### HAND SEWING

#### Library books.

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A3 board</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4 tapes</td>
<td>25</td>
<td>40</td>
<td>45</td>
<td>30</td>
<td>..</td>
<td>¼ inch.</td>
<td>40</td>
</tr>
<tr>
<td>3 tapes</td>
<td>30</td>
<td>50</td>
<td>55</td>
<td>33</td>
<td>40</td>
<td>1 inch.</td>
<td>50</td>
</tr>
<tr>
<td>3 tapes</td>
<td>..</td>
<td>60</td>
<td>..</td>
<td>45</td>
<td>1½ inch.</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td><strong>A6</strong></td>
<td>2 tapes</td>
<td>40</td>
<td>..</td>
<td>..</td>
<td>50</td>
<td>1½ inch.</td>
<td>70</td>
</tr>
<tr>
<td><strong>R.A.—2 size</strong></td>
<td>4 tapes</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>25 sec.</td>
<td></td>
</tr>
</tbody>
</table>

#### Folded sheets and book Work

<table>
<thead>
<tr>
<th>(9)</th>
<th>(10)</th>
<th>(11)</th>
<th>(12)</th>
<th>(13)</th>
<th>(14)</th>
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<tbody>
<tr>
<td>60</td>
<td>50</td>
<td>..</td>
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<td>..</td>
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<tr>
<td>70</td>
<td>60</td>
<td>75</td>
<td>..</td>
<td>50</td>
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</tr>
</tbody>
</table>

**N.B.—** In the case of books of less than 10 sections 21½ per cent extra time to be allowed for separating books in the case of library books of less than 25 section 12 per cent extra time to be allowed for separating books.
MADE ENDS WITH CLOTH JOINTS

A4 .. 20 (160 per day)
A3 .. 15 (120 per day)

Cloth joints for registration volumes (Azurvelaid paper) R.F. 13 singles 100 per day

WRAPPING (PLASTIC ON AT THE SPINE) WITH 2 ASSISTANTS-GROUP OF 3 PERSONS

<table>
<thead>
<tr>
<th>Bulk of the book.</th>
<th>A5 per hour</th>
<th>A4 per hour</th>
<th>A3 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.75 cm</td>
<td>225</td>
<td>190</td>
<td>150</td>
</tr>
<tr>
<td>1.25 cm</td>
<td>190</td>
<td>160</td>
<td>125</td>
</tr>
<tr>
<td>2.50 cm</td>
<td>150</td>
<td>125</td>
<td>100</td>
</tr>
<tr>
<td>5 cm</td>
<td>120</td>
<td>100</td>
<td>70</td>
</tr>
</tbody>
</table>

In the case of books stab stitched after the insertion of sections inside the wrapper involving holdings (2 folds) at the spine of the wrapper, e.g., Indian Law Reports, Women's Welfare Journal, etc., where the wrapper is not pasted, the outturn for folding and wrapping is 200 per hour.

Pasting strips of cloth on single leaf end .. 100 per hour with an assistant.

HALF BOUND REGISTER-FORWARDING AND COVERING

<table>
<thead>
<tr>
<th>Style of binding.</th>
<th>Bulk.</th>
<th>A5</th>
<th>A4</th>
<th>A3 board.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half khaki bound with colour paper sides, hollow back.</td>
<td>up to 2.50 cm</td>
<td>3</td>
<td>2½</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>up to 5 cm.</td>
<td>2½</td>
<td>2</td>
<td>1½</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Books 8 for 2 hours).</td>
</tr>
<tr>
<td>Half khaki bound with colour paper sides, spring back.</td>
<td>up to 5 cm</td>
<td>2</td>
<td>1½</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>up to 7.50 cm</td>
<td>1½</td>
<td>1</td>
<td>2/3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(3 books for 2 hours).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(2 books for 3 hours).</td>
</tr>
<tr>
<td>Half khaki bound file books with colour paper .. sides cords laced in (no backing and no corners).</td>
<td>..</td>
<td>2</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>

In the case of books sewn on cords involving lacing in or books bound with leather 25 per cent extra time to be allowed.

REGISTRATION VOLUMES-FORWARDING, COVERING AND COLLATING

<table>
<thead>
<tr>
<th>Bulk.</th>
<th>Regular Forms A2.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Full-khaki bound spring back</td>
<td>up to 5 cm</td>
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<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

In the case of leather bound books allow 33⅓ per cent.

Registration files-Half khaki and calico cords laced in (no backing and no corner). 1½ books per hour (3 books for 2 hours).
BINDING IN GOOD STYLE: FULL OR HALF MOROCCO BOOKS EXCLUDING SEWING—

<table>
<thead>
<tr>
<th>Thickness of the book</th>
<th>A5</th>
<th>A4</th>
<th>A3</th>
</tr>
</thead>
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<tr>
<td>below 2.5 cm</td>
<td>3 hrs per book.</td>
<td></td>
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</tr>
<tr>
<td>Up to 5 cm</td>
<td>4 hours per book.</td>
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</tr>
<tr>
<td>Above 5 cm</td>
<td>5 hours per book.</td>
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</tbody>
</table>

Cut edges for index and stamping letters.

Full cloth or paper. Cut flush
- 20 books per hour.
- 15 books per hour.

Full cloth or paper cut flush single leaf end painging
- 50 books per hour.
- 40 books per hour.

Full cloth or paper cut flush single leaf end painging
- 30 books per hour.
- 25 books per hour.

RECEIPT BOOKS INTERLEAVING OR GATTERING, COLLATING AND WRAPPER OR END PAPER INSERATION.

<table>
<thead>
<tr>
<th>Description of work</th>
<th>In books of 50 sets each</th>
<th>In books of 100 sets each</th>
<th>In books of 50 sets each</th>
<th>In books of 100 sets each</th>
<th>In books of 50 sets each</th>
<th>In books of 100 sets each</th>
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</thead>
<tbody>
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<td>(1)</td>
<td></td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
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<tr>
<td>Duplicate</td>
<td>820</td>
<td>850</td>
<td>760</td>
<td>800</td>
<td>560</td>
<td>600</td>
</tr>
<tr>
<td>TriPLICATE</td>
<td>510</td>
<td>530</td>
<td>480</td>
<td>500</td>
<td>350</td>
<td>375</td>
</tr>
<tr>
<td>Quadruplicate</td>
<td>410</td>
<td>425</td>
<td>380</td>
<td>400</td>
<td>28</td>
<td>300</td>
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</tbody>
</table>

PLAT FILE MANUFACTURE

| (New case)          | .. 9 cases per 2 hours (N.B.—If flaps are clothlined and supplied, 5 cases per hour) |
| (Old boards repairing) | .. 3½ cases per hour or 7 cases for 2 hours. |
| Cloth-lining of docket sheets with glue | A3-20 per hour per head. |
| Cloth-lining crown cartridge cover | A2-20 per hour per head. |
| Cloth case manufacture | A5-10 per hour. |
| Cloth case manufacture | A4-8 per hour. |
| Checked slips gummed, etc. | .. 25 per hour. |

MANUFACTURE OF COVERS

Large size covers folding and pasting by hand:

- No.1 size 16 inches x 11-3/4 inches .. 100 per hour.
- No.2 size 14-1/4 inches x 10 inches .. 125 per hour.
- No.3 size 16-1/4 x 6 inches .. 150 per hour.
- No.4 size 14 inches x 55/8 inches .. 150 per hour.
- No.5 size 10-1/2 inches x 43/4 inches .. 200 per hour.
- No.6 size 9-3/4 inches x 4 lines .. 200 per hour.
- No.7 size 7-3/4 inches x 3 inches .. 200 per hour.
In case of cloth pasted on covers 25 per cent less outturn to be allowed:
1 size .......................... 70 per hour.
2 size .......................... 80 per hour.
3 size .......................... 90 per hour.
4 to 7 size ...................... 120 per hour.

NIPPING. OUTER SHEET FASTING AND GLUEING

<table>
<thead>
<tr>
<th>Number of Section</th>
<th>Number of books per hour:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A4 and A5</td>
</tr>
<tr>
<td></td>
<td>¼ bound</td>
</tr>
<tr>
<td>7 sections (without tapes)</td>
<td>60</td>
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<tr>
<td>14 section</td>
<td>25</td>
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<tr>
<td>Above 14 section</td>
<td>20</td>
</tr>
</tbody>
</table>

SHEET CALENDER
(Operations including gathering counting and lining of pulp 23 calendars per hour. board)

HALLEY NUMBERING

A2 .......................................................... 1,000 sheets per hour.
A3 Small size .......................... 1,250 sheets per hour.
(Daily cleaning - one hour)
Sheets more-ready hour-
Change of book (numbering)
Up to 10 books .......................... One hour.
Up to 20 books .......................... Two hours.
Up to 30 books .......................... Three hours.
40 and above books ...................... Four hours.

Note.—For operations not included in the list and in the case of complicated work, outturn to be fixed by the Foreman-in-charge.
APPENDIX - XIII.

PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES—DIRECTORATE OF STATIONERY AND PRINTING.
(Vide Paragraph 110)

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<td>PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT.</td>
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<tr>
<td>Officers Group I (Director, Joint Director, Personal Assistant, Chief Accounts Officer, Assistant Director (D), Labour Welfare Officer, Stock Verification Officer).</td>
<td>50</td>
<td>25</td>
<td>1.75</td>
<td>1.75</td>
<td>3.50</td>
<td>3.50</td>
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<td>3.50</td>
<td>3.50</td>
<td>3.50</td>
<td>3.50</td>
<td>100</td>
</tr>
<tr>
<td>Officers Group II (General Manager, Management by Objective Adviser, Assistant Works Manager (P), Special Officer (Forms), Electrical and Mechanical Engineer, Cost Accountant).</td>
<td>..</td>
<td>50</td>
<td>3.50</td>
<td>3.50</td>
<td>7</td>
<td>7</td>
<td>1</td>
<td>7</td>
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<td>7</td>
<td>7</td>
<td>100</td>
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<td>Establishment Charges &amp; T.A.</td>
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<td>37.50</td>
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<td>Contingencies</td>
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<td>Particulars</td>
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APPENDIX XIV

(Vide Paragraph 536)

1. Short Title and Commencement.—(1) These rules may be called the Tamil Nadu Disposal of surplus Publications Rules, 1977.

(2) They shall come into force on the 19th April 1977.

2. Definitions.—In these rules, unless the context otherwise requires :-

(a) "Publications" means all publications such as Acts of Tamil Nadu (English and Tamil version) Codes, Manuals, Rules, etc., published by the Government of Tamil Nadu (Except Standardised Forms and Registers).

(b) "Period of retention" means the period up to which a publication shall be stocked in the Government Publications Depot, for sale. This period shall be reckoned from the date of publication.

(c) "Show moving publication" means publications whose sale is not appreciable or Annual Sales Drop below 25 per cent.

(d) "Author Department" means Heads of Departments and Departments of Secretariat under those authority the publication is compiled, printed or published.

(e) "Director" means the Director of Stationery and Printing or an authority subordinate to him to which powers under these rules are delegated by the Director of Stationery and Printing.

3. Classification.—The publication stocked in the Government Publications Depot, Madras will be classified into the following groups :-

(i) Acts of the Government of Tamil Nadu (English and Tamil version);

(ii) Budget Publications, Budget Estimates, Demands;

(iii) Codes, Manuals and Rules including the Standing Orders of the Board of Revenue;

(iv) Syllabi for Government Examinations, course of study, etc.,

(v) District Gazetteders;

(vi) Hand Books and Lists;

(vii) T.N.L.A., T.N.L.C., Debates and I.L.R. (Madras);

(viii) Publicity Pamphlets of I. & P. and other Departments;

(ix) Reports, Annual and Administration Reports, Tamil Nadu Government Gazette, Tamil Nadu Public Service Commission Bulletins;


(xii) Miscellaneous publications:

4. Period of Retention.—The period specified in column (3) of the Table below shall be the period of retention for sale in the Government Publications Depot of the Publications specified in column (2) thereof;

<table>
<thead>
<tr>
<th>Serial number and name of Publications</th>
<th>Period of retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Publications having long lasting value. Syllabi for Government Examinations, District Gazetteers, District Census Hand Books, Statistical Atlas and other Census Publications.</td>
<td>Up to ten years or till they are replaced by the editions which ever is later.</td>
</tr>
<tr>
<td>II. Publications, having appreciable demand.</td>
<td>Up to seven years.</td>
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</tbody>
</table>
5. Whenever a new publication which does not fall under any of the eleven groups of publications specified in rule 3 is printed and copies are sent to the Publications Depot for stock and sale, it shall be the responsibility of the head of department or the author department who ordered for its printing to fix the period of retention of the publications in the printing order itself. In cases where the period of retention of such publications is not fixed by the author department it shall be open for the Director to fix the period of retention based on its importance.

6. Unpriced publications or publications not intended for sales shall not be stocked in the Publication Depot.

7. Authority for weeding.—After the expiry of the period of retention specified in rule 4 all publications shall be declared as obsolete and weeded out by the Director of Stationery and Printing in accordance with rule 4 and disposed off in the following manner by the Director of Stationery and Printing without any monetary limit:

   (1) Free supply to the Government Offices who may require them

   (2) Whenever the Author Departments do not require copies of the Administration Reports relating to their Departments of the publications brought out by them as the case may be, the Director of Stationery and Printing may arrange for the free supply of such copies to the Public Libraries, Connemara Public Library, State Archives, College Libraries, etc., instead of disposing them as waste paper.

   (3) Treating them as waste paper.

The Director of Stationery and Printing shall write off the face value of publications treated as waste paper.

The value to be written off the accounts shall be the face value of the publications treated as waste paper. The sale proceeds realised subsequently by sale as waste paper shall be credited as receipts under the head of Account of Stationery and Printing Department.

8. When a publication becomes due for weeding under rule 4, a stock designed to cover the requirements of another one year at the average rate of demands or a minimum of 10 copies should be retained for further sale for one more year and the balance copies may be disposed off as waste paper. After a lapse of one year the stock retained under this rule shall be finally weeded out and disposed off as waste paper.

In case where large number of copies have to be disposed off as obsolete on account of excess printing, the head of department or the author department which ordered for its printing shall be held responsible for the excess printing.

9. Method of weeding.—The procedure for disposing publications declared as obsolete shall be as follows:

At the beginning of every year during the month of January the weeding section shall take up a review of the stock of publications and assessment of sale. The storeskeeper shall identify the publications which are to be treated as nonmoving by reference to the ledgers and prepare lists under the following categories, namely:

   (1) Slow moving;

   (2) due for weeding next year; and

   (3) due for final weeding.

The review shall be completed before the 31st March of every year. In respect of the items identified as slow moving, and due to be weeded out next year, sales promotion measures may be adopted and also the
author departments responsible for the publication may be informed of the total number of copies placed on sale and the present stock and the said department may be sought for instructions for disposal. The author department shall send a reply within three months indicating clearly:

(1) the number of copies to be distributed and the list of officers, schools, libraries;
(2) the number of copies required by the author department for its own use; and
(3) the number of copies to be treated as waste paper.

Provided that if no reply is received from the author department within the said three months, the balance of stock will be disposed of as waste paper by the Director of Stationery and Printing in accordance with rule 4.

10. Sales Promotion.—In respect of the publications identified as slow-moving, the following measures may be taken by the sales officer with the approval of the Director of Stationery and Printing with a view to increase sales:

(1) to allow ten per cent increase in the commission to the agents;
(2) to reduce the sale price to public;
(3) to give publicity to the publications; and
(4) to take such measures as may be considered necessary to promote sales.

11. Tamil Nadu Government Gazette.—Copies of the Tamil Nadu Government Gazette and the Tamil Nadu Public Service Commission Bulletin shall be stocked for a period of one year only from the date of issue, for sale to the public and then they shall be weeded out and disposed off as waste paper according to rules.

12. Register for weeding out publications.—A Register shall be maintained showing the details of publication weeded out by free supply to offices and by sale as waste paper. The value realised through sale as waste paper and the total amount written off the accounts shall also be noted in that register.

APPENDIX XV

RULES FOR THE ADMINISTRATION OF THE MADRAS GOVERNMENT PRESS EMPLOYEES BENEVALENT FUND.

(Vide Paragraph 71)

1. Name.—The Fund shall be called “The Madras Government Press Employees Benevolent Fund”.

2. Objects.—(i) The object of the fund is to meet the funeral expenses of the employees’ of the Government Press, Madras and its branches in such of the cases which in the opinion of the Director of Stationery and Printing, Madras need and deserve ex-gratia payments.

   Note.—For the purpose of these rules, an employee means only a person for the time being paid from the establishment of the Director of Stationery and Printing (the Government Press, Madras and its branches). Retired men are not considered as employees for this purpose.

   (ii) Family for the purpose of granting the said funeral ex-gratia payment, means and includes wife (husband in the case of female employee), legitimate children, step children, parents, sisters and brothers of the deceased employee or any member of the family of the deceased, who performs the last rites.

3. Administration of the Fund.—All heads of offices at the Stationery and Printing Department in the City and Mofussil Presses are empowered to sanction the grant of the fund for funeral expense subject to notification by the Administrator of the Fund (i.e.) Director of Stationery and Printing, Madras. The heads of offices are also permitted to incur the expenditure initially from the office cens ingencies.

4. Grant.—An initial grant of Rs. 1,000 (Rupees One thousand only) received from the Government will be funded in deposit not bearing interest.

   (ii) A recurring grant every year to bring the fund to the limit of Rs. 1,000 will be contributed by Government.
5. The maximum amount payable to an individual shall not exceed Rs. 100 (Rupees one hundred only) in each case for funeral purposes.

6. Payment shall be made in the presence of two permanent employees of the establishment, who will identify the payee.

7. Accounting.—The transactions relating to the Madras Government Press Employees Benevolent Fund shall be recorded as follows:—

(i) Initial non-recurring contribution of Rs. 1,000 and further grants.

(ii) Individual expenditure on the object of the Fund.


APPENDIX XVI

TAMIL NADU GOVERNMENT PRESS TECHNICAL LIBRARY RULES.

(Vide Paragraph 343)

The management of the library shall be in the hands of the Works Manager, Government Press, and it shall be in immediate charge of the Type Store keeper.

The persons entitled to use the Library are the Gazetted officers and subordinate staff of the Government Press.

Books shall be issued on signed requisitions from the Gazetted officers and on applications sanctioned by the Works Manager in other cases.

Books shall be issued in rotation in the sequence applied for. More than one book shall not be issued at a time.

Books taken shall not be kept for more than a week but an extension of time may be sanctioned on fresh applications provided there are no previous applications registered for the same book. Persons who fail to comply with this rule shall forfeit the privilege of using the library. A black list for this purpose shall be maintained.

Books taken shall be returned to the Type Store-keeper, care being taken to see that the return in due time in the "Register of book issued" and the signed requisition destroyed.

No one shall make any mark in any book, turn down its leaves or otherwise damage it.

Books lost by any officer shall be replaced by that officer and any damage to books whilst in his possession made good.

All periodicals and new additions to the library shall be checked as received and brought to record in the record of books maintained. The Catalogue of books shall be kept correct issuing when necessary a revised edition.
### APPENDIX XVII

**CARTAGE RATES APPROVED IN G.O.MS.NO.32, TRANSPORT, DATED 24TH JANUARY 1977.**

*(Vide Paragraph 515)*

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<th>Rate.</th>
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</thead>
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<td>(2) K.M.</td>
<td>(3) Rs.P.</td>
</tr>
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<td>1. Accountant-General, Madras-18</td>
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<tr>
<td>2. All India Radio, Madras-4</td>
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<tr>
<td>3. Accommodation Controller, Madras-18</td>
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<td>4. Arts College, Madras-2</td>
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<td>5. Chepauk Offices, Madras-5</td>
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<td>Lady Willingdon College, Madras-5</td>
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<td>Tamil Nadu Public Service Commission, Madras-2</td>
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<td>Royapettah Hospital, Madras-14</td>
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<td>Secretary, Commissioner for Government Examinations, Madras-6</td>
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<td>Superintending Engineer, (General) Madras-5</td>
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<td>T.B. Hospital, Madras-47</td>
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<td>Transport Unit, Madras</td>
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<td>71.</td>
<td>Director Medical Services, Madras-18</td>
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### APPENDIX XVIII

**LIST OF STANDARDISED W.M.G.P. GROUP FORMS.**

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<th>Serial number</th>
<th>Group and serial number</th>
<th>Description of the forms</th>
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<tr>
<td>1. W.M.G.P.</td>
<td>1</td>
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<td>2</td>
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</tr>
<tr>
<td>3.</td>
<td>3</td>
<td>Register of valuables</td>
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<td>4.</td>
<td>4</td>
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<td>6</td>
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<td>6. M.V.D.</td>
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<td>Acquittance Roll (Outer)</td>
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<td>7.</td>
<td>7A</td>
<td>Acquittance Roll (Inner)</td>
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<tr>
<td>8.</td>
<td>8</td>
<td>Disbursing Officer’s Register of expenditure and liabilities</td>
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<td>9.</td>
<td>9</td>
<td>Day book of work done or acts, etc. supplied to constituents on credit</td>
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<td>10</td>
<td>Bill Forms (Common) for Acts, Publications, etc., supplied</td>
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<td>11</td>
<td>Bill Form (Special to advertisement charges)</td>
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<td>12.</td>
<td>12</td>
<td>Bill Form (Special to I.P. Notices)</td>
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<td>13</td>
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<td>16.</td>
<td>16</td>
<td>Advertisement Bill Book</td>
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<td>17</td>
<td>Pay authorisation form</td>
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<td>18</td>
<td>Register of Chalans in respect of payments in the Treasury</td>
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<td>19</td>
<td>Result of checking in statements of Secretariat Pass receipts</td>
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<td>19(a)</td>
<td>Conveyance Bill</td>
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<td>Register of countersigned bills sent to A.G. for adjustment</td>
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<td>21</td>
<td>Register of irrecoverable sums, public money</td>
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<td>22</td>
<td>Price fixing dockets</td>
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<td>Valuation works slips of line accounts valuation</td>
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<td>24</td>
<td>Quarterly statement showing the cost of forms supplied to different officers</td>
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<td>Computing slips—cost recoverable (blue)</td>
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<td>Computing slips—Book adjustment—Central (red)</td>
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<td>Computing slips—Book adjustment—Provincial (white)</td>
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<td>Goods received sheets</td>
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<td>Bin cards (small)</td>
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<td>Requisition for stores-Electricals</td>
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<td>Requisition for stores-contingent stores</td>
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<td>41. .. 35E</td>
<td>Requisition for stores-binding materials</td>
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<td>Requisition for stores-petty plant</td>
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<td>Requisition for stores-dead stock</td>
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<td>Distribution, and sale of publications</td>
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<td>Address slips—Post (Licensing Officer)</td>
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<td>Gate register</td>
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<td>Leave memo.—General</td>
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<td>.. 98</td>
<td>Leave memo.—Less than half a day</td>
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<td>Leave memo.—Day extra men</td>
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<td>Invoice book in quadruplicate</td>
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<td>Daily work report—High Court arrrears</td>
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<td>.. 103</td>
<td>Superintendent’s outward register</td>
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<td>Comp.ing work book—common to several departments</td>
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<td>Composing work book—special for Book Department</td>
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<td>.. 108</td>
<td>Composing work book—special for Confidential Department</td>
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<td>Composing work book—special for High Court Department</td>
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ABSTRACT


READ:

1. From the Director of Stationery & Printing Letter No.319/P9/81, dated 23-1-81.

2. From the Director of Stationery & Printing Letter No.2219/P9/81, dated 28-5-81.

ORDER:

The Government approve the Press Office Manual, sent by the Director of Stationery and Printing. Sanction is hereby accorded to the printing of 250 copies of the Press Office Manual for distribution to the staff of the Stationery and Printing Department free of cost. The publication is only for official use. Distribution will be made as laid down in the Printing Manual.

2. Certified that the number of copies indented for is really necessary and that the above number has been fixed with due regard to the actual requirement and do not admit of reduction.

(By order of the Governor)

Jayanthi Alexander,
Joint Secretary to Government.

(True copy)

(Sd.)...........................................
M.B.O. Adviser.
Copy of G.O.Ms.No.26, dated 31-1-92 from Tmt. C. K. Gariyali, Secretary to Government, Information & Tourism Department, Madras-9 addressed to the Director of Stationery & Printing, Madras-2.

**ABSTRACT**


**Read:**

2. From the Director of Stationery & Printing Letter No.P9/20645/86, dated 28-6-86.

**Order:**

In the G.O. first read above the Press Office Manual was approved and the printing of 250 copies has also been ordered.

2. The Director of Stationery & Printing in his letter Second read above has now submitted a proposal for approval of the revised manual proposed by his office.

3. After careful consideration the Government permit the Director of Stationery & Printing, Madras to publish the Manual on the basis of existing amendments, to the original manual.

(By Order of the Governor)

**C. K. Gariyali,**

*Secretary to Government.*

(True copy)

(Sd.)...........................................

M.B.O. (Adviser).
APPENDIX IX

Stores Classification List

**Dead stock**

Air compressor
Air cooling tank (mono)
Almirahs, Teakwood
Benches
Bicycles
Blocks, ornaments, Badges, tabs, etc.,
Blower, electric portable with suction attachment.
Blow-lamps
Board, patching, teakwood.
Boards, pressing (binding)
Boards, teakwood (with boxes for tokens)
Body, irons (type foundry)
Boilers, ash water.
Boilers, glue
Boilers, paste
Book-cases, glass fronted.
Book shelves
Bookstands
Borders, type metal, brass
Boxes, steel
Boxes, teakwood
Boxes, tin (First aid)
Braces, large, brass
Brackets, cast iron or teakwood
Brass vessel for boiling ash water, tap water, etc.,
Bunk, teakwood
Cabinets, teakwood
Cardboard, bench shear
Carts, hand
Cash box or chest
Cases, English
Cases, Indian language
Cases, Special
Casting boxes, stereo.
Chain, twisting, tackle
Chairs, cane, seated
Chases of sizes
Chairs, teakwood, wooden seat
Chemical balance
Cheques
Circles and ovals
Circular saw bench with saws and wood bench with setting clamp.
Clocks, ordinary
Clocks, "Tell-Tale", Watchman's with leather box
Coddington lens
Collars.
Compasses (set in case)
Composing stick, brass
Composing stick, iron
Composing stick, steel
Composing stick, wooden, broadside
Comptometer
Conc pulleys
Corner pieces, brass (Binding)
Counters (cash-keepers and paper issues)
Counter shaft with cones, etc.,
Crane
Cupboards
Curve, furniture
Depositing vats, lead-line 1
Desks
Dial, "Tell Tale" clock
Dictionary (Webster's)
Display matrix holder with blank mat (Mono)
Dressing rods, iron
Dummy key boards
Duplicator R.R.R.
Electroplates
Ejector blades (inter changeable among machines but value mainly included with individual machines)
Fans of sorts.
Finishing plates (electro)
Finishing slabs (sterco)
Fire extinguishers
Fire pump, portable
Flong rollers (sterco)
Florettes, brass (binding)
Forge hood and chimney
APPENDICES

Forge with patent blast
Forge carriages
 Forms lift (Harilds)
Frames, composing cabinet
Frames, composing English
Frames, composing Indian Language
French dashes, brass, type metal.
Furnaces
Furniture, cabinet and galley rack for 160 galleys
Furniture, metal
Furniture, steel skeleton
Furniture, trimmer (Typefoundry)
Galley of sizes and sorts (brass, steel etc.)
Gas-light oil tank
Gauges (typefoundry and stereo)
Gauge (typepressure)
Gauge, wire
Glue pot, electric
Gold dust boxes
Heating boxes (Binding)
Holders, matrix rubbing and striking (Typefoundry)
Horses, teakwood or iron
Hose, canvas pipe
Hose, rubber
Imposing surfaces of sorts
Ink tables, ordinary and cylindrical
Inter-locking quotations’ Kettles, electric
Kettles, roller composition, copper
Key locker, yard and gate
Ladders, wooden, bamboo, iron etc.
Lathes
Leads and clumps
Levelling slab, iron
Lights, electric
Liners
Lockers, clothes
Machine, adding and listing
Machine, gum strip sealing
Machines, printing, binding, lino, etc.
Machine steps
Magazines.
Matrices (petty plant in case of replacements for Lino and Mono machines)
Matrix assembling tray (Mono)
Matrix cases
Matrix, reshaper
Melting pots.
Micrometer
Motor lorry
Moulds, ingot
Mould, ingot, small, large, Mono type and square.
Moulds, machine type foundry
Mould, rollers
Moulds, stereo furniture
Mounts and clips, stereo, iron
Numbering boxes
Oil, cabinet, with pump
Oil, cup, motor
Oil filter (L & P)
Oven.
Pallets, brass (binding)
Panel switch board
Pantograph, brass, in case and drawing table (type foundry)
Pestle and mortar
Pigeon holes
Pipes, joints, elbows, flanges, wheel valve etc., galvanized iron
Planes (Typefoundry)
Platform, wooden
Plumber blocks, bearings and lubricators.
Point spaces, key stone in case
Poster ornaments
Poster, type, wood
Pouring slabs, electro
Precision register quoins
Presses, galley
Presses, hand, etc.
Pulleys
Pump, hand, semi-rotary

* To be added to account to pump with which it is used.
* Interchangeable among machines but the value mainly included with individual machines.
$ Interchangeable among machines.
Pump, two stroke, manual with two handles.
Quad, bins
Racks of sorts—iron or wood
Rails, iron
Randoms
Rattan chucks
Roller extractor
Rollers, flong
Rollers, frames in disrepair
Rolls, brass, binding
Rotary sub-station air compressor
Royal Arms
Rules—
  Brass, ordinary.
  Brass, dotted, waved, perforated.
  Brass, special.
  Medium faced.
  Steel, perforating.
  Wood, border pieces.
Safe, iron
Scales
Screens
Screw, pitch gauge for whitworth standard thread
Sealing wax heater.
Electric (binding)
Shafting
Shape, cutting guide (binding)
Shelves, wooden
Side cases.
Sink, porcelain
Slides, rails corrugated iron with M.S. adjustable bits.
Slug cutters.
Small ornaments, brass (Binding)
Space bands
Space casting device (Mono)
Spirit lamp
Stands for commode, copying press, fire buckets, wash hand basin, hats, etc.,
Steps.
Stereo plates
Stools
Swages, iron

Tables, random
Ink
Machine
Press
Teakwood, writing
Tank, galvanized iron
Taps with bend plug taper etc.
Tarpaulins
Testing apparatus
Time pieces
Time recorders
Time recorders with discs (Haddon)
Tool heater, electric (binding)
Tools, brass (Binding)
Trays, teakwood galley
Trays wax mounting (electro)
Trolleys
Trough, washing (electro)
Truck platforms
Trucks
Type body
Jobbing
Point
Type dressing benches
on stands with stick racks
Type, high, gauge bed
Type high gauge micrometer
Type high ornamental cover blocks, brass (Binding)
Types, brass (binding)
Typewriters
Vacuum cleaner, electric (Daisy)
Vice bench
Vice tube
Wall box
Waste paper bin (iron)
Water cocks, brass
Work benches

N.B.—Dead stock articles which are charged to working expenses and not from the provision under "Apparatus and Materials" and should be classified as spare parts when supplied to machines and stores in all other cases.
APPENDICES

Adapters
Ammeter, iron
Armatures.
Automatic control panel
Blocks, teakwood, hollow for ceiling roses
  (circular)
Capping, teakwood for wiring
Casing
Ceiling roses
Cleats, porcelain
Commutators.
Cut outs, of sorts
Dynamics
Field coils
Fuse boxes and boards
Fuse carriers
Fuse cut outs
Insulators
Joint boxes
Lamp holders, key switch push bar type, etc., only when used for extension of
  wiring in case of replacement consumable stores.
Motors, electric
Shades, glass globe, etc., for electric lights.
Starters, motor
Strap clips
Switch boards
Switches of sorts
Turn buckles
Wall plugs and sockets
Wire cable, flexible, etc.
Wiring for bell circuit
Wiring for motors-power and light circuit
N.B.-Electrical goods issued for renewal of or repairs to wiring for power of lighting
circuits should be classified as consumable stores, when used for extension of circuit they are dead stock.

Petty Plant

Adze
Airpipe, rubber hose
augers
Bamboo pole

Bar magnet
barrel, ashwater
Barrels, empty
Basket, cane, large
Beaker, tin
bell, bicycle
Bell, calling
Bellows, country
Bellows, hand
Billhooks
Blackboard
Blotters, hand
Blow lamp (exception in the case of Lino)
Boards, backing
Boards, paper
Boards, side
Boards, token
Boards, type
Bodkins, binders boring tool
Bottles, glass stopper
Boxes, dealwood for special purposes
Boxes, Mangowood
Boxes, teakwood for special purposes
Boxes, teakwood for broken type
Boxes, tin
Braces, ratchet
Brayers.
Building tools (electro)
Brushes, magazine (Lino)
Brushes, typewriter (soft and hard)
Buckets, enamelled
Buckets, galvanized, iron
Buckets, wooden
Bull horn.
Burnishers (binding)
Cabinet, dealwood
Calipers, inside
Calipers, outside
Calibers, spring
Can, aluminium
Case, tin round
Cases, dealwood
Chain rivet extractor
Chase, brass
Chaser
Chicks, bamboo
Clamps
Clamps, saw setting
Clothes pegs
Compass, pair of compasses
Copy holder, teakwood
Copy stand, typewriter
cork screw
Counters, machine
Couplings
Cram, joiners
Creasers, brass (binding)
Creasing rods, brass
Creasing rods, iron
Crowbar
Crusibles
Cupboard, dealwood
Die steel or brass
Die with holder
Dies, gas screw
Dies, gas thread
Dies, rubber thread
Digging fork
Dividers
Draw, wire
Emery slabs
Engraving pads
Eyeletting, hand machine
File knife
File, matrix
Files, wood (rasp)
Fingerprint outfit
Folders, bone
Foot pump, air
Foot rest
Foot rule
Forme lock patent
Forme, protectors
Fret saws
Funnel, copper
Funnels, glass
Funnels, tin
Furniture
Galley, wooden
Gauge, carpenters
Gauges, furniture (zinc sheet)
Gauges, marking
Gauges, matrix, carbide
Gauges, page, etc., aluminium
Gauges, page, etc., brass
Gauges, page, etc., iron
Gauges, thread
Gauges, type high
Ginlets (auger)
Glass, cutters
Gloves, rubber
Greavers
Grease, gun
Goggles with side protection
Gongs, small
Guillotine, knife, level
Guillotine, knife sharpener
Hammers
Hammers, backing
Hammers, sledge
Hat, pegs
Hat, stand
Holder for matrices
Hurdy-gurdy (electro)
Hygrometer
Incinometer (waste paper)
Ink boxes
Ink, muller
Ink stands
Iron slabs, stone, small
Jack, lifting and traversing
Jimerow, small
Jumper, steel
Kettles, glue melting, Copper
Keys for Hempel, Wickersham and Haddon
Knives, composition cutting
Knives, miscellaneous
Knives, overlay
Knives, palette
Knives, Paper cutting
Knives, paring
Knives, scraping
Knives, table
Knocking down, iron
Kurling tool
Ladle, iron
Lamp, hand. electric portable with globe and wire gauge.
Lamp table, with shade and wall plugs
Lamps, bicycle
Lamps, hand
Lamps, lorry
Lamps
Lanterns, hurricane, Dietz
Letter file clip
Letter file rack
Lead and rule cutters
Letter trays, dealwood
Letter trays, teakwood
Licence holder
Lock and chain, cycle
Lock, Yale and key
Locks, Miller
Magnifying glass
Mallets, tinkers
Mammoties
Measure gallon coper
Measure gallon glass
Measuring rod
Measuring tape
Mercury contact breaker
Mercury switch
Mercury tube
Metal pots
Micrometer (Slocomb)
Mirror
Mitre block and saw
Moulds, buffer, leather
Mould, Monotype
Mould, display (Mono)
Mould (Rotary water cooled)
Moulds body, universal, caps, plain and recessed
Moulds, dummy (Lino)
Moulds, furniture (H. Pattern) 2, 3, 4, 6 and 8 ems
Moulds, hand (typefoundry)
Mug tin
Nail fuller
Notice board (working hours)
Oil cans, bicycle
Oil cans, machine
Oil cans, typewriter
Oil drum with tap
Oil stones, mounted on wood
Oil stove
Packing needle
Padlocks, brass with duplicate keys
Padlocks, iron with duplicate keys
Paper carrier
Paper weight metal
Paper weight, wood
Parallel rules
Peel
Penknives, ordinary
Pen slides
Pincers
Plane, grooving
Plane, iron
Pipe bender, conduit
Pipe cutter
Pipe cutter and wrench
Pipe wrench
Pipe wrench adjustable
Plane, Jack (hand), wooden
Plane, metal shooting
Plane, smoothing
Pliers, brace
Pliers, celluloid
Pliers, cutting
Pliers, gas
Pliers, insulating
Pokers
Polishing iron, flat
Polishing iron, round
Potwell, scrapers (Lino)
Precision tools box (Mono)
Pump, bicycle
Pump, bucket, spray
Pump, kerosene tin
Punch, except type punches
Punches, vignette
Punch washer
Rack, dealwood flag
Rack, dealwood, tool and storage
Rack, paper ordinary
Rack, stationery
Rack, time sheet, file
Rake, fire.
Rake, garden
Rake, pen
Rat traps, wooden, wire, iron
Reamers
Rim tool
Roller racks, dealwood
Rollers hand
Rouse slug clipper with scale
Rubber stamps, miscellaneous
Rubbing stones,
Rule, engravers steel
Rule, type (Stanley pull push)
Rule, wooden fold
Rule, wood
Rulers, round
Saw, crosscut
Saw, hack
Saw, hand
Saw, keyhole
Saw, metal
Saw, mouthpiece cleaner
Saw, set
Saw, tenen
Scissors
Scissors blade
Scrapers
Screw drivers of sorts
Screw plate
Scribing block
Scribing gauge
Seal, brass
Setting sticks, wood
Shears

Shelf, dealwood
Shooting sticks, iron and steel
Shovel
Sieves, tin
Sieves, wire
Skimmers (See Ladles)
Slab, lith: stone
Slab, stone, iron levelling
Slabs, lead
Slabs, stone, marble
Slabs, stone small
Slug cutter, bench
Smoothing iron (electro)
Soldering tools
Spanner, girder
Spanners
Spanners, box
Spanners, dog
Spanners, monkey
Spanners, screw
Speed indicator
Spirit, level
Spokeshave
Spools
Squares
Squares, T.
Stard, magnifying glass
Stard teakwood frame
Starting handle
Steel die
Stencil set
Stock, die
Stones, sharpening
Stocks, taps and dies, for steel conduit
Stocks, taps and dies (in set)
Stocks, taps and dies, gas thread
Stoves
Stove nipples, key
Stationery cabinet
Straight edge
Swages
Syringe, garden
Syringe, vaseline
Tape, measuring, robeses Metallic in leather case
Taps, gas, thread
Taps, Wrench
Thermometer, machine
Thermometer, wall
Tin, cutter
Tin, petrol
Tool (Electric grinding machine)
Tool-bag, bicycle
Tools, pump cleaning
Tommy pins
Tongs
Torch light
Tray, iron
Trays, drip tin
Trays, tin, for numbering machines
Tripod
Trowels
Tub, ash water
Tweezers
Tubs, teakwood
Tubes, dealwood
Typeholders, brass, long withspring
Vice hand
Wall bracket, iron
Waste paper basket (rattan)
Watering cans, garden, tin
Water pots, iron
Wax pourer
Winnows, iron
Wire gauge
Wrench
Writing slope

Consumable store articles.

Antimony
Asbestos, packing rope
Asbestos, Mill board
Asbestos, powder
Band, driving, rubber
(or endless rubber band)
Basin, aluminium
Basin, enamel
Battery, dry, cell
Bees wax
Bees wax (electro-typing)
Belting gandy's cotton good year
Belt fasteners (alligator)
Belt fasteners (Jacksons)
Belting leather
Blanket, Press, fine white
Blanket, Press and machine
Blanket, rubber stamps
Blanket, stereo
Blue stone (see copper sulphate)
Blue Powder
Belts and cummerbands, servants
Boards, equivalent pica
Blanket, woollen
Belts and nuts, brass
Bolts, doors, slide of sizes with screw set
Bolts, doors, iron
Bonding clamps (electrical)
Boot lace
Borax
Bowl, enamel
Brasso, tin
Brass sheet, latten
Brass sheet
Bronze powder
Brush, brass, wire
Carbon
Chalk
Copper (electrical)
Dressing
Glue
Keyboard lino
Lye
Oil
Paint
Pick
Plumago polishing
Plunger cleaning
Ruling
Slip ring
Stencil
Stereo
Tooth
Buttons for punching
Canvas bag, bicycle
Carrier, bicycle, front
Carbon paper, typewriter (Black)
Carbon paper, 30-C hard coated pencil carbon, one sided
Carborundum machine grinding stone
Charcoal, soft
Charcoal, one bag of 40 lb.
Charcoal, hard, see twigs
Chalk, French
Chalk, white
Chimneys, iron
Chimneys, glass for hurricane lamps
Chimneys for kerosene lamps
Chinese, white
Chisels, plane
Chisels and punches (engravers)
Chisels, blacksmiths, cold
Chisels, carpenters
Chisels, cold
Chisels, grooving
Chisels, paper
Chisels, rubber stamp
Chisels, stereo
Clips, cycle
Clips, link, lead, Henleys
Cloth, drill
Cloth, dungry
Cloth, baize, green or blue
Coal
Colour, dry, for relief stamping vermilion for book edges
Commercial spirit
Cotton, white
Cowdung cakes
Copper plates
Cups and saucers (set) enameled
Cups, porcelain
Cuttris, earthen
Copper clamps with bolts and nuts
Commune, enamel
Dextrine
Dummy keys
Drill, breast, high speed
Drill, archimedian, wood
Drill bits, archimedian
Drill bits, bows
Drill bits, country
Drill bits, ratchet
Drill bits, twist or centre
Drill, bow
Drill, breast
Drill, country
Drill, hand
Drill, ratchet
Drill, well arm
Drills (carbon steel combined and counter sinks)
Dropped head tool holder
Dross metal
Dry flong, bowrie
Ebonite rod
Emery cloth
Emery powder
Enamel paints
Envelope and shape cutting knives
Erasers, rubber, typewriter
Erasers, rubber, pencil
Etching powders
Etching fluid (jor of a gallen)
Expanded metal
Felt, Indian made
Fibre sheet
Fibre rod
Files of sizes
Files flat
Files, half round, rough and smooth
Files, punch cutting
Files, round, rough and smooth
Files, saw
Files, square, rough and smooth
File standard, saw
Files, three cornered rough and smooth
Files, brass, wire
Flannel ruling
Fireclay
Flour
Folios overlay
Folders, wooden
Fuse, cartridge (electrical)
Fishplates with bolts and nuts
Girthing, Press
Girthing, rings
Glycerine
Glossing preparation
Glue pot heaters
Glue, country
Glue, elastic
Glycerine
Grinding stone on stand
Handles, wooden
Handles, Press, rosewood
Handles, rosewood for typeholder
Hand pump washers
Hasps and staples for padlocks, iron
Hasps and staples for padlocks, brass
Hinges, brass, English, with screws
Hooks with screwed eyes, window
Hooks, side, brass of sizes
Hooks for almirahs
Hooks, doors
Hooks, brass, for token boards
Hooks, iron
Hooks, iron, window
Hooks, brass
Husk
Ink bottles, glass
Ink paste, red
Ink powder, blue (Leopold Casseles)
Ink powder, black
Ink powder, red (Fushine)
Ink powder, red (Scarlet)
Ink, printing, coloured, blue
Ink, printing, black, common
Ink, printing, coloured, red
Ink, printing, coloured, green
Ink, printing, overlay
Ink, printing, overlay, black (Art and jobbing)
Ink, rubber stamp, violet
Ink, ruling (blue black)
Ink, ruling, black
Ink, ruling, red
Ink, Indian
Ink, record, black (writing)
Ink, printing, Trichromatic, red, yellow, green.
  Complementary and Tinting
Ink, stencil
Ink, writing, blue-black
Iron bar, plate, etc.
Iron filings
Iron sulphate
Jaggery
Japan black
Khaki suits, gatemen
Khaki suits, messengers
Knife, bevel cutting
Knobs, wooden
Lamp holders
Lamps, Philips, vacuum
Lantern, hand
Lead, pig
Lead sheet
Leather bark
Leather, buffers
Leather compressed
Leather, lace, round
Leather, hook joints
Lock, almirah, brass with screws 4 levers, superior
Leather washer for foot pump
Lock, iron with screws 4 levers, superior
Lock, brass draw (Europe) with 4 levers
Lock, brass draw, country
Lock, box brass
Lock, cupboard, chubb, brass
Long cloth, bleached
Long cloth, bleached vide binding materials
Long cloth bleached ordinary
Long cloth bleached fine II.K. unbleached
Mats, date
Mallets (satin wood)
Methylated spirit
Moleskin
Moulds composition, mechanical underlay
Moulding composition
Moulding plaster
Moulding rubber
Mull, lining
Mullays
Muslin and mull, strong
Nails, iron, square
Nails, copper
Nails, rivetting
Nails, wire
Needles, bookbinder
Needles, three cornered
Nibs, waverly
Nibs, conference
Nibs, ladies
Nibs Rani pens
Nibs, ball pointed (No. 499F)
Nibs, convoy
Nibs, lancet (Perry's)
Nipples, primus stove
Nuts, iron of sizes
Oil cloth
Oil can spouts
Oil, lubricating medium for machines
Oil, thick for shafting
Oil, spindle for electric Motors
Oil, valvoline A.A.A.O. Cylinder
Oil, typewriter
Oil, comptometer
Oil, R.S.S. 36 for Mono Keyboard
Oil, Motor "C"
Oil, castor
Oil, Coconut
Oil, Kerosene
Oil, Lamp
Oil, linseed (bottle of 2 pints)
Oil, olive
Outfits, bicycle
Page-cord
Paints
Paper, Chine
Paper, clips
Paper, reel signature, time recorder
Paper, tape, bundy time recorder
Paper, tape, gummed
Paper, wiping
Paper, spool or monotype
Patch Dunlop
Patties, messengers
Pencils, blacklead
Pencils, coloured, red
Pencils, coloured, blue
Pencils red and blue
Pencils, copying
Pencils, drawing B.
Pens holders
Petroleum Jelly
Pins
Planners, country made
Plaster of Paris
Pipe, galvanized iron
Plumbago (Graphite)
Polish, French 2 pint bottles
Potash, country
Powder tapioca
Powder, Arrowroot
Powder, Bleaching
Powder, Starch
Plugs, wooden for forme racks
Pump connexion, Dunlop
Pump connection
Punches
Putty
Quons
Quills, Crow
Red lead
Ribbon, typewriter
Rings, brass, with screws
Rings, iron, with screws
Rivets, copper with washers
APPENDICES

Rivets, copper, without washers
Red powder
Rivets, iron
Rivets, mild steel
Roller composition
Ropes, cotton
Ropes, Manila
Ropes, packing
Rosin
Rubber bands, flat
Rubber rings, filler
Rubber tube (V.T.C.)
Rubber envelope making machine (tube)
Rubian red black wood

Rules—

Brass, ordinary
Brass, dotted, waved perforated
Brass, special Medium faced
Steel, perforating
Wood, border pieces
Salampere cloth blue
Sand paper
Saucers, porcelain
Screw, iron
Sealing wax (country)
Shellac.
Shield eraser, typewriter
Shooting sticks, ordinary, wooden
Shooting sticks, celluloid
Shooting sticks, brass tipped
Sieves
Sieves, bamboo
Sieves
Silver plate
Skins, chamois
Skins, skiver
Slide hooks for almirah brass
Slide hooks for almirah, iron
Soap bar
Soap, carbolic
Soda ash
Sponge pieces
Staples, wire, stitching
Starch
Steel, bar, plates, etc..
Suspenders, cord
Tallow, country
Tape, cotton, country
Tape, insulation, cotton
Tape, insulation, rubber
Tape, linen
Tape, machine (sizes)
Tape, machine (folding)
Tape, marine, printing (first quality)
Tape, webbing (second quality for sewing)
Tape, tags, long and short
Tercbene, sewing machine
Thread, cotton cord
Thread, sewing linen
Thread, thablack,
Thread, twisted, country
Tin foils
Tin, ingot
Tin sheets
Tracing cloth
Tubes, inner, cycle
Turpentine
Turpentine, mineral
Tweeds, woollen
Twigs (bundle of 56 lb)
Twine, country, Bengal
Twine, Hempen
Twine, seaming, binders, soft.
Type metal per 1,000 lb.
Tyres, outer, cycle
Tyres, rubber forms carrier
Umbrella cloth
Varnish, leather, book binders
Varnish, copal
Varnish, Crystal embossing
Varnish, insulation
Varnish, letter press
Varnish, missle
Varnish paper
Vaseline
Washers, leather for pumps
Window blinds
Waste, cotton, white
Waste, coloured
Waste, paper box (D.W)
Wax cloth, white
White lead
Wire, tension, high for lorry
Wire, brass
Wire, copper
Wire, D.D.C.
Wire, iron, galvanized
Wire, iron stitching
Wire, iron netting
Wire, tinned, copper
Wire, tinned, Copper
Wire, steel, bright
Wood, casuarina
Wood, Jungle
Wood, mango
Wood, rose
Wood, teak
Wood, Trincomallic
Wood, Sain
Wood, teak, block of sizes
Wax, white or yellow.
Water proof coats
Water proof caps
Zinc
Zinc sheet, scraping
zinc plates.

Spare Parts

Key bar frames (Mono)
Keyboard Monotype "D" pattern on stand
Key button banks (Mono)
Leading attachment, automatic (Mono)
Matrices, Linotype (only in case of replacement)
Matrices, Monotype (only in case of replacement)
Pot, heaters
Rollers, cylinders, machine
Rollers, stock, proof press
Set drum (Mono)
Stop bar case (Mono)
Wedges, normal (Mono)

Rubber Stamp materials

Brass mounts without handles
Brass mounts with handles
Date bands, in sets
Date bands months only
Figure bands
Rubber stamp daters with dates
Rubber stamp daters without dates
Rubber stamp daters, diamond daters
Rubber stamp, self-inking frames with daters
Rubber stamp, self-inking frames without dates
Rubber stamp daters handles
Rubber sheet (rubber stamps)

Contingent Stores

Bandages
Basket, rattan
Brooms, ordinary
Brooms
Brooms, coconut
Candles,
Carbide
Cement
Chunam
Chunam, shell
Cobweb sticks
Commode, enamel
Disinfecting powder
Glass panes
Goggles, jug
Grease
Liveries, pecos
Matches, safety
Naphthalene balls
Phenyle
Pitch
Pots, earthen
Pots, tin
Pot rest
Rubber solutions
Sand, river
Siove pins
APPENDICES

Thatties, cuscus
Tumblers, glass
Valve, tube
Water distilled
Wick, lamp
Wick, stove
Winnows

Binding Materials

Buckram
Canvas, binders
Canvas, art, green
Canvas, linen
Cloth, binders, ordinary
Cloth, binders superior
Duzcen, single texture
Duzcen, double texture
Eyelets
Foil books
Gold leaf books
Holland, brown
Head band, cotton
Head band, silk
Longcloth, bleached, ordinary
Longcloth, bleached, fine H.K.
Longcloth, bleached
Longcloth, unbleached
Marble paper, royal
Marble paper, foolscap
Mazri cloth
Morocco
Mull
Rexine
Skins, skinner
Skin, roan
Skin, calf
Skin, sheep, foolscap
Skin, sheep, royal
Straw boards
Tape Europe, white broad
Tape. Europe, red, broad
Tape, Europe, white narrow
Tape, Europe, red, narrow
Tape, elastic, cotton covered
White foil books.
ANNEXURE TO STORES CLASSIFIED LINE

I  Dead Stock—Plant:
1. Printing Machines
2. Wire stitching Machine
3. Guillotine Cutting Machine
4. Ruling Machine
5. Rimming Machine
6. Hand Numbering Machine
7. Cover Punching Machine
8. Rotary Numbering Machine
10. Type High Numbering Machine
11. Rotaprint and allied Machinery
12. Mono Type casting
13. Lino Type casting
14. Sewing Machine
15. Electrical Furnace
16. Lathes
17. Routing Machine
18. Mono Keyboard
19. Web Offset Machine
20. Sheetfed Offset Machine
21. Offset Machine
22. D.T.P. Systems
23. Electronic typewriters
24. Dot Matrix Printer
25. Lazer Printer
26. Retouching tables
27. Twin exposures
28. Plate Processors
29. Roller Washing Machine

II  Petty Plant:
1. Carpentry Tools
2. Files
3. Drill Bits and other Cutting Tools
4. Taps Sets
5. Hammer
6. Hacksaw Frame
7. Cutting Pliers
8. Screw Drivers
9. Vice
10. Wall clocks
11. Metal Seals
12. Galleys
13. Chases
14. Router, Cutter in various sizes, Die of State Emblem with inscription

III. Spare parts (Mechanical):
1. Gears M.S. and Fibre, Cam Gears, Special Gears, etc.
2. Grippers
3. Chains
4. Fibre Pinions
5. Springs
6. Cylinders
7. Circlips
8. Liners
9. Bed Racks
10. Runners, etc.
11. V. Belts
12. Leather Belts
13. Round Belts
14. Hacksaw Blades
15. Grinding Stones
16. Bolts and Nuts
17. Pipe Fittings
18. M.S. Rods
19. G.M. Rods
20. Hose Pipes
21. Nail Wire iron
22. Screw Nails
23. Oil Seals
24. Bolts suitable for Printing and Cutting Machines
25. Welding rods
26. Haps and Staples
27. Hinges
28. Ball Bearing and Roller Bearings
29. Spare parts of Printing Machines of the respective maker
30. Rubber blankets for Offset Printing Machines
31. Guillotine Knives for Cutting Machine
32. Cover Punching Knives
IV  **Spare parts (Electrical):**
11  Lamps
12  Fluorescent Tube lights and Fittings
13  Gauge Bulbs
14  Starters
15  Side Holders
16  Insulating Tapes
17  Leather Oil Paper
18  P.V.C. Sleeves
19  P.V.C. Wires
20  Chokes
21  Plastic Wires
22  Fuse Wires
23  I.C.T.P. & I.C.D.P. Switches
24  Top Switches 5 Amps
25  Slip Rings
26  Carbon Brushes
27  Conduccors
28  Brake Magnet Coils
29  Restart Units for PDV Machine
30  SWG Copper Wires
31  Tester, Voltage Regulators, Incinerator
    Torchlights (Cells), Carbon Brush, Holders, Selenium Rectifier
32  Electric Kettle
33  Electric Heaters
34  Carbon Brush Holder for PDV Machine
35  Impression Magnet Coil
36  Batteries different varieties

V  **Consumables:**
1  Letter Press Inks Various Colours
2  Offset Inks Various Colours
3  Web Offset Inks Various Colours
4  Franking Inks Various Colours
5  Security Ink numbering & transparent
6  Tri-Colour set ink blue, red, green
7  Offset ink for polyester master plate
8  P.V.C. Inks
9  Inks of other types
10  Anodised micro grained plates, wipeon plates
11  Colitto paper plates various sizes
12  BLD film-Bright light developing film
13  Dampening hose—Various sizes
14  Hypo crystal, Litho graphic Art film
15  Nitric Acid
16  Photo Engraving highly polished Zinc sheets
17  Photo Engraving highly polished copper plates
18  P.S.A.I. Plates for Off-set Printing in different sizes
19  R.S Dust proof daters with date band
    oval and oblong of various sizes
20  R.S. Special mounts with: handles and
    nails of various sizes
21  Diamond daters
22  Rubber sheet
23  R.S. Mount different sizes
24  Gothic type faces—various sizes
25  R.S. Daters with barnels — Eng. and
    Tamil, oral and oblong Different sizes

**GROUP VIII**

**BINDING MATERIALS:**
26. Arutil 555
27. Bengal twine 6 ply
28. Binders needle
29. Blue stone
30. Bresh powder
31. Calico cloth Medium and special
32. Elastic band Tape 1/4"
33. Fevicol S.H.
34. Glue Country
35. Gold Imitation Transparent foil 3" 
36. Gum Country
37. Goat skin
38. Ilead band cotton
39. In-Jocal S.H.
40. Iron wire stitching roll---round and
    flat in various sizes
41. Kakki Mull cloth
42. Metal fastner
43. Mole skin cloth
44. Page Chord
45. Rexine cloth
46. Ruling ink powder.
47. Satin ribbon - different Colours
48. Satin twine - different Colours
49. Sewing thread 1.2, 10
50. Spiral wire plastic in various colour & thickness
51. Soft twine 3 ply
52. Stapler pin No. 10 & 555
53. Tape double stitched 3", ¾", 1", 1½"
54. Tape webbing 7/6", ¾", 1", 1½", 1¾"
55. Tape white
56. White Mull

GROUP IX
FIRE EXTINGUISHER, PAINT, HARDWARE, BRUSH AND PLASTIC:

GROUP X
CHEMICALS:

57. Refills for Dry Chemical Powder Type
Fire Extinguishers 2 Kgs. Capacity
58. Refills for Carbon dioxide Type Fire
Extinguishers 2 Kg. Capacity
59. Refills for the Soda Acid Type Fire
Extinguisher
60. Paint Enamel, Red, White, Blue, Gray,
Black, Apple Green and Varnish, etc.
61. Aluminium Paint
62. Brushes Plain Flat 6", 3", 2½", 2"
63. Brushes Sable Hair No. 6 to 13
64. Brushes Lye
65. Brushes Pick
66. Sable Hair Brushes 2", 3", 5"
67. Lino Key—Board Brushes
68. Typewriting Cleaning Brushes
69. Brushes Etching 5", 6" flat, 3" flat
70. Plastic Trays, Clips, Bucket, Mug,
Funnel and Containers
71. Cus Cus Thatties
72. Bomboo Thatties
73. Alum Crystal/powder
74. Ammonium phosphate
75. Amyl Acetate, Araldite
76. Blanket cleaning mixer
77. Blanket reviver-Roto print
78. Carbon tetrachloride
79. Clean P.S.
80. Etching Powder
81. Front plus
82. French chalk powder
83. Glycerine
84. Hydrochloric acid
85. Gum Arabic
86. Ink reducer
87. Iron per chloride
88. Iso Prophyl Alcohol
89. Liquor Ammonia
90. Liquid Soap
91. Phosphoric Acid
92. Photo Engraving glue
93. Lith developer
94. Preserving solution
95. P.S. Deleter
96. P.S. developer
97. Pumice Powder
98. Rotawedge eraser
99. Spirit
100. Turpentine
101. Uniquin
102. Wash Nova
103. Dupont Plate Cleaner
104. Dupont clean start
105. Other allied chemicals used in offset and web offset printing
106. Ready Mix Powder

OIL GREASE, ETC.

107. Kerosene Oil
108. Servoline Oil different grades
109. Servo gear S.M. 140 oil
110. Servo cut oil
111. Servo spin oil
112. Servo System oil 311
113. Yellow grease
114. High Speed diesel oil
115. Engine oil super
116. Ball bearing grease
117. Other lubricating substances

**TIMBER:**
118. Mangowood
119. Pillai Maruthu
120. Plywood sheets
121. Sita wood
122. Shooting sticks—Hylam
123. Teak wood
124. Wooden Mallets
125. Casuarina wood

**COTTON WASTE:**
126. Cotton Waste (Mill) colour or white
127. Cotton Waste (Handloom) colour or white
128. Cotton wool

**ROLLER COMPOSITION:**
129. Roller Composition (Hand Grade)
130. Roller Composition (Soft Grade)

**GAS:**
131. Oxygen and Acetylene Gas

**MISCELLANEOUS ITEMS:**
132. Latex
133. Bleaching Powder
134. Brasso Polish
135. Brooms, Ordinary & Coconut
136. Candles
137. Carbon Papers
138. Cellophone Paper
139. Cellotape-white and Red
140. Chunnam
141. Compressed sponge
142. Corrugated boxes. Diary covers
143. Eyelets small & big
144. Folding stove
145. French Polish
146. Cravers Knife
147. Grease Gun
148. Gamaxine Powder
149. Gum country
150. Hessian cloth
151. Hurricane lamp
152. Match Box
153. Maroon colour silk thread
154. Mud pot with tap
155. Naphthalene Balls
156. Oil cane in various capacity
157. Nylon tape-various thick
158. Pad lock
159. Paper gum tape
160. Rubber band
161. Sealing Wax
162. Steel tumbler
163. Transparent plastic sheets
164. Thinner
165. Type Metals
166. Twisted thread
167. Vim powder
168. Towels
169. Polythene boxes
170. Plastic containers & trays
171. Bar Soap
172. Stationery articles such as inks, pins, tags, etc.
173. Glass marking pencil
174. Carpentary pencil
175. Chalk box
176. Bees wax-Yellow
177. Plastic vallets
178. Locks
179. Rubber solution
180. Mono Spool paper

**ELECTRONIC TYPEWRITER DIP SYSTEMS:**
181. Hoppmicron 40
182. Dot Matrixcs sheets
183. H.D. Floppies 3.5" & 5.2"
184. Kores 720 developer
185. Natural tracing paper, in various GSM
ELECTRONIC TYPEWRITER DTP SYSTEMS—cont.

186 Multi strike ribbon-pan cake for Electronic typewriter
187 Multi strike ribbon with casets for Electronic typewriter
188 III P Laser jet painter
189 Printer Ribbon
190 Tape drive

191 Tape cartridge
192 Single strike ribbon pen cake for Modi, Godrej & pek Electronic typewriter
193 Single strike ribbon with casette for Electronic typewriters
194 Toner Cartridges-Various sizes
195 N.P. Cutter
196 N.T. Cutter blade
197 Daisey wheel.