and major works when such intimation is duly countersigned by the Officer in-charge of the department.

455. Foreman (Mechanical).—The Mechanical section is under the direct
supervision of the Foreman (Mechanical) assisted by the Fitter Maistries in immediate charge of the shifts. He shall be responsible for the erection and repairs of the Presses, machines, shaftings, etc., sharpening of cutting machine knives, oil shaftings, bearings and for any other metal work in the Government Press and its branches except Lino and Mono Department where separate mechanics look after repairs necessary. However, necessary workshop facilities shall be given for Lino and Mono mechanics. The Foreman (Mechanical) shall be assisted by Fitter Maistries in immediate charge of the shifts and other mechanics and shall be responsible for all the plant and store articles in his custody. Time sheets shall be maintained by him for the work done daily in his section. He shall be responsible for the work turned out by his assistants. He shall work directly under the orders of the Deputy Works Manager (Maintenance). He shall work in normal hours and co-ordinate the works of each shift with the assistance of a Junior Mechanic.

456. **Fitter Maistry** shall be in immediate charge of the section for the shift and shall be responsible for the work turned out in his shift (viz.) erection, repairs, shaftings, oiling, testing of weighing machines, etc., and of the several machines in the press and its branches. For this purpose, he shall be assisted by Head General Mechanic, Welder-cum-Mechanic, Turner, Fitter, Blacksmith and Junior Mechanic. He shall work directly under the control of the Foreman (Mechanical).

457. **Head General Mechanic** shall work under the direct supervision of the Fitter Maistry of the shift and shall attend to all major breakdowns, minor repairs, etc., to printing and binding machines, dismantling and re-erection of machinery shall be carried out by him. He shall be assisted by one or two Junior Mechanics.

458. **Welder-cum-Mechanic** shall work under the direct supervision of the Fitter Maistry of the shift and shall be responsible for all gas and electric welding works carried out in the Mechanical Section including Lino, Mono, Casting, etc., departments. He shall also attend to the filing and sharpening and other machining works. He shall be assisted by one or more Junior Mechanics.

459. **Turner** shall work directly under the Supervision of the Fitter Maistry of the shift and shall be responsible for the manufacture of several sizes of parts for machines including Lino, Mono, casting, Ticket Printing, etc., machines of the Central press and its branches.

460. **Fitter** shall work under the direct supervision of the Fitter Maistry of the shift. He shall attend to the filing, cutting, machining of parts pertaining to all types of machines to enable the various sections including Lino, Mono and Casting to attend to major and minor repairs to machines. He shall be assisted by one or more Junior or Auxiliary Mechanics.

461. **Blacksmith** shall work under the direct supervision of the Fitter Maistry of the shift and be responsible for all smithy works such as making of clamps, brackets, etc., and to assist the section in major and minor repairs of various types of machines.

462. **Junior Mechanic** shall work under the direct supervision of the Head General Mechanic Welder-cum-Mechanic, Turner and Fitter under orders of the Fitter Maistry of the shift. He shall be responsible to attend to miscellaneous minor repairs to the various machines giving necessary assistance to the above Senior staff as directed. He shall also attend to minor repairs of metal melting furnaces of Lino and Mono Departments, galley presses, Office trucks, type high numbering boxes, hand numbering machines, Office cycle, casting machines, composing sticks, chases, etc.

463. **Breakdown of Machines**—The maintenance section shall maintain the History Cards for all machinery showing the type and make of the machines, year of purchase, cost, amount spent on periodical repairs, etc. This shall be maintained for all different kinds of machinery used in the several sections of the Press and maintained up to date. This section shall attend to all breakdowns expeditiously to reduce machinery remaining idle on account of repairs and investigate into the nature and frequency of repairs.

(O.O. No. 9 of 1963, dated 30th March 1963.)
(O.O. No. 1979, dated 3rd March 1979.)
464. Stores-General.—All items of Stores are received in this section and issues are made after entries are made in the registers maintained for the purpose. The main work of the Stores shall be as follows:-

1. Preparation of annual forecast and annual indents for the paper and boards required.

2. Preparation of procurement slips for the articles to be procured for replenishment of stock.

3. Preparation of Goods Received Sheets and maintenance of other records.

4. Issue of articles on requisition and accounting for the same.

5. Maintenance of accounts of unserviceable stores through the Unsuitable Registers and their storage till they are disposed off.

6. Receiving all items of parcels and goods and handing them over to the sections concerned.

7. Inspection of all Store articles received in accordance with the specifications prescribed in the procurement slip.

465. General Stores Classification.—All purchases or other receipts of materials are classified with reference to their utility as follows and the Stores Ledgers maintained accordingly:-

1. Dead stock.
2. Petty plant.
3. Consumable stores.
4. Rubber stamp materials.
5. Contingent stores.
7. Spare parts.
8. Offset and block making materials.
9. Rotaprint stores.
10. Repair.
11. Electrical goods.

A list of articles under each of these heads is given in Appendix XIII of Press Office Manual and any alteration in the list shall be made only with the sanction of the General Manager.

466. Classification of Stores.—The Stores shall be classified under the following main heads:-

(i) Consumable Stores for production.  
(ii) Renewals and repairs for machinery.  
(iii) Maintenance of stores for building, etc., other than those for repairs to machinery.  
(iv) Tools and petty plant and  
(v) Plant and Machinery.  

467. Codification of Stores.— The consumable and other categories of stores shall be codified by letters and numbers according to the CARDEX system, to facilitate identification of articles in storage and issue.


468. Goods Received Sheet (W.M.G.P. No. 31).— Stores are received from the suppliers along with delivery notes. On receipt of such stores, store-keepers shall check the items with the delivery notes and arrange for approval. Committee books are maintained in the stores for getting the approval of the supplies of stores by the sub-committee (I committee) consisting of Officer-in-charge of stores, one of the Deputy Works Manager, Electrical and Mechanical Engineer and Chief Store Keeper. After approval of articles, whether purchased locally or from abroad shall be written in the primary record of Goods Received sheets which shall be prepared in quadruplicate with all details of the name of the company, relevant order No. in which the supply was ordered, supplies invoice or delivery note No. and date, quantity received, bin card No. and Store stock book folio No. The Goods Received Sheets drawn by Store-Keepers shall be counter signed by the Chief Store Keeper. Goods Received sheets shall be used for the receipt of articles, manufactured in the carpentry section for articles received back from companies after repair and for articles returned by Departments. The original sheet shall be sent to the Commercial Accounts Section for immediate entry in the stores received books, the second copy to the procurement section for information, the third copy retained in the stores and the fourth copy to the Supply Bills Clerk along with the supply bill.

Note.—Separate book shall be used for articles imported from abroad.

469. Requisition for Stores (W.M.G.P. Nos. 35 to 35G).— Heads of sections requiring stores articles shall make out their indent in the prescribed requisition detailed below in triplicate according to the classification of the articles. Complete details regarding the description of articles, the quantity and quality required and the section requiring them shall be noted in the requisition. The triplicate copy of the requisition approved by the concerned officer shall be retained in the indent book. The original and duplicate shall be sent to the stores. On receipt of the requisitions the Store Keeper shall issue the articles indented for and obtain the signature of the recipient of the stores on the requisitions and in the stock books. He shall then enter the issues in the bin card and stock book and then fill up the remaining columns in the requisitions and send the original copy to the Commercial Accounts Section for being posted in the Monthly Summary of Stores Consumed Book. The duplicate copy shall be retained in the stores.

W.M.G.P. No. 35-Requisition for Stores Consumable stores

W.M.G.P. No. 35-A-Requisition for Stores Electrical goods.

W.M.G.P. No. 35-B-Requisition for Stores Rubber Stamp materials.

W.M.G.P. No. 35-C-Requisition for Stores Spare parts.

W.M.G.P. No. 35-D-Requisition for Store Contingent stores.

W.M.G.P. No. 35-E-Requisition for Stores Binding materials.

W.M.G.P. No. 35-F-Requisition for Stores Petty plant.

W.M.G.P. No. 35-G-Requisition for Stores Dead stock.

Note: (1) In the case of dead stock and petty plant articles, it should be noted whether the requisition is for fresh supply or for replacement.

Note: (2) Articles not in stock shall be cancelled both in the original and duplicate under the initials of the head of the section (Store Keeper).

Note: (3) Requisition for additions or replacements of machinery will be approved by the General Manager, Directorate of Stationery and Printing and orders involving special purchase like Tin ingots, piglead, Lino and Mono type metal, screen metal will be approved by the General Manager, Directorate of Stationery and Printing.

Note: (4) The Deputy Works Manager will pass requisition for additions and replacements of plants (other than machinery or special purchase) spare parts or petty plant or special repairs.

Note: (5) Requisitions for articles other than those mentioned above will be passed by the Officer-in-charge.
470. Stock Book.—Entries in this book shall be posted from the Goods Received Sheets and Requisitions for Stores. Separate books shall be maintained for the various classification of stores mentioned in paragraph 100 and each transaction of receipts and issue shall be signed by the Storekeeper.

471. Register showing the disposal of condemned articles.—Details regarding empties, packing cases, etc., shall be entered in this register and disposed off in public auction as in the case of other condemned articles.

472. Register showing the detailed issue of binding materials from stores (W.M.G.P. No. 16).—This register shall be maintained in the stores section issues of binding materials shall be posted in this register against the consuming officers and their total value ascertained. Separate pages shall be allotted for each department.

473. Stores received book (W.M.G.P. No. 34).—Entries in this book shall be posted from the goods received sheets. Separate folios shall be allotted to correspond to the stores ledgers. The price of the articles to be noted in this register shall be taken at invoice value or at the rate quoted with other items in the quotation.

474. Monthly summary of Stores Consumed (W.M.G.P. No. 37).—The names of the articles issued shall be entered in the column marked "Description". Separate folios shall be allotted for the several sections of the press with additional folios for 1. issues to be brought on to the plant ledger; 2. issues to branches and 3. issues to other offices. The issues shall be posted against each date under respective head of account and totalled at the end of each month to be taken to the respective credit side of the ledger account.

475. Valuation of Stores.—Value of articles as noted in the stores Received Book shall be posted on the debit side of the Stores ledgers. The Stores Issued (credit side) shall be valued in the first in and first out method. Values of stores issued shall be then carried to the Monthly Summary of Stores Consumed Books.

476. Monthly Summary of Stores Consumed (W.M.G.P. No. 37).—The value of issues made under each requisition be entered with the requisition number and date of issue under classification columns. Separate folios shall be allotted for the several sections of the press with additional folios for (i) issues to branches and (ii) issues to other officer. The issues shall be posted under the respective head of account and totalled at the end of each month.

477. Valuation of Issue of Stores.—Average rate should be adopted at the time of issue. Closing Balance of stock should be arrived with quantity and value after each transaction. The value so arrived be adopted to value the issue of stores and be noted in the requisition as well as in the Summary Book and in the issue side of the Stock Book.

478. Ledger for Stores consumed.—The Production Departments shall maintain a ledger for articles received from the Stores, issued for daily production indicating daily balance on hand. As far as possible the issue of materials should be accounted for each month of the different stores and the monthly output should be compared with the results of the previous months in order to achieve maximum economy in the expenditure of stores for a given unit of output.

(G.O. Ms. No. 612, Social Welfare Department, dated 15th May 1971.)

479. Verification of Stock.—The balance of stock in stores shall be verified once in a year by the Stock Verification Officer of the Stationery and Printing Department on a programme drawn to cover the verification of all articles in stock duly approved by the Director. The new stock books shall be opened with the actual stock on hand as on 1st April annually. Excesses and deficiencies noticed in the stock verification shall be reported to Government and orders obtained to take the excesses to stock and regularise the deficiencies from the Stork books. The value of excess stock shall be taken as other receipts and the value of deficiency distributed to the various departments of the press. If the articles
found in deficit are stocked for the use of a particular department then the deficit value shall be added to the cost of that department.

480. Missing Stores.—Any defalcation or fraudulent loss of plant or stores for which account are maintained shall at once be reported to the Accountant-General even when such loss has been made good by the person responsible for it, and when the matter has been finally enquired into a further and complete report should be submitted of the nature and the extent of loss showing the error or neglect of rules by which such loss was rendered possible and the prospect of effecting a recovery. The submission of a report to the Accountant-General does not defer the concerned officer-in-charge of the unit presses from taking any further action which may be deemed necessary.

481. Stock taking of Plant and Machinery.—The stock of the plant and machinery in all the units of the press branch shall be taken Quintennnially by a Stock Taking Officer. He shall be assisted by necessary ministerial and technical staff. Revaluation at actual market value shall be made and report submitted to Government. The difference found shall be added or written of the plant ledgers and a corresponding adjustment shall be made in the depreciation fund account under orders of Government.

482. Condemnation of Machinery.—Machinery which have rendered service for more than 30 years on a single shift basis and where the own time on the account of repairs during the previous year exceeds 50 per cent of the shift hours may be condemned and disposed off with the approval of the purchase committee. Where the book value exceed Rs. 5,000 specific sanction of Government shall be obtained.


483. Condemnation of Unserviceable articles.—(a) Plant or stores articles which become unserviceable shall be condemned. All the section and departments in the Central press and its branches in the Chennai City and mofussil which propose to condemn unserviceable articles shall send their proposals with full details or description such as classification of stores, make, size, etc. in part I the form in triplicate through the officer concerned and the Deputy Works Manager (Maintenance) to the commercial Accounts section after handing over the unserviceable articles to the General Store-Keeper along with a copy of proposal on or before 15th of every month. Acknowledgment for the receipt of unserviceable articles should be obtained from the General Store Keeper.

General Store keeper arrange to keep the unserviceable articles received by him separately for inspection by the Director of Stationery and Printing, Madras.

(b) Commercial Accounts Section shall collect all such proposals and prepare proceedings for condemnation of unserviceable article in Part II of the form given below duly furnishing required particulars and submit such cases whose book value is Rs. 5,000/- and less, with consolidated first of unserviceable articles concerned by the proceedings submitted and with a note to the Director of Stationery and Printing through concerned departmental officers, General Manager and Joint Director by 20th of every month for the inspection of the unserviceable articles by the Director and approve their condemnation.

(c) After approval, the Commercial Accounts section shall send the triplicate copy of the proceedings to the sections and department concerned for information and record, the duplicate copy to the Chief Store Keeper who on receipt will arrange to make necessary entries in the register showing the disposal of condemned articles (CF 119) and arrange for their disposal in the manner specified in the proceedings of the Director of Stationery and Printing, Chennai. The Commercial Accounts section will retain the original copy of the proceedings with the concerned file.

(d) As regards the proposals for condemnation of unserviceable articles, if the book value exceeds Rs. 5,000/- sanction of Government for condemnation shall be obtained by the Commercial Accounts section.
(e) The Commercial Accounts Section shall maintain a register and enter all the proposals for condemnation of unserviceable articles received from the sections and departments and see that the quantity and value of condemned plant, machines and furniture written off are correctly recorded in the concerned plant ledgers. This register shall be submitted to the Officers-in-charge on last working day of every month for perusal and to attest in the memo of inspection in the first page of the register. The Section shall arrange to send a monthly report on the value of stores condemned to Government by the 19th of succeeding month duly indicating briefly the reasons for such condemnation.

(f) The articles proposed for condemnation shall be kept separately for inspection in the concerned presses. The Director of Stationery and printing shall inspect personally all such items at the time of his annual inspection and approve their condemnation. After approval of the condemnation, the fact shall be intimated to the Commercial Accounts Section in the Central press for making necessary entries in the concerned plant ledgers. The condemned articles shall be disposed off after making necessary entries in the register showing the disposal of condemned articles (CF. 119).

484. Disposal of condemned articles.— All articles condemned as unserviceable shall be sold in public auction at convenient intervals after issuing an advertisement in the dailies. If however, the bidders are likely to form a ring in the open auction and control the bid at a low figure for the purchase of obsolete and unserviceable machinery, tender shall be called for by advertisement furnishing details of the parts, the years served and the present condition of the machinery. If private offers are more favourable and if it is proposed to accept them, the previous sanction of Government shall be obtained.

485. Disposal of Empty Ink Tins, Oil Barrels, Drums, Bottles, Gunny bags etc.— Empty ink tins, oil barrels, drums, bottles, gunny, etc., shall be disposed of once in three months by public auction notifying the articles to be condemned in the Tamil Nadu Government Gazette, in the local dailies and through Auction Notices to the dealers.

CHAPTER 20

PAPER STORES

PARAGRAPHS 486 TO 500

486. **Paper Stores-Described.**—In order to facilitate the supply of paper and boards by the Productive departments which work in shifts the stores have been biturated into as many sections, as there are shifts. For purposes of correspondence and control, each store section deals with all matters relating to white and unbleached paper and special paper. The Officer-in-charge of paper store section shall be in overall charge of all the sections of the stores. Any variety of paper available in one stores and not in the other, shall be obtained by inter-sectional transfer.

487. **Annual Forecast.**—Annual forecast of paper and boards required by the Government Central Press shall be prepared by the Senior Warehouse Clerk of the Annual Administration report section and forwarded to the Deputy Director of Stationery on or before 31st December of each year. Annual indent for paper boards and Stationery articles shall be prepared by the General stores and forwarded to the Deputy Director of Stationery before the 1st April each year. Similarly annual forecast of paper boards and stationery articles required by each unit in the city and mofusils shall be prepared by the respective Heads of Officers and forwarded to the Deputy Director of Stationery on the due dates. Consolidated requisitions for each variety of paper and boards shall be prepared by the Central Press and forwarded to the Deputy Director of Stationery in advance for reserving such stocks.

488. **Issue Slips.**—Issue slips shall be sent to the Deputy Director of Stationery for the supply of paper to the press branch as and when required to be adjusted against consolidated requisition sent in advance. The supplies of paper on receipt shall be acknowledged after due verification by the paper Store-keeper or Warehouse Clerks concerned in the godown slips.

489. **Receipts.**—All receipts of paper and boards shall be accounted for in the stock book. The Warehouse Clerk shall enter the receipt of paper in the stock book. The Senior Warehouse Clerk shall maintain the consolidated account of the paper issued in the shifts in the paper Ledger (W.M.G.P. No. 49).

490. **Issues.**—The issues of paper shall be classified as follows:

1. Paper for printing.
2. Paper for Binding.
3. Paper for proof-pulling.

491. **Issue of paper for printing.**—Paper shall be issued to the machine department on receipt of strike order proofs accompanied by the Job Order Docket, signed by the Foreman in the Composing Department. For jobs which do not have docket's, a separate requisition for paper
issue containing the following details shall be sent by the composing foreman.

(i) No. of formes (Text).
(ii) Group No.
(iii) Office No.
(iv) Job No.
(v) No. of copies required.
(vi) Colour of wrapper, if required.

Each issue of paper shall be noted in the stock book, getting the acknowledgement of the machine operator, minder concerned. The Warehouse Clerk of each store shall make entries in the Job Order Dockets separately in the prescribed form and also on the Press Orders. The Proofs shall also be stamped 'issued'. The job Order Dockets shall be sent back to machine room for transmission to computing section. The paper issue slip detailing the particulars of paper issued on each job and the press order shall be kept in the section itself for producing to the audit party. Special attention shall be paid to the computation of correct quantity of paper, description of paper, size, weight and colour to be used furnished by the Production Planning Section and foreman of the composing section concerned.

492. Off-cuts.—When it is necessary to cut paper to suit a particular job, the off-cuts shall be carefully preserved and utilised at the first opportunity. When small jobs are received for printing, the foreman concerned shall first enquire about the availability of off-cuts in Store and arrange to get the matter set up in such a way as to facilitate absorbing the stock on hand without any consideration of saving of impressions. If work consisting of several forms is received for issue of paper in the Stores, paper required for each form shall be issued and accounted for daily without waiting for the completion of the job.

493. Paper for Binding.—The paper required for binding purposes shall be issued on requisitions from the Departments duly sanctioned by the officer-in-charge. The supply shall be accounted for separately in the books.

494. Paper for pulling proofs (Galley and Forme).—The required quantity of paper shall be issued only on production of signed requisitions furnishing the quality and quantity of paper issued by the Foreman of the composing sections concerned. The Foreman shall verify at the time of each indent the quantity used including the sheets spoiled by the pressman. The foreman shall report abnormal wastages by the pressman for necessary action to the production Officers.

When the proof is required on any special paper, or when the number of proof copies exceed three, the supply of paper shall be made only on an indent in the revised proofs under the Foreman's initials for the quantity required which shall be treated as issues for printing.

495. Paper for make ready, Spoilage, etc.—(a) The paper required for make-ready on proof presses and machines shall be supplied on requisitions signed by the foreman. The Top Senior Foreman of the Machine Department through the Machine Maistry, shall see that the issue of paper to Machine Minders is regulated in accordance with the scale laid down in the Chapter 'Press and machine'.

(b) The proof required to replace the spoiled sheets or to make good deficiencies in reams shall be supplied by the Stores subject to the conditions laid down in paragraph (404) on spoilage. The scale for calculating spoilage of machining is given in chapter 'Press and Machine'. The spoilage allowed for binding shall be supplied in advance along with the total quantity of paper due on jobs. The sheets so given shall be entered in the Torn and Spoilage Book (New No. 43) as well as the Stock Book and (W.M.G.P. No. 50A) acknowledgement of the minder obtained in both the books.

496. Record of issues.—Three Day Books are maintained (1) for standardised forms; (2) for State work and (3) Saleable, Cost Recoverable Central, Stationery and Printing and Transfers. From the Press orders entries shall be made in the respective Paper Issue Day Books according to Budget Heads.
497. Issues to Top Secret, Budget and Raffle Sections.— Paper shall be supplied without ream wrappers to these sections only on indents passed by the Officer-in-charge after the physical count by Store-keeper. Before issue paper shall be cut to size to exclude waste. Torn and wavy edged papers shall be removed. No spoilage or waste sheets shall be allowed.

498. Paper Issue Register (W.M.G.P. New No. 48).—The monthly total issues from the day books shall be posted in this register month-war according to Budget heads to arrive at the total quantity consumed in a year by several department and their cost worked out.

499. Paper Ledger (W.M.G.P. New No. 49).—Receipts shall be entered in this stock ledgers from Lorry Trip Book and Goods Receipt sheets, Issues shall be entered from the Day Issue Books.

Note.—Goods Receipt sheets shall be maintained in respect of purchases made through open market.

500. Stocking of Paper.—Wooden pallets shall be provided and paper reams should be stocked over them to prevent damage to the paper from any dampness of the floor. Stock cards should be prepared and provided for each stock and for every variety of paper for easy reference and replenishment.

(G.O.Ms. No. 611. S.W., dated 15th May 1971.)
501. *Forms Section Functions.*—This section shall attend to:

1. Standardization of Forms and Registers.
2. Assessment of work load involved therein.
3. Determination of style of binding specification for paper, size, reduction of enlargement depending upon the usage of forms in consultation with the Heads of Departments.
4. Periodical revision of forms taking care for the removal of obsolete forms, introduction of new forms, conversion of non-standardized of voluminous nature and those required to be printed frequently.
5. Re-distribution of work to various units depending upon the work load.
6. Revision of the quantity to be printed in respect of each standardized forms at regular intervals in consultation with the consuming departments and the Heads of Departments concerned.

To discharge the above functions this section shall maintain:

1. An up-to-date list of standardized forms section, incorporating forms newly standardized deleting all the obsolete forms.
2. An up-to-date list of addresses of all the units for the despatch of forms, correspondence, etc., shall also be maintained in this section duly corrected up-to-date.
3. A file of permanent instructions issued on the subject.

502. *Substitution of or Alteration in the Existing Forms.*—New forms standardized shall be given a serial number in the standard list with particulars noted as to size and description of paper to be used. All new forms shall be in a series of paper in metric size. All changes in the standard list of forms shall be communicated to all Offices concerned and they shall be given effect to only after the supply of the annual indent next after the introduction of the change.

503. *Economy in the use of standardized forms.*—Strictest economy shall be observed in all matters connected with the printing and distribution of these forms and orders of Government shall be obtained on questions requiring their consideration.

504. *Printing orders.*—The requirements for printing shall be determined based on:

1. Annual average requirements;
2. Intimation if any received from the consuming officers regarding the stock availability;
3. The supplies effected previously;
4. Stock availability in the sections of the press;
(5) utility of the forms:

(6) reports received from the Stock Verification Officer.

Before issuing printing orders the Heads of units shall ensure that the changes contemplated have been carried out.

505. Supply of Standard Forms.—The quantity to be printed shall be based on the consolidated requirements of each form furnished by the Heads of Departments. The supply for a calendar year shall be made directly to the head of the office from the press according to the scales of supply notified by the heads of departments. The supply of forms and registers to be made in each quarter will be done in consultation with the heads of departments concerned.
506. Despatch Section.—This section attends to:

(i) onward transmission of printed forms and registers to the consignees.

(ii) delivery/despatch of proofs to the concerned Offices.

(iii) receipt of consignments from the Railways/Roadways

(iv) scrutiny of the bills presented by the Contractors in respect of consignments booked or cleared for effecting payment by the supply Bills section.

507. Mode of Despatch.—The bundles packed for onward transmission to the consignees are booked either through the Railways or Roadways. Despatches to Government Offices in the city are arranged through contractors appointed for the purpose. The consignments are delivered at the press premises to the persons authorised to take delivery of the consignments on production of the requisite documents under acknowledgement.

508. Booking of Parcels.—Booking of parcels/packages shall be arranged to be done immediately on receipt from the production section without accumulations and delays.

Consignments booked through Railways shall be removed by the Contractors appointed for the purpose or by the staff employed in the despatch section. The employees of the press when deputed for the purpose shall not do the work of railway employees such as loading, etc. They are merely to assist them prior to weighment. The same procedure shall be adopted while booking consignments through approved Contractors for Transport through Roadways.

509. Receipt of Consignments.—The receipt of consignments from the Railway stations or from the delivery stations of Roadways shall be cleared (on receipt of way bills/Railway receipts) by the Despatching Clerks where the work is not undertaken by the Contractors appointed for the purpose.

510. Charges by Rail/Road.—Parcels containing forms shall be despatched on payment system to all Government Departments when they are booked through Railway. If they are booked through the Roadways the system of “To pay” shall be followed.

511. Local Deliveries.—Packets and letters received for transmission through local delivery shall be accompanied by Delivery Books to be initialled by the Despatching clerk. In case of special despatches advance intimation shall be sent to the Despatching clerk (I.-D) to enable him to arrange for the speedy delivery. Small bundles less than weighing 20 kgs. shall be sent through the office messengers. Bundles weighing more than 20 kgs. may
be sent through the cart contractors through the office lorry as the case may be depending on the urgency.

Local despatches shall be regulated in accordance with the instructions contained in paragraph 100 of the Printing Manual, Part I.

The Despatching Clerk shall arrange to entrust the local bundles of more than 20 kgs. in weight to the cart contractors duly weighed and billed prepared according to the rates stipulated in paragraph ( ) of the Press Office Manual for local delivery subject to counter check by Head Despatcher and approved by the Overseer before they are sent to outside offices for payment.

512. Packing and Cartage.—All parcels shall be made up by the packets attached to Despatch Section. After weighing of each parcel they shall be sent to the Booking Offices.

513. Receipt and Despatch of Copies.—Forms and Registers as received shall be noted with indent number in the Stock Book and distributed to the Despatchers. After distribution, the particulars regarding the date of despatch shall be recorded in the Distribution Lists and the Work Book. The contents of a parcel prepared by one Despatcher shall be checked by another and the percentage check on all, exercised by the Head Despatcher to avoid mistakes. The Despatchers will be held personally responsible for any shortages, if noticed at the other end.

514. Weighment Register.—All outgoing consignments sent through Railways/Roadways or through local Contractors shall be recorded in the weighment Register (W.M.G.P.—84).

The settlement of bills presented by the Roadways and local carting contractors shall be in accordance with the terms of agreement. Necessary cross entries shall be made in this register in respect of each bill settled.

515. Cartage Rates.—Consignments delivered to the Offices situated within the city of Madras through the Contractors appointed for the purpose shall be paid at the rates of 15 paise per 20 kgs. The rates furnished in Appendix XVII shall be adopted. (G.O. Ms. No.32, Transport, dated 24th January 1977)

Note.—A security deposit of Rs.100 should be collected from the Contractor to enforce care and vigilance in the transport of the consignments.

516. Distribution of work—Forms Despatch Section.—(Central Press) (i) Forms Despatch Section shall be under the control of the Chief Despatchers. He is assisted by Head Despatchers for the supply of Standardised and Non-standardised Forms and Registers. He shall be responsible for the distribution of Raffle Tickets to the movement staff deputed by the Director of Raffles, Madras. He shall arrange for the printing and supply of the following non-standardised items (Security items) to various offices and for dealing with the correspondence pertaining to the above subjects.

1. Cheque Books
2. Panchayat Pay Order Book
3. Calendars
4. Pamphlets
5. Motor vehicles Act, and Licences
6. Civil Credit Notes
7. G.P.F. Pass Books
8. Milk Cards
9. Ration Cards
10. Bus Season Tickets
11. Stamp Papers, etc.

In addition to this, he shall be responsible for the storage and supply of forms and registers on payment of cost to Local Boards, Municipalities, etc., and for the maintenance of proper account for the same.

517. (ii) Head Despatchers. (l).—The Head Despatchers shall be general charge of the entire Despatch Sections of standardised groups of forms and registers. He shall be responsible for the supply of all kinds of forms and registers of standardised items to all Government Officers, weighment and booking of parcel thorough Railways or Railways, maintenance of Work Book, Specimen and Stock Books and dealing with the Correspondence pertaining to the
above subjects. He shall also be responsible for maintaining proper accounts for standardised items of forms and registers. The Head Despatchers shall see that all parcels are cleared up daily and no arrears are allowed to be accumulated. All additions and corrections to the list of addresses shall be communicated by him to the despatchers in the Central Press and the branches in the Madras City and mofussil.

(iii) **Head Despatcher, (II).**—He shall be responsible for the supply of non-standardised forms and registers to all the Government Officers. Election forms to the indenting officers as per the instructions of Government. Gazette proof, Weekly Gazette and Extraordinary issue of Gazettes to all Government Offices and the subscribers and dealing with the correspondence pertaining to the above subjects. He shall also be responsible for maintaining proper accounts for non-standardised items of forms and registers. The Head Despatchers shall see that all parcels are cleared up daily and no arrears are allowed to be accumulated.

518. **Despatching Clerks.**—They shall function under the control of Chief Despatcher. They shall be responsible for:

(i) the receipt of all items of work from the production section.

(ii) preparation of invoices in (W.M.G.P. No. 100) to the consignees for the accuracy of the quantity to be supplied and corrections of addresses.

(iii) accounting for the receipt, despatch and stock of printed forms and registers.

519. **The First Despatcher.**—The first despatcher (I.D.) shall be in-charge of the despatch of letters and bundles to local offices. He shall maintain Receiving Register of Articles (packets and bundles) and Despatch Delivery Books promptly subject to the approval of the officer-in-Charge of the section daily. He shall also maintain Cycle Register. He shall arrange for the delivery of articles marked "Special" and "Urgent" immediately on receipts through special messengers.

520. **The Second Despatcher.**—The Second Despatcher (II-D) shall be in-charge of mofussil despatch of non-standardised items, such as Gazette proofs, specimen materials, spare copies of notifications, annual report of District Boards and Municipalities. He shall arrange for the printing and supply of Election Forms.

521. **Return of Vouchers.**—The return of acknowledgements for forms, etc., despatched shall be watched and reminders sent if not received within a week from Madras and fourteen days from mofussil. In the case of confidential papers, this period is further limited to three or four days respectively.
SECTION III
CHAPTER 23

PUBLICATION BRANCH

PARAGRAPHS 522 TO 545

522. General.—The Publication Branch of the Stationery and Printing Department shall (i) render all the saleable publications of the State available to the public.

(ii) function as an agent for the sale of Government of India Publications.

(iii) effect distribution of the publications in accordance with the specific orders of Government issued prescribing the scales of supply or based on the general orders governing the supplies to be made as laid down in paragraphs 191 to 296 of the Printing Manual, Part I.

(iv) forecast requirements of the publication depending upon the trend of sales, obtain order of Government and place the printing orders for reprinting.

523. The Assistant Director shall be in-charge of the Publication Branch. He shall be responsible for:

(i) the administration and management as a head of the office.

(ii) replenishment of publications to avoid stockouts.

(iii) destruction of obsolete and unwanted publications according to the "Tamil Nadu Disposal of Surplus Publication Rules, 1977".

(iv) notifying the probable requirements of publications required for sale to the public.

(v) furnishing data on the activities of the branch through returns periodically.

The Assistant Director shall be assisted by the Superintendents on matters relating to the administration of the branch; by an Accountant on matters relating to cash and other financial transactions; by a Store-keeper for receipt, sales and stock accounting of the publications.

524. Working Hours.—The business hours for the sale of publications to the public shall be as follows:

Publication Depot.—(Anna Salai)
Monday to Friday ..... 10 am to 1.30 pm
2 p.m. to 5.30 p.m.
Saturday, Sunday & other Government Holidays are Holidays.

Note.—The office of the Assistant Director Publication Depot will function from 10.00 a.m. to 5.45 p.m. with an interval of half-an-hour between 1.30 p.m. and 2 p.m.

Sales Sub-Depot., High Court Buildings.—The Sales Depot at High Court Buildings will transact business during 10.00 a.m. to 1.30 p.m. and 2 p.m. to 5.30 p.m. on all week days including Saturdays. Saturdays, Sundays and other government Holidays are Holidays.

Note.—The Ministerial staff will attend office from 10.00 a.m. to 5.45 p.m. with lunch on interval of half an hour between 1.30 p.m. and 2 p.m.
525. **Cash transactions at the Sales Sub-Depot.**—The Cash transactions relating to the Sales Sub-Depot shall be reflected in the Cash Book maintained by the Branch Manager. Causelist Press, High Court. The Branch Manager, Causelist Press shall at the specified intervals intimate the Sales Officer on the sale proceeds, and particulars of remittances.

526. **Registers.**—Separate set of books consisting of register of valuables, cash book together with the abstract cash book, etc., shall be maintained in the Publication Depot and the general instructions already given shall be followed.

527. **Receipt books (W.M.G.P. No.69).**—All publications received in the Depot shall be receipted in this book with full particulars regarding the number of copies, size, price of the publication and the Department from which they have been received. If the supply is followed by an invoice, only the foil need be filled in and the invoice returned to the department or office concerned duly acknowledged. In other cases both the foils shall be made out, the original retained for office records and the duplicate given as acknowledgement.

528. **Issue vouchers.**—They can be classified as:

1. Sales at the counter.
2. Sales on receipt of money in advance.
3. Sales by V.P.P.

529. **Cash receipts (W.M.G.P. No.13).**—Shall be drawn in duplicate, the original to be retained in the book and the duplicate to be given to the customer.

530. **Invoices in triplicate.**—Shall be made out for all publications issues under items (2), (3) and (4) and above, the original to be retained in the book. The duplicate and the triplicate copies shall be sent along with the supplies.

531. **A debit slip.**—Either in duplicate or triplicate according to the nature of adjustment to be effected shall be made out in bill form W.M.G.P. No. 10. Paragraph 75 of this Manual may be referred to for full details.

532. **Day book.**—The instructions for the maintenance of Day Books are given in paragraph 544.

533. **Chalan (W.M.G.P. No.1).**—Remittance account of sales of Government of India Publications shall be effected by means of Demand, Draft drawn on the Reserve Bank of India, New Delhi and forwarded to the Finance Advisor, Government of India Publication, New Delhi.

534. **Publication Ledgers.**—The account shall be maintained in these books individually for each item of publication and corrections slips, etc. Placed on sale. The receipt shall be posted direct from receipt books and issues from issues vouchers deals with in paragraphs 527 and 528. The issues shall be posted, classified as “Sales Free Issues” “Sales by Agents” “R.V.” etc. The ledgers shall be balanced yearly and the actual stock balanced shall be taken as the opening stock of the next year after effecting necessary adjustment with reference to the figures obtained in the yearly stock taking.

535. **Stock taking.**—The stock on hand of all publications, Acts, Correction slips and Gazettes, etc. shall be taken after the close of each financial year by some employees of the Central Press including men working in the publications depot and finished with in 4 days. During the period of stock taking the transactions in the publication depot and the sales Sub-Depot at High Court shall be kept suspended. The employees who are deputed for stock taking shall make out a statement of actual stock by count independently without any reference to book balances. The ledger balances together with the actual stock taken shall be posted in the stock lists with excess and deficiency worked out and a statement furnished to the Director to obtain his sanction for adjusting the difference in the closing balance of the year in the ledger.

536. **Disposal of Superseded/Surplus publications.**—All the superseded and surplus publications shall be disposed off as laid down under this Tamil Nadu Disposal of Surplus Publications Rules, 1977. (Appendix XIV).
537. *Defalcation or Fraudulent loss of publications.* — The rule applicable to general stores contained in paragraph 480 shall apply mutatis mutandis.


539. *Distribution Register (W.M.G.P. No.73).* — The list of Officers to whom free supply of Publications have been sanctioned by Government shall be copied in this register and kept up to date with amendments issued to them. This register shall be put up to the officer-in-charge once in 3 months for perusal. The publications as received shall be receipted in the "Register of publications received for distribution" (Form attached) and distributed in accordance with the Register noting the date of distribution of copies to each individual official and the total worked out. The number of copies received, distributed and balance if any shall be posted in the last pages of the register of publications specially provided. The receipt of acknowledged copy of duplicate invoices from concerned parties shall be watched in the "Register for watching the receipt of acknowledged invoices" (Form attached).

540. *Balance Register.* — This register shall be maintained in the prescribed forms. Whenever publications sanctioned by the Government for supply to individual officials in the State and for other States free of cost are out of stock, necessary entries shall be made in column Nos. 1 to 4 in the register as specified therein and the concerned files closed as D.Dis. and sent to record section. As and when such publications come available, supply shall be effected on the basis of the entries made in the Register. On effecting supply, the relevant invoice number and date shall be noted in column 5. The date of receipt of acknowledgement from concerned parties shall be watched and noted in column 6 with the initials of the Section Head in column 7.

541. *Orders for reprint.* — Orders for reprint shall be obtained sufficiently in advance before the stock of publications such as Manuals, Codes, etc., is exhausted or nearly so, to avoid inconvenience caused by keeping them long out of stock.

542. *Receipt and despatch of Spare copies of Government Orders.* — Government Orders as and when printed shall be stocked in the Publication Depot for sale. An account for the record of receipt and issues of such Government orders shall be maintained in a separate register (W.M.G.P. No.75).

543. *Sale of Spare Copies of Government Orders.* — The selling price per copy of the Government Orders will be 10 (ten) paise per leaf of 2 printed pages in A4 size and 10 (ten) paise per 4 printed pages in A5 size or part thereof rounded to the nearest 5 (five) paise with a minimum of 10 (ten) paise.

544. *Day Book of Acts, etc. Supplied on Credit by V.P.P. (W.M.G.P. New No.72).* — Supplies made by value payable post shall be entered in this book and recoveries watched. Postage incurred in the despatch of the value payable articles if returned unclaimed shall be recovered in all possible cases from the parties concerned.

545. *Indian Law Reports.* — The issues of I.L.R. are sold to the Public at the sales counter. The issues are also despatched to the Subscribers enlisted in the mailing list.

The cash and stock accounts of this publication shall be accounted for through day book of cash sales, ledgers for old and current volumes, the subscribers list and the free distribution lists.

(G.O. Rt. No.186, S.W.D., dated 21st January 1971.)
# APPENDIX I

**DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DIRECTOR OF STATIONERY AND PRINTING.**
*(Vide Paragraph 6)*

<table>
<thead>
<tr>
<th>Serial number (1)</th>
<th>Items. (2)</th>
<th>Restrictions (If any). (3)</th>
<th>Authority. (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To sanction Ex-gratia Refunds</td>
<td>Appendix 2, M.F.C. Volume II under Article 32 of M.F.C. Volume I.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>To sanction refunds to which a claimant is legally entitled</td>
<td>Appendix 2, M.F.C. Volume II, under article 32 of M.F.C. Volume I.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>To execute contract, agreement, mortgage deeds, security bonds, lease of lands and buildings, etc. Bond and agreement extend with Government servants and other instruments, etc.</td>
<td>Appendix 3, M.F.C. Volume II, under article 51(b) of M.F.C. Volume I.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>To purchase apparatus, instruments, machinery and equipments (including spare parts and accessories) and repairs thereto subject to budget provision.</td>
<td>Item 4, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>To accord sanction for the initial supply of bicycles and for the purchase of new bicycles in the place of condemned ones and for expenditure on repairs.</td>
<td>Item 6, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
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<tr>
<td>6.</td>
<td>To purchase official priced publications for the supply such publications to the very important persons.</td>
<td>Item 8, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
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<td>7.</td>
<td>To purchase copies of Administration Reports and the like issued by the corresponding departments of other State Governments on an exchange basis, or if the department of the other Government does not agree to exchange, on payment.</td>
<td>Item 8 (b), Appendix 5 M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
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<tr>
<td>8.</td>
<td>To sanction purchase of books in respect of Non Government publication for official use.</td>
<td>Item 8-B(1)(1) Appendix 5 of M.F.C. Volume II, under Article 93 of M.F.C. Volume I.</td>
<td></td>
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<tr>
<td>9.</td>
<td>To sanction purchase of periodicals and newspapers.</td>
<td>Item 8-B(2)1 (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
</tr>
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<td>10.</td>
<td>To subscribe newspapers at Government cost. Any four of the approved list of Newspapers.</td>
<td>Item 8-B(2)2 (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
<td></td>
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<td>11.</td>
<td>To sanction the payment of actual conveyance charges to A&amp;B Officers in the city and mofussil.</td>
<td>Item 11 (a), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.</td>
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<td>Serial number</td>
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<td>(4)</td>
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<td>12.</td>
<td>To sanction conveyance charges to the C&amp;D Officer.</td>
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<td>13.</td>
<td>To sanction expenditure on the purchase and repairs of furniture (including Record racks, Coir mats, blinds, table clocks, table cloths and time pieces, fire fighting equipments, office scales and weights and portable traffic umbrellas).</td>
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<td>14.</td>
<td>To incur expenditure for the departmental meeting, annual conferences, Press conferences Advisory Committee meetings.</td>
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<td>15.</td>
<td>To hire private lorries for use in Government Stationery Stores whenever the departmental lorries are either under repairs or not sufficient to attend to the clearance of paper wagons and other articles of stationery and for transport of consignments to the Railway Stores for despatch and for transport of paper to the Government Press.</td>
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<tr>
<td>16.</td>
<td>To sanction expenditure on hiring of office furniture, electric fans, heaters, coolers, clocks, call bells.</td>
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<td>17.</td>
<td>To incur expenditure on repairs to motor vehicles including the cost of purchase of spare parts, tyres and tubes.</td>
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<td>18.</td>
<td>To sanction hot and cold weather charges according the scales of the supply.</td>
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<td>19.</td>
<td>To incur charges on office expenditure.</td>
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<tr>
<td>20.</td>
<td>To incur advertisement charges.</td>
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<tr>
<td>21.</td>
<td>To incur Money order charges.</td>
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</tbody>
</table>

Item 11 (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.

Item 20-I, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.

Item 31 of Appendix 5, M.F.C. Volume II, under article 93 of M.F.C. Volume I.

Item 33-A, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 20-III, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 33-3, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 25, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 34 (1), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 34 (2), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

Item 34 (2) (iv), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
### APPENDIX I—cont.

<table>
<thead>
<tr>
<th>Serial number (1)</th>
<th>Items. (2)</th>
<th>Restrictions (If any). (3)</th>
<th>Authority. (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>To purchase portraits.</td>
<td></td>
<td>Item 39, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>23.</td>
<td>To incur expenditure towards postal charges in connection with the franking machines.</td>
<td></td>
<td>Item 40, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>24.</td>
<td>To sanction advance payment for the settlement of bills of Police Department.</td>
<td></td>
<td>Item 41, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>25.</td>
<td>To rent private buildings for office accommodation in the city or mofussil.</td>
<td></td>
<td>Item 44-II [a], Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>26.</td>
<td>To incur expenditure towards installation of telephone sanctioned by the Government in Madras City and mofussil and shifting telephones one place to another.</td>
<td></td>
<td>Item 49(2), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>27.</td>
<td>To incur expenditure in connection with inaugural function and foundation stone laying ceremony.</td>
<td></td>
<td>Item 55, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
<tr>
<td>28.</td>
<td>To draw a temporary advance of Rs.5,000 each month for the purchase of 20 bags of maida flour on the basis of the permit issued by the Commissioner of Civil Supplies.</td>
<td>Rs.30,000 with the approval of local purchase Committee.</td>
<td>Rule 1, Appendix 6 of M.F.C. Volume II under article 93 of M.F.C. Volume I.</td>
</tr>
</tbody>
</table>
33. To sanction payment of claim to compensation under the Workman Compensation Act, 1923.

34. To sanction compensation for accidents in which government vehicles are involved for the settlement of cases quickly out of court.

35. To incur expenditure on any single exhibition, seminar or fair.

36. To sanction fees to private council engaged for defence of government servants in criminal cases.

37. To sanction fees to the lawyer for the defence of government servant on civil cases.

38. To write off the losses on account of non-realisation of sums due to the government in respect of irrecoverable cost awarded to the government servants in civil suits in which their defence has been sanctioned at public expenses.

39. To sanction awards for best suggestions made by any employee for the prevention of accidents.

40. To write off losses on account of non-realisation of sums due to the government relating to the irrecoverable compensation awarded by courts to government servants in which their defence has been sanctioned at the public expenses.

41. To exercise the functions as a Head of the Department.

42. To sanction all petty claims against government.

43. To authorise the accountant-general to investigate and sanction payment of arrear claims.

44. To dispose off appeals.

45. To grant leave to all gazetted officers under his control.

Item 3 (b), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.

Item 3 (c), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.

Item 9, Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.

Item 10 (E), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.

Note under item 10 (E) (iii) (a), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.

Item 31 (b), Appendix 21, M.F.C. Vol. II, under article 279 of M.F.C. Vol. I.

Item 18 (1) in Appendix 14 of M.F.C. Vol. II.

Up to Rs.500 per annum

Item 31 (c) Appendix 21, M.F.C. Vol. II, under article 279 of M.F.C. Vol. I.

Appendix 2 of M.F.C. Vol. II, Appendix II, Part I of F.R.

Article 52 of M.F.C. Vol. I

Article 54 of M.F.C. Vol. I

For a period not exceeding six years.

C.C.A. Rules.


Provided the sanction does not involve extra cost to