



MADRAS PRINTING MANUAL

PART—I

ISSUED UNDER THE AUTHORITY OF THE
GOVERNMENT OF TAMIL NADU

(Revised up to 31st March 1965)



GOVERNMENT OF TAMIL NADU
1969

PRINTED BY THE DIRECTOR OF STATIONERY AND
PRINTING, MADRAS, ON BEHALF OF THE
GOVERNMENT OF TAMIL NADU

1969

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PART II.

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MADRAS PRINTING MANUAL

*Issued under the authority of the Government of Madras.
(Revised up to 31st March 1965.)*

PART I.

RULES REGARDING SANCTION AND INDENTS FOR WORK, SUPPLY OF PUBLICATIONS, ETC.

Government Presses and allocation of work.

1. The Government Printing Department is established for the purpose of executing the printing and binding work of the Government of Madras, distribution of certain forms and the manufacture of certain articles of stationery. The presses at present existing for this purpose are the Central Press, Mint Buildings, Madras-1, the Central Jail Branch Press, Park Town, Madras-3 and the Government Branch Press, Pudukkottai. A small section of the Press is maintained at the High Court, Madras, for printing the daily cause lists. A publication book depot is located at No. 166-A, Mount Road, Madras-2, for free issue of publications to Government Offices and for sale to the public. All correspondence relating to Printing, Binding, supply of forms and Rubber Stamps should be addressed to the Director of Stationery and Printing, Mint Buildings, Madras-1 and that relating to supply of books and remittances for supplies of Books and Publications should be sent to the Director of Stationery and Printing, Publication Depot, Government Branch Press, Mount Road, Madras-2. All Confidential work and correspondence connected with it should be sent to the Director of Stationery and Printing, Madras-1, addressed to him by name fully secured with official seals and double covers—*vide paragraph 22*. All references should quote the previous correspondence, if any, on the subject. In the case of standardized forms, the group number and the serial number of the form in the group should also be mentioned. No work or correspondence should be addressed to any subordinate of the Press. No person other than an employee of the Press is allowed to enter the Press Department except with the permission of the **Gazetted Officer-in-charge of the Department**. Heads of Offices should not, except in special circumstances, depute clerks to the Press to make additions to proofs in the Press and wait for copies, etc., unless they are asked by the Press to depute persons to settle queries or take delivery of urgent and special work.

2. *Central Press, Mint Buildings, Madras-1.*—This Press is allotted with the work of printing Government Orders, Board's proceedings, the Fort St. George, Police and Registration Gazettes, **General District Gazette supplements, all confidential papers**, work in languages other than English, High Court Documents and forms, General Forms work, covers, labels and flags, genera!

binding and manufacture of Rubber Stamps. Types are available for printing in English and Tamil. Small quantities of types are available in Telugu, Kannada and Malayalam languages to enable the Press to handle small items of confidential nature in these languages. Work in other characters or posters in other than English and Tamil are not undertaken. The current weekly numbers of the *Fort St. George Gazettes* and all papers placed at the disposal of the Press are issued from this Press. General correspondence, regarding the free supply of forms, standardized forms supplied on payment, Private Press Bills, establishments, etc., is dealt with here.

3. *Branch Presses.*—There are two branch presses, one at Pudukkottai and the other at the Central Jail, Madras. A small press is also maintained in the High Court, Madras, for printing the daily cause lists.

In the Pudukkottai Branch Press, the district Gazettes both in English and Tamil languages, the calendars of various Government Colleges and certain other ordinary printing and binding works are done.

In the Central Jail Branch Press, printing and binding standardized forms for certain departments and manufacture of common covers are undertaken. Besides these, printed copies of forms or certain standardized groups are supplied direct to the indenting officers from this Branch Press.

NOTE.—The allocation of work between the various branches of the press is done by the Director of Stationery and Printing in this discretion having regard to administrative exigencies and quick execution of the work. It is likely to vary from time to time.

1. *General.*—The Director of Stationery and Printing is empowered to suggest any methods of executing work and is vested with discretion to refuse to adopt expensive methods of printing, binding and other work unless specific sanction of Government is obtained by the indenting officer.

5. *Printing.*—The printing work ordinarily undertaken by the Press is divided into two main classes—

(a) Ordinary printing such as Government Orders, notes, circular letters, proceedings of heads of departments, etc.

(b) Printing of periodicals, reports, returns, etc.

The printing and distribution of standardized and non-standardized forms is dealt with separately.

6. Ordinary printing may be ordered by all officers mentioned in Appendix A subject to the limitations noted in certain cases and to the restrictions in paragraph 16 as regards the minimum number of copies. Any addition to the list requires the sanction of Government.

7. *Reports, Returns, Estimates, etc.*—Those sanctioned for printing are given in Appendix B. Any addition to this list requires the sanction of Government.

8. *Works of an unusual character, Reports, etc.*—The Director of Stationery and Printing shall exercise his discretion in undertaking work of this nature and shall require specific orders of Government in cases of doubt.

9. Printing for officers of the Central Government is governed by the Government of India Rules for printing and binding and is undertaken only with the specific sanction of the Chief Controller of Printing and Stationery, New Delhi. No work as a general rule shall be taken up unless the expenditure for purposes of recovery is duly provided for in the appropriations or reappropriations of the year in the Central Budgets. The revised and the budget estimates in connection with the printing for the Central Officers to be done at the State Press shall be prepared in the Government Press, Madras, and sent to respective heads of Central Departments for incorporation in their budgets.

(a) In the case of the following, the work, may, however, be taken without the sanction of the Chief Controller of Stationery, New Delhi :—

(i) Work done on cash payment for Central Officers, who meet the expenditure from their grant.

(ii) Printing work done for the Superintendent of Census Operations, Madras, the expenditure involved in printing being debitable direct to the Census Department.

(iii) Work done for officers of the Indian Posts and Telegraphs Department, the expenditure on printing being debitable direct to the Indian Posts and Telegraphs Department.

(b) *Recovery of cost for work done for the Central Government.*—The cost of printing work done for the Central Government is recovered at cost in the case of Central Officers and with the addition of 25 per cent extra in the case of Post and Telegraphs departments either by cash payment or by book adjustment through the Accountant-General and the following procedure will be followed :—

(i) *Central Officers.*—The cost of printing and binding work done for the officers of the Central Government, as sanctioned by the Chief Controller of Printing and Stationery, New Delhi, will be worked out and a claim preferred monthly in duplicate, to the Chief Controller of Printing and Stationery, New Delhi, who will arrange to draw a cheque/demand draft for the amount and forward the same to this office in token of settlement of the transaction.

(ii) *Post and Telegraphs Departments*.—A statement of cost for work done for these departments shall be sent to the respective circles quarterly and if required monthly and on their approval and countersignature the claim shall be adjusted by the Accountant-General.

NOTE.—The provisional monthly and quarterly recoveries shall be subject to final year and adjustments with reference to the actual overhead charges of the year.

(iii) *Printing for Private Bodies*.—In cases where printing for private bodies is sanctioned by Government to be taken up in the Government Press, the cost (either the actual or with 25 per cent extra as may be ordered by Government) shall be recovered from them, then and there either by cash payment or book adjustment worked out on the prevailing overhead charges and the recovery shall not be subject to any fluctuations in the overhead charges.

10. *Indents*.—All matters sent to the Press must be accompanied by an official memorandum or indent addressed to the Director of Stationery and Printing, Madras, showing the name of the office and signed by the Head of the Office sending the work. The memorandum will state the nature of the material sent, whether it is complete or otherwise, the size and style of printing and the number of copies (signature, spare, etc.), which will eventually be required and whether the type is to be kept standing, if so, the date when and for what work further copies or extracts will be wanted. The Director of Stationery and Printing shall exercise his discretion in keeping such matter standing or otherwise. For blank books the number of leaves should be stated. If a form is sent direct, the memorandum should quote the authority exempting it from the general rules of supply. Work sent to the Press incomplete in these respects may be returned.

Every officer placing an indent for printing should furnish a certificate in his own hand to the effect that he is personally satisfied that the number of copies indented for is really necessary and has been fixed with due regard to the actual need for the public or the Government. Indents not accompanied by the certificate will not be complied with.

11. *Government Orders and Proceedings*.—When papers are sent to the Press enclosed in dockets, or with Press slips, no separate memorandum need be sent but clear instructions as to what papers are to be printed, whether in full, in abstract or headings only, the order in which they are to appear and whether proofs are required, should be noted on the docket when the manuscript is first sent to the Press together with the number of spare and signature copies required.

12. When complete files are sent, it will be understood that all currents, annexures and enclosures are to be printed unless clear instructions are given on the memorandum as to what papers are to be printed in full or in abstract and in what order they should be printed.

13. When any part of a paper is to be published in the Gazette or issued in another form, a separate note must be sent or the order should be communicated to the Press separately as action cannot be taken on papers sent for printing only.

14. The order for printing the full number of signature, spare, Press circulation and other copies should be given at one and the same time. The practice of printing of copies in small batches causes delay, increases the cost considerably and leads to errors.

15. *Printing up of Secretariat Notes, Intermediate correspondence, etc.*—Advantage should be taken of any interval in the progress of important cases, caused by the postponement of orders, references for further information, etc., to print up the notes and correspondences. Type should not be kept standing longer than three months special orders signed by the Secretary of the Department concerned, and whenever the circumstances of the case permits the matter should be printed off and not kept in proof. Copies of incomplete notes, etc., that may be printed in instalments will be kept in the Press till the whole case is completed.

16. *Number of copies.*—No work shall be printed at any Government or private press unless at least fifty copies are actually required. Matter which can be conveniently or more cheaply copied by typewriting or duplicating machines should not be printed e.g., annual indexes of which only a limited number of copies is required. Exception is made to this rule in certain cases where a few copies of returns or forms are required to be submitted in print to the Government of India. The restriction as to the minimum number of copies does not apply to Government Orders, Board's proceedings or memorandum or work included in Appendix B.

17. The number of printed copies required of any paper or form should be calculated carefully for all anticipated requirements so that unnecessary reprinting may be avoided.

18. *Reprints or Additional copies of Reports, etc.*—The reprint in full of proceedings of one department in the proceedings, circulars or office orders of another department or office should be avoided. Circulars based on Government Orders should contain only a precis of the subject-matter and not the Government Order itself with connected correspondence. To prevent unnecessary resetting of type, sufficient spare copies of the final orders should be asked for when submitting proposals to Government or other authority. A note stating the number of spare copies required shall be made in red ink at the foot of the originals of all important

letters or reports to Government or the Board or of the orders thereon, if a large number of spare copies than usual is required. For annual reports, the Board will arrange to give intimation to the press of the full number of copies to be printed immediately after the reports have been submitted to Government. Sanction of the authority issuing the order or publication may be required for reprinting copies when the course is not followed, or when the type has been broken up. See also paragraph 208 (e) for procedure in the case of reports circulated to the Press before review.

19. When the Board of Revenue communicates Government Orders in full to subordinate authorities the proceedings should usually be printed on a separate leaf to which spare copies of the text of the Government Order can be stitched, except in cases of short orders or a large number of copies when the press will adopt the most convenient course. The press should, in such cases, be informed, immediately after the report has been submitted, of the full number of copies required of the Government Order and of any report by the Board, also if the type will be required for other purposes such as Gazettes, manuals or circulars.

20. Reprints and Revised Editions of Manuals, Code, etc., require the sanction of Government. Such work and other old records and indexes of the different collectorates should, as far as possible be sent to the Press during the months of April to September. They are liable to be delayed in other months by more pressing work.

NOTE.—The Board of Revenue, Madras is empowered to reprint the following publications in consultation with the Director of Stationery and Printing.

1. B.S.O. Volume I to IV.
2. Famine Code.
3. Security Manual.
4. Loans (Takkavi) Manual.
5. Revenue Accounts and Regulations.
6. Stamp Manual.
7. Settlement and Survey Manual.
8. M.F.C. Volume II.
9. M.T.C.
10. M.A.C. Volume I.
11. Budget Manual.
12. F.R.
13. Manual of Special Pay and Allowances
14. Pension Code.

(G.O. Ms. No. 1893, Revenue, dated 31st May 1963.)

(G.O. Ms. No. 3209, Public Works, dated 10th December 1964.)

21. Confidential printing costs nearly twice as much as ordinary printing and should be avoided as far as possible. Papers which are temporarily confidential and ordinary class examination papers can usually be printed with safety in the Press as 'care' or Semi-confidential papers at ordinary rates. Examination results are not treated as confidential in the Press. As few copies as possible should be printed of confidential papers.

22. Confidential papers shall be enclosed in double covers, the inner cover being sealed, marked "Confidential" and superscribed only with the name of the Director of Stationery and Printing, the outer cover being addressed to him at Mint Buildings by his official designation. "Care" and similar papers should be enclosed in single covers marked "personal". All instructions should be written on the first page of the manuscript or proofs sent, and signed and dated, all sheets numbered and all blank sheets removed before such work is sent to the Press. When this is done, the separate memorandum referred to in paragraph 10 is not required for confidential work.

23. *Type and paper.*—The kind of type and the size and quality of paper will ordinarily be decided by the Director of Stationery and Printing, the work being arranged to suit some regular fraction of a standard size to avoid cutting slips to waste, etc., the quality being the cheapest, commensurate with the importance of the work and the period for which it is to be preserved. It should be noted that the cost of paper of the same kind is proportionate to its weight and thickness as expressed in Kilograms per ream. Uniformity of size of type will not be observed by the Press when it is economical to use standing matter, e.g., when a gazette notification appears as a resolution, etc. Government Orders which occupy half or less than half of a foolscap size page should be printed in quarto size paper, copies required for binding purposes along being printed in foolscap folio size paper. When matter that might suitably be printed in double columns is received in the press, the Director of Stationery and Printing should on the specific case raise the question of printing it in double columns for the decision of the head of office concerned.

24. *Supply of paper.*—The Government Press is authorised to get from the Stationery Stores all kinds of paper, etc., required for printing standardized forms and other work relating to all Government Departments and local bodies. For this purpose the Press Branch will send an Annual indent in the prescribed form to the Stationery Branch which will pass it. As there are no facilities in the Press for storing the paper, the Press Branch shall receive the paper in small instalments. For this purpose the Press Branch shall send separate requisition for supplies required for immediate use. The quantities issued on the requisitions shall be set off, against the quantities passed on the Annual Indent. The requisition shall be sent in triplicate in the form prescribed for the

purpose. The cost should be debited to the departments concerned at the end of each year. Heads of departments and offices except in cases where the printing of any kind is authorised by Government to be done under their direct control should not indent on the Stationery Branch for paper required in their departments or offices for printing.

Wastage Allowance.—Except for cheques or water marked paper, additional paper to allow for printing wastage is calculated at the following scale :—

(1) Works requiring operation either in machine room or in binding :—

Under 500 impressions up to 1 per cent. 500 to 1,000 impressions up to $\frac{1}{2}$ per cent. Every additional 1,000 impressions up to $\frac{1}{4}$ per cent.

(2) Works requiring operation both in machine room and in bindery :—

Under 1,000 impressions 2 per cent. Every additional 1,000 impressions 1 per cent.

NOTE (1).—Spoilage shall be allowed in excess of the above scale where a high standard of execution is required, at the discretion of the Officer in charge of the department.

(G.O. Ms. No. 843, Education, dated 15th April 1952.)

NOTE (2).—In the case of small jobs, where the quantity of paper allowed for spoilage works out to less than one sheet, a minimum of one sheet shall be allowed.

(G.O. Ms. No. 2780, Public Works, dated 18th June 1956.)

25. Urgent Work is considerably more expensive than ordinary printing, and no work will be treated as urgent, unless it is forwarded with a covering letter or with the press slip signed by the head of the Office concerned, or in the Secretariat by an Officer of not lower in rank than an Assistant Secretary, who will take proper measures to see that the Press is not asked to print papers urgently when such a course can be avoided. Call for immediate printing or for work timed for return within 24 hours shall be made only by a gazetted officer and not by another officer for him. Telephonic messages will not be accepted as equivalent to the signed memorandum unless confirmed, and no notice will be taken in the Press of unsigned requisitions for urgent treatment. When the item is large, or the necessity for urgency is not clear, the Director of Stationery and Printing, may refer the question to the head of the department concerned.

26. Overtime work is more costly and is never so well done as that executed during ordinary hours. Working overtime is at the discretion of the Director of Stationery and Printing, the hours of

work are limited under the Factories Act, 1948 to 9 hours per day and 48 hours per week for each employee. Exemption from all or any of the provisions of the Act can be granted only by the Government by notification in the *Fort St. George Gazette*. The Chief Inspector of Factories has also certain limited powers for granting exemption. In order to place a check on overtime payment, Government direct that demands for specially, early printing should be made only in cases of real necessity by the Secretary in the department concerned and that a quarterly return be submitted showing the occasions on which special overtime has been worked and the department which sent the "urgent" work and was responsible for the overtime. Departments of the Secretariat should, when printing work is likely to be required urgently, furnish definite information to the Director of Stationery and Printing of the amount of work to be done and the time when it will reach the press. Failure to do this will involve a risk of the printing work not being executed by the required time for which the Director will not be held responsible.

27. The Central Press at Mint Buildings, works in two shifts as follows :—

First Shift.

<i>Week days.</i>	<i>Saturday.</i>
6-15 a.m. to 10 a.m.	6-45 a.m. to 10 a.m.
and	and
10-30 a.m. to 2 p.m.	10-30 a.m. to 2 p.m.

Second Shift.

2 p.m. to 5-30 p.m.	2 p.m. to 5-30 p.m.
and	and
6 p.m. to 9-45 p.m.	6 p.m. to 9-15 p.m.

Some sections of the Central Press work in normal working hours as follows :—

<i>Week days.</i>	<i>Saturday.</i>
8-45 a.m. to 1 p.m.	10 a.m. to 1 p.m.
and	and
2 p.m. to 5-30 p.m.	2 p.m. to 3-15 p.m.

The working hours of the branch presses are given below :—

CENTRAL JAIL PRESS, MADRAS.

<i>Week Days other than Wednesday but including Saturday.</i>	<i>Wednesday.</i>
7 a.m. to 11 a.m.	7-45 a.m. to 11 a.m.
and	and
12-30 p.m. to 4-30 p.m.	12-30 p.m. to 4-30 p.m.

HIGH COURT CAUSE LIST PRESS,, MADRAS.

COMPOSING AND READING DEPARTMENTS.

Week Days.

10 a.m. to 1-30 p.m.
2 30 p.m.. to 7 p.m.

Saturday.

10 a.m. to 1 p.m

MACHINE AND BINDING.

11 a.m. to 2-30 p.m.

3 30 p.m. to 8 00 p.m.

10 a.m. to 1 p.m.

GOVERNMENT BRANCH PRESS. PUDUKKOTTAI.

Week Days.

8-45 a.m. to 1 p.m.

2 00 p.m. to 5-30 p.m.

Saturday.

8-45 a.m. to 1 p.m.

Instructions regarding special work should reach the Press at least half an hour before the normal closing hours.

28. *Sundays.*—As under the Factories Act no worker shall be allowed to work on a Sunday unless he has had or will have a holiday for a whole day on one of the three days immediately before or after that Sunday with due notice to the Inspector of Factories, no work will be possible under ordinary circumstances and even in cases where it may be permissible by the intervening holidays the work done on Sundays is expected to involve additional expenditure on account of overtime payments. The Press will not be open on Sundays, nor on the holidays mentioned in the following paragraph, unless a Secretary to Government of the Private Secretary to the Governor certifies that a special work is so urgent that it must be done on that day. Orders for holiday work at other times will be given at the discretion of the Director of Stationery and Printing.

29. *Holidays.*—The Press will be closed on all public holidays as declared by Government, subject to arrangements being made for urgent and special works.

NOTE.—Permission to attend office late or to leave early may be granted at the discretion of the Director of Stationery and Printing, on any festival day or any days requiring religious performance or any day for valid requests from workers, but such permission should be granted subject necessarily to the condition that the hours so lost should be made up on subsequent days.

Preparation of Manuscripts and style of ordinary printing.

30. *Preparation of Manuscripts for Press.*—Defective arrangements on the part of those who send work to the press cause delay and expense. The time required for the execution of printing largely depends on the proper preparation of the copy. The

Director, may at his discretion, refuse defective materials stating his reasons in a letter addressed to the head of the office. All heads of offices should personally see that the tendency to send imperfect manuscript to the press and to call for repeated proofs is checked.

31. With the exception of notes and proceedings of Government all materials sent to the Press must, as a rule, be complete, and in all cases the manuscripts should be typewritten if possible on one side of the paper only, if urgent with the pages numbered and arranged in consecutive order, and the matter carefully edited with names, paragraph numbers, notes and other references inserted exactly as required in the final copies. Names, designations, headings, etc., to enclosures or letters should be edited whether to be run on in one paragraph in abstract or as a heading in each case. Foot notes should ordinarily be written next to the lines to which they refer and not at the foot of the page of manuscript. A duplicate copy of printed matter should be sent when both sides are to be reprinted.

32. The press cannot trace out or supply sheets of gazettes or other publications as copy for compositors nor fill in figures or references for indexes, etc.

33. All officers who correspond with Government will give attention to the way in which their letters are copied. They should be if not typed, written in a clear, bold hand without erasure, in dark coloured ink, properly punctuated and paragraphed, so that they may be in a state fit to be put at once into the printer's hands. Marginal notes and entries should be avoided as far as possible.

34. The paper on which manuscripts for the Press are prepared shall normally be 13 inches (33 cms.) in length and $8\frac{1}{2}$ inches (21.5 cms.) in width; in cases where wider paper is found necessary the width shall be some multiple of $8\frac{1}{2}$ inches (21.5 cms.). Enclosures shall be on paper of similar size, except where there is special cause for variation, (e.g., in the case of sketch or plan).

35. *Spelling and Transliteration of English.*—Terms into other languages, names of places, persons, etc., in manuscripts sent to the Press should be in accordance with the recognised system and the instructions in Part II of this Manual, the use of symbols, other than those which denote the long and short vowel being discontinued in ordinary publications. When the work of several writers is to appear in one publication (such as enclosures to a report) all spellings should be edited and made uniform with the body of the publication before the manuscript is sent to the Press. Papers are liable to delay when this has to be done in the

proof. This applies also to the use of capitals, italics, punctuation unusual or technical abbreviations, side headings, notes, chapter and section headings, etc., and to the form of official address used in correspondence. Unless special instructions are given on the signed memorandum which accompanies the work when it is first sent to the Press, or the work is one of a special series, subsequent alterations of "style" in the proof by the Author will not be attended to by the Press.

36. *Manuscript for statements and periodical returns.*—The type of tabular matter in annual reports is usually kept standing and it will save time and tend to ensure accuracy, if paper is pasted over the columns that require alteration in the statement last printed, and the altered figures are written thereon, using one side only, instead of writing fresh statements in full. This method of altering reprint matter to serve as manuscript for the press is equally economical, in the case of periodical returns, establishment lists, etc., also for a series of statistics of the same kind when all cannot be put in type at once.

37. The reprinting of statements, with the figures in some of the columns removed for office purposes is as expensive as re-setting type, causes mistakes, and is not allowed except in the case of Finance budget estimates. Paper can be pasted over the figures not required and the new figures written thereon as suggested in paragraph 36.

38. Tabular matter is an expensive form of printing which can in many cases be saved, if the contents of the statement or "table" are run on as ordinary letter Press. The expense of tabular printing should be avoided whenever it is possible to do so. In tabular statements which are prepared in a prescribed form, Nil columns and items should as far as possible be omitted; a few entries of remarks can be inserted as footnotes. District and taluk names or other matter common to two or more pages or columns can be arranged as a headline instead of placing each in a blank column, etc. Much space may at times be saved by converting the column matter into the heading and vice versa. The omission of lines between "rupees and paise", "acres and cents" and "month and day of the month" will reduce the number of columns, save time and money and add to the legibility of the statements. The smaller the number of columns and the fewer the blank spaces, the lower will be the cost and the more quickly will the work be printed. Before prescribing the form of heavy statements which will have to be put in type, the office concerned should consult the Press as to the best form for printing purposes. If tabular setting is unavoidable, printed rules between the various columns in such statements should be omitted provided it is possible to do so without sacrificing clearness.

39. Numbering of columns is rarely required in a printed statement and will be omitted unless there are special reasons for its use. Setting of large blanks for future corrections in tables such as establishment lists, etc., is nearly as expensive as reading matter. Such blanks are not permitted; interleaved copies can be used for corrections.

40. Tables of statistics should not appear in the body of a report, and in other cases should not be printed lengthways on a page unless distinct economy of space results thereby. They should be arranged as far as possible to fill pages without spreading out the type by unnecessary gaps between the lines. The *broadsheet* four size lends itself easily to the printing of tables with their heading across instead of along the length of the page especially if remarks, etc., are relegated to their proper place in footnotes.

41. The Director of Stationery and Printing will make suggestions for compression of matter sent to him for printing such as (a) the deletion of 'nil' statements and unnecessary will titles papers, etc., (b) the reduction or re-arrangement of table matter and (c) the omission of column headings in registers and should refer the matter for the orders of Government if his suggestion is disapproved by the Officer ordering the printing.

42. In the case of reports for incorporation in the State Administration Report all tabular matter not absolutely necessary should be scrupulously eliminated even in appendices.

43. *Non-tabular Form.*—This style is to be adopted for electoral rolls, lists of voters and of candidates, abstract statements of proceedings, disposal lists, catalogues of books, notifications of appointments, notifications under section 6 of the Land Acquisition Act, indexes and for most establishment list, when this form is economical.

44. Specimen forms appended to rules or prescribed in orders, etc., need not be printed in full size but should be compressed. The tabular form will not often be necessary and headings can be numbered and run on as text matter especially in the case of sample forms of application for appointments in advertisements. This does not refer to the preparation for the printer, of copy of the actual forms to be used, which should be carefully drawn out to size.

45. Marginal notes and entries and references entail much trouble, increase the cost and should be avoided as far as possible in preparing the manuscripts for printing. The subject heading of rules or paragraphs can be more legibly inserted in small capitals or italics as a side heading run on with the text, and

Government Orders or other authorities quoted can generally, with equal advantage, be inserted at the end of the last line of the paragraph enclosed between parentheses or brackets. The place to which such notes are to be transferred in print should be clearly marked in the manuscript. If marginal notes are absolutely necessary, they should be preference be cut in the text

46. *Printing in half margin* is also expensive method for which sanction of Government is required except for Madras Bill.

47. *Report periodicals, etc., Sizes, Type, and papers.*—The body of a report should be almost entirely in narrative form. It will occasionally be necessary, to introduce tables or comparative statistics into the narrative but such tables should be brief and simple and their number rigidly restricted. All works shall usually be printed in sizes of foolscap folio or Royal octavo, other sizes being adopted when it is found essentially necessary. Press communications shall be printed in octavo size. When maps are given, it is convenient to place them at the beginning or at the end of the volume, but the number should be restricted. The number of pages fixed as the maximum limit of the report should not be exceeded. When reports or returns are printed before submission to Government, the earliest date they should bear is the date on which the last manuscripts are sent to the Press. Type sizes to be generally adopted in the printing of Administration Reports, Establishment Lists, etc., are given in Appendix B and in respect of other periodicals and publications they are given below :—

(1) *Fort St. George Gazette*, including the quarterly catalogue of books and publications registered in the Madras State, District Gazettes, Police and C.I.D. Gazettes and Registration Gazette; Gazettes extraordinary are to be printed in 8-point type for the text of the Gazettes and 6-point type for schedules and tables of figures.

(2) Proceedings of Government and Secretariat notes in 11-point type (enclosures and statements to be printed in sizes smaller than 11-point).

(3) Administration and special reports in 11-point type for the text of the reports and 8-point or 6-point type as may be convenient in each case for statements and appendices.

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

(5) Codes and Manuals 11-point type should be regarded as the maximum unless there are special reasons to the contrary when 12-point may be used.

48. *Enclosures* should be omitted as far as possible, their substance being embodied in the covering order, letter or report. When necessary, enclosures and appendices to Government Orders should be printed immediately after the order. In the printing of correspondence read in a Government Order, the amount of matter should be reduced as much as possible by careful editing. It is not necessary to print replies of routine nature, nor enquiries seeking information on matter of minor importance. When possible, also, the Government Order should be made self contained, thus obviating the necessity for the printing of any previous correspondence. If an original paper or an enclosure appears in full and again without material alteration as an annexure or appendix, it need only be quoted in the first instance and printed in full as an annexure.

49. *Standing matter*.—Type will be kept standing at the discretion of the Director of Stationery and Printing. As a rule, ordinary Government orders of eight pages and under will be kept in type for seven days and larger papers two weeks after the despatch of final copies. The type of Board's Proceedings, job work, books and manuals disposal lists, indexes and contents is distributed immediately copies are printed, but instructions will be taken before, the type of technical publications of the Chief Engineer, Public Works Department is broken up. When it is evident from the subject-matter or address lines that a paper making more than two pages will be printed again by the same or another department (as and when draft rules are to be considered at a later date, when a report is submitted to Government for orders, or when a length paper of one department is communicated to another, etc.) the type may be kept standing for one month. Type of papers communicated to the Board of Revenue, Director of Medical Services or the Director of Public Instruction will be kept for fourteen days in case the papers are required for proceedings or circulars, after which time the type will be distributed without notice. Registration and Police Notifications are kept standing only till the next issue of the Registration or Police Gazettes, respectively. Other gazette notices are not generally kept in type after the issue of the next district gazettes and any spare copies required must be asked for at the time when the notice is sent for publication.

50. The type of Madras Bills is also kept standing till it is required to be put into Act form. Large statements for reports, establishment lists, etc., reprinted periodically within intervals of twelve months are kept standing permanently as far as possible.

51. The head of the office should state on the indent when a work is first sent to the Press, whether copies will be required for any other purpose, and if the Press is for reason stated asked to keep the type standing, the type may, if it can be spared, be kept for two months but no longer.

52. *Resetting type*.—The Director of Stationery and Printing may order resetting of type matter when type is required to be reset owing to intimation to keep standing not having been given or owing to delay longer than fourteen days in sending Government orders, notifications, etc., to be reprinted in Board's proceedings circulars, correction slips, gazettes, etc.

53. *Coloured inks*.—A word or even a letter printed in a different colour from the text of the work causes an additional printing operation and is not permitted except for special reasons. Where it is desired to give prominence to a paragraph or note, it can be printed in the same colour in bolder type or underlined. Such words as "Confidential" or "For record" on covers or docket of proceedings can be printed boldly in black instead of in ink of another colour. A second printing on forms and other works requires the sanction of Government.

54. *Indexes and lists of contents* to manuals, reports, etc., cannot be prepared or checked in the Press. They are to be printed in narrow columns in non-tabular form and should be as brief as possible consistent with indicating the purport of the text. Indexes or lists of Government Orders, letters, etc., received in an office are not to be printed.

55. *Proofs should not ordinarily be* called for in the case of Government Orders, notes, resolutions, etc.

56. Proofs of matter already in print should rarely be required and the Director of Stationery and Printing, is authorized to ask that the orders of Government should be taken in any case in which he may be asked for proofs of printed matter.

57. *Number of copies of proofs*.—Ordinarily only one copy of each proof will be supplied. Not more than two copies of a proof shall be applied for except over the signature of a gazetted officer, provided also the special circumstances under which more than two proofs are called for, are fully explained to the Director of Stationery and Printing. This restriction to two copies applies to the total ordered when supplemental indents for copies of the same set of proofs are made. The indiscriminate calling for many copies of proofs causes considerable delay and involves extra labour in the Press and consequent expense to Government.

NOTE.—More than two copies of proofs may be sent in respect of the following publications :—

- (i) Law Reports (one set of 10).
- (ii) Madras Legislative Assembly and Council Questions and Answers (4 each).
- (iii) Madras Legislative Assembly and Council Debates (6 each).
- (iv) Working Plans, P.W.D., A few extra copies as may be requisitioned.

58. *Form of proofs.*—The supply of proofs in book form causes delay and leads to errors. Proofs will be sent in loose sheets, printed on one side only of thin [double foolscap 16 lb : (7·3 kilos)] paper (not bound or stitched) and subsequent clean proofs, if any, will also be sent in the same form, unless it is inconvenient to the Press, except for final white paper copies of reports for Government. When work contains columns or headings inserted on several pages of the same description, proofs of the varying columns or headings only will be sent. "Made ready" proofs of colour work or illustrations are not submitted.

59. *Corrections.*—It may cost more to make extensive alterations in a proof than to reset the type. Manuscript matter should therefore be carefully and completely edited before it is sent to the Press for proof. The attention of heads of departments is specially drawn to the necessity of avoiding excessive "author's corrections" in proofs. A statement of avoidable expenditure from this cause is given annually in the press report. To avoid mistakes, corrections should be marked strictly in accordance with the list of proof-reader's signs and the instructions given in Part II. When the same matter has to be corrected by more than one person, the changes made should be neatly and carefully transferred to one proof so that only one is returned to the Press. If proofs are recalled from the Press, any additional corrections should be made in ink of a different colour to prevent mistakes. Proofs should not be corrected in pencil.

Additions of material at the proof stage involve undue labour and should never be resorted to. All major alterations should be effected in the manuscript stage itself in order to avoid delay and waste of labour.

The Director of Stationery and Printing will bring to the notice of Government any case where extensive alterations or additions have been made to any proof.

60. *Return of proofs.*—Proofs sent for correction should be returned promptly. In cases of delay of more than a week the Director will send a reminder and in cases of unusual delay he will bring the matter to the notice of Government.

To afford check on the delay in the return of proof to the Press the Director of Stationery and Printing will send to each Government Department every fortnight, a list of proofs belonging to the department, which have been sent out of Press and not returned within seven days.

61. *Printing and distribution of forms definition.*—Forms include any printed works in which additional matter has to be filled in; also labels, envelopes, "flags" and bound registers, all printed, colour embossed, or ruled and circulars, etc., which are used regularly by the indenting offices. Job work includes notices,

handbills, circulars, invitations, memoranda Office orders, etc., which are complete in themselves or are required only on special occasions. Forms and job work may subject to the rules in this Manual, be printed when it is more economical to resort to printing than to employ clerical labour, or when return of forms have to be submitted to Government, in print.

62. *Classification of Standard forms.*—Standardized forms dealt with in this manual are classified as under :—

- (i) General, or common, “i.e. Common to two or more departments or offices for supply on annual indents to certain offices as Units of consumption or for further distribution where necessary.
 - (a) General forms, as above, on biennial indents when the number required does not justify printing more frequently.
 - (b) General forms on triennial indents, if the number required warrants it.
 - (c) General forms on quinquennial indents, if the number required warrants it.
- (ii) *Standardized—Departmental.*—Special to a department, or common to two or more departments or offices, arranged in groups according to their nature, and supplied on indent as class (i) above.
- (iii) *Standardized—Temporary.*—Such as plague, settlement or famine forms, the necessity for which cannot be foreseen at the time when the annual indents are submitted and in regard to which the period during which they will be required is not known. They are supplied on special indents as required.
- (iv) *Special.*—Forms which for departmental reasons have been excluded, from the above lists or the printing of which on occasional indents has been sanctioned by Government (Appendix E). These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible.
- (v) *Stock Forms.*—As per list (Appendix G) and other standardized forms contained in a general price list which have been prescribed by Government for supply to local bodies at any time on requisition. Those forms stock at the Government Press, Mint Buildings, which are for sale are printed in advance and kept in stock at the Government Press, Mint Buildings, Madras. Certain forms under the Indian Christian Marriage Act, 1872 are stocked at the Publication Depot, Mount Road and supplied free of cost to Marriage Registrar and sold to the licensees on payment of cost.

(vi) *Forms supplied on payment.*—In the case of forms such as those for the Port and Marine Funds, Commercial concerns under the Industries, Fisheries or other departments (*vide* Appendix 1), etc., the cost of which is recovered direct or debited to the department concerned the indents are sent direct to the Press and are complied with as received, but it is more economical for the offices to send only annual indents. The State Port Officer, Madras also keeps a stock of forms for sale to merchants . . . , etc., (Appendix G).

(vii) A list of standard forms prescribed for use in the various offices or departments is given Part III of the Printing Manual.

63. *Authority to Sanction new Standard Forms and Alterations in the Existing Forms*—Forms, as a rule, are standardised by Government and any alterations, in or additions to them, require the sanction of the same authority. Certain heads of departments and other officers included in Appendix M have, however been authorised to sanction modifications in existing forms or the standardisation of new forms for Offices subordinate to them to the extent indicated by letter F against their names in Appendix A.

In all such cases the officers sanctioning the standardisation of forms should be careful to see that the general rules governing the printing of forms are not infringed and that (except in special cases the reasons for which should be recorded in the sanctioning orders) no forms is printed *unless atleast fifty copies of it are required per annum*. The Director of Stationery and Printing should bring to the notice of the Government any cases in which he considers the spirit of the rule is being infringed.

The rule regarding the minimum number of copies to be printed does not however apply to cases where returns of forms have to be submitted in print to the State Government or the Union Government. The minimum number admissible for printing envelopes as variant is a total on the whole of 400 of each kind and for other standardised forms a total of 2,000 annually. Matter which can be conveniently or more cheaply copied by typewriter or duplicating machine should not be printed. There are, however, certain forms which with Government sanction can be printed biennially, triennially or quinquennially when the number of copies consumed per annum is not sufficiently large to justify annual printing.

64. *Periodical Alterations in Forms.*—In the few cases in which minor alterations are required to be made periodically in standard forms, such as the change of fasli years in R.F. No. III-A-53 the head of the department or the consolidating Officer, should forward a corrected form with the indent in order that the standing form

may be altered. The fact that sanction for the alteration of such form has been obtained is to be entered in the indent form, or the Press is likely to print copies without carrying out the alterations.

65. *Introduction of new Forms and when they should be brought into use.*—A copy of every Government Proceedings standardising a new form shall be communicated to the Director of Stationery and Printing, through the Public Works Secretariat. Each new form shall be given a Serial number in the standard list with particulars as to the size and description of paper, etc., to be used, such additions to the numbers being intimated to the Press and to the Officers or heads of departments concerned. In the absence of specific instructions for immediate introduction of the form in the Government Order or Proceedings, such form shall only be supplied on the next annual indent. Where immediate introduction is ordered, information as to the number likely to be required for each officer concerned as shown in Appendix M for the first year of supply, shall be furnished to the Director of Stationery and Printing. The new form should bear in small type in an inconspicuous position initials showing the department or group number, the form number and variant letter, if any, in the standard list, the number of copies printed and the date of printing and number of ruling pattern or number of size of cover, e.g. "R.F. III.A. 16 (a) 1,000-1-2-1961 (4) " indicates Revenue Form, Village Accounts General No. 16, Variant (a) 1,000 copies printed 1st February 1961 pattern 4 ruling, or if a cover, size 14-3/8 inches (365 c.m.) by 5½ inches (133 c.m.). The number is needed only in one part of a form. The group number and letter as well as the name are to be mentioned in all correspondence to avoid mistakes.

66. *Standardised forms printing and source of supply.*—The standard forms included in the approved lists of standardised forms shall be obtained on indent from the Director of Stationery and Printing, and shall on no account be printed at any private Press, whatever the number required nor may any additions be overprinted at such presses on any form supplied from the Government Press, Madras. The Director of Stationery and Printing, is authorised to sanction, with the concurrence of heads of departments or other officers concerned (i) Changes in forms, where such changes do not substantially alter the forms as a whole and (ii) the substitution of cheaper kinds of paper for these authorised forms.

67. *Use of Standardised form.*—Standard forms are not in any case to be prescribed contrary to the general orders detailed in this Manual such as the restrictions as to the minimum number required annually, overprinting on forms, printing in ink of more than one colour die-stamping wide spacing, names in columns of registers and lists, etc. The addition of such forms to the standard lists requires the sanction of Government even when heads of departments have been authorised to sanction the printing of forms for subordinate offices.

68. *Modified forms.*—When one standardised form is ordered to be modified or substituted for another, the change shall except in special circumstances, effected only at the time of the next annual indent. As long notice as possible should be given, before the revision of any form is ordered, so that old stocks in offices may be used up. As the forms are stereotyped, trivial alterations should be avoided as they necessitate resetting type and the destruction of stocks in offices. If one department wishes to modify a form, which is used by it in common with another department, it should be done in consultation with the other department, obtaining the sanction of Government when necessary.

69. Proofs of new or modified forms can be furnished only after the indent for the supply of copies is received.

70. *Style and size of new forms.*—Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed with sample entries filled in, in the columns so as to enable the Press to judge the width of each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as a heading. Numbers to columns are rarely wanted and they encroach on the space for entries.

71. *Inner Sheets.*—In the case of forms containing a number of sheets with a common heading, the inner sheets should not be cut in order to have one heading for all the sheets, but the heading should be printed in each sheet.

72. *Quarto forms.*—Except for correspondence with Government and the Board of Revenue, quarto forms should always be used in preference to folio size, and all forms in foolscap, quarto size, should as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width.

73. *Printing of Half-width dockets.*—Half-width dockets are to be printed always on the left hand side of the folio sheet and on the back of a printed sheet intended only for one page letters. The practice of attaching a separate printed half width docket sheet to manuscript papers having the last page blank is wasteful.

74. Special modifications of forms or job work, such as printing in a different size and style for office copies, the insertion of a name, designation or place of an office in a standard or stock form;

overprinting on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists; inserting the date or year in standard forms; printing or alteration of figures representing years in any form; indents for the same form more than once in a year; or printing of addresses on labels and envelopes of which less than 400 copies are used annually, are prohibited for every department. Exceptions are specified in Appendix E.

75. *Maintenance of files of standard forms.*—The Director of Stationery and Printing shall maintain files of the standard forms specified in Part III of the Printing Manual and carry out all alterations ordered therein, from time to time. The Director of Stationery and Printing shall maintain files of the standard forms of correction slips. Every officer whose office is included in Appendix M shall also maintain files of all forms sanctioned for use in his own office and in all offices subordinate to him, arranged according to the groups in which they appear and the numbers they bear in the standard list.

76. *Sizes.*—All form work except those already standardized shall be in one of the following sizes—Double foolscap, 27 inches by 17 inches (60 cm. by 43 cm.); foolscap, 17 inches by 13½ inches (43 cm. by 34.5 cm.); foolscap folio, 13½ inches by 8½ inches (34.5 cm. by 21.5 cm.); foolscap quarto, 8½ inches by 6¾ inches (21.5 cm. by 17.3 cm.); foolscap octavo 6¾ inches by 4¼ inches (17.3 cm. by 10.8 cm.) also for cheques and receipt books foolscap long quarto 13½ inches by 4¼ inches (34.5 cm. by 10.8 cm.); foolscap long Octiova 8½ inches by 3-3/8 inches (21.5 cm. by 8.6 cm.) The width of papers used for official and demi-official correspondence shall be ordinarily 8½ inches (21.5 cm.) if less, 4¼ inches (10.8 cm.) if wider any multiple of 8½ inches (21.5 cm.). The use of **royal** paper (24 inches by 25 inches) (51 cm. by 63.5 cm.) for registration volumes, acquittance rolls, etc., where it is more convenient may be permitted, but such sizes as demy, medium and imperial are inadmissible.

77. *Variants.*—The following are instances of variants; when paper of more than one size or quality is required for any reason for the same form or cover; when copies are required in more than one language of a standard form; when minor variations, such as in the franking of a cover or in the address have been permitted; when the same form is printed in inks of different colours, etc., variants require the same sanction for printing as the original form. They bear the original number, but are distinguished by the addition of letters in italics. The restriction that, except in special cases, it is not permissible to print any envelope of which less than 400 copies are required annually and less than 2,000 in case of forms, applies equally to variants.

78. *Method of preparing indents and quantities of standard forms to be indented for.*—The Officers authorised to indent on the office of the Director of Stationery and Printing are given in Appendix M of this Manual and they may send their indents prepared in C.F. No. 168 to the Director of Stationery and Printing, Madras by the dates noted in the cycle of indents in Appendix L. It will be the duty of all officers, entitled to indent on the office of the Director of Stationery and Printing to obtain indents from their subordinates and to consolidate them. Distribution statements in C.F. No. 168, showing how the forms included in the consolidated indent are to be distributed among the several recognised units of supply, shall accompany the consolidated indent. Indents shall be prepared for the groups as shown in the cycle of indents in Appendix L. Printed forms of indents are not supplied in all cases of standard forms and are unnecessary for officers who have very few or no subordinates. The indents shall ordinarily be based on the average consumption of the two supply years preceding that in which the indent is made and shall be for quantities which, together with the balance expected to remain on hand on the first day of the supply year following, will suffice for the consumption of twelve months in the case of ordinary forms and two, three and five years in the case of biennial, triennial and quinquennial forms. In the case of forms special to the Registration Department, the indent should be made to bring the stock up to eighteen months' average consumption. A larger or smaller quantity than that here prescribed, may, however, be indented for if there are special reasons, for doing so, which should be specified in the remarks column of the indent, in sufficient detail to enable the Director of Stationery and Printing to form an independent opinion as to the necessity for the demand. Each distribution list should contain the postal address and nearest railway station of the offices mentioned therein or of the forwarding agent to whom parcels are to be consigned. Specimen of C.F. No. 168 together with instructions to prepare the indents are given below :—

Serial No. of the standard list.	Group and name of form as per standard list.	Book of leaves.	Total consumption during the years.			
			19	19	19	19
(1)	(2)	(2a)	(3)	(4)		

Average annual con- sumption.	Balance actually on hand at date of indent.	Number required during remainder of supply year i.e., usually column (5) ÷ (12) × number of months remaining.	Number now claimed, i.e. column (7) + column (5) — column (6).	Remarks and number passed when alterations are made by checking officers.
(6)	(6)	(7)	(8)	(9)

INSTRUCTIONS.

1. Care must be taken to see that columns (2a) to (7) are filled in, in respect of every form sanctioned for the officer whether any claim is made in column (8) or not. If, in any case, it is found impossible to fill in columns (2a) to (7), the reason should be stated, and if forms are claimed in column (8), the date on which the quantity claimed has been calculated, should be explained, in the remarks column.

2. In the case of forms supplied in books and loose forms it should be clearly stated whether the claim against such item is in books or in loose sheets.

3. A correct list of excess stock of forms, if any available for transfer elsewhere should be sent along with the indent.

4. All indents should be carefully prepared so as to avoid supplementary indents.

5. Where more than the one language is recognised in a district, e.g., Tamil and Telugu particulars as to the number to be printed in each language should be furnished in the case of all Indian languages or diglot forms. In the case of P.W.D. XI-34 the particular language in which the forms are to be printed should be specified.

6. No forms should be added in manuscript unless they have been specially sanctioned by the Government or Head of the Department in respect of subordinate offices. The number and date of the order should be quoted.

7. Indents not prepared in accordance with these instructions will be returned.

8. The following certificate should be furnished on the last page of the indent:—

"I certify that I examined the stock of forms on _____, and found the same correct according to the book balance except in the case of forms shown in the accompanying statement."

C. F. 168.—

Group and serial number in the standard list.	Language.	Address of the officer.	Address of the officer.	Address of the officer.	Address of the officer.	Address of the officer.
		No. date.	No. date.	No. date.	No. date.	No. date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Address of the officer.	Address of the officer.	Address of the officer.	Address of the officer.	Address of the officer.	Total.	Remarks.
No. date.	No. date.	No. date.	No. date.	No. date.	Forms. Books.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

79. *Punctuality in submission of indents insisted on.*—It is essential that officers indenting on the Director of Stationery and Printing, should forward their indents by the due dates and reply with the utmost promptitude to objections issued from the office of the Director of Stationery and Printing. If indents are not received on due dates, it shall be left to the Director of Stationery and

Printing, to pass by the requirements of officers while consolidating the indents for supplies. The Director of Stationery and Printing shall bring to the notice of the Government any case of abnormal delay in the submission of indents on the part of the indenting officers.

80. Accuracy in the preparation of indents required, it is also essential that indenting officers should see that their annual indents are correctly and completely prepared so as to render further reference from the office of the Director of Stationery and Printing, as far as possible, unnecessary. A few general instructions are printed under the specimen form under paragraph 78 of this manual. When the Director of Stationery and Printing, considers that the demand for the treasury or account form is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned.

81. *Supplementary indents for forms.*—Supplementary indents are as a rule inadmissible, and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the officer concerned. Supplemental indents due to an exceptional demand can usually be avoided by obtaining a loan of the copies required from another office in the same locality, though the practice should be avoided as much as possible. As no stocks of any standard forms are kept in the Press, such indents necessitate special printing which may cause delay in supply.

NOTE.—The Chief Conservator of Forests may send his supplementary index for forest permit forms to the Director of Stationery and Printing, which will immediately be complied with provided the spirit of the rules is not in any way infringed.

82. *Period of use.*—The forms shall not be brought into use before the commencement of the periods for which they were indented for. The supply of forms on indents can normally be expected within six months from the date of indents. If on account of exigencies of work in other directions in the press, the supply has to be postponed to the supply year, the period for which the office or offices were able to carry on without such supplies should be taken into consideration in indents for supplies for further indenting periods.

83. *Method of checking indents for standard forms.*—The indents received shall be checked in the office of the Director of Stationery and Printing and objection slips issued in respect of any material defects, errors or omissions therein. Any retrenchments or alterations shall be notified to the offices concerned. Whereas in the case of indents from Collectors, District Magistrates, etc., and indents for forms common to two or more offices or departments, further consolidation is necessary, it will be carried out by the Director of Stationery and Printing. A final statement of demands, shall be made out by the office of the Director of Stationery and Printing.

accordance to which supplies will be regulated. The check shall be effective and the printing orders in respect of the forms indented for should be issued within a period not exceeding two months in any case.

84. *Supply of forms.*—Copies of forms are supplied by the Press to officers and subordinates according to the distribution lists accompanying the indents. The Director of Stationery and Printing is authorised to make any change in the unit of supply in consultation with the Head of the Department concerned. In cases of disagreement, the matter should be referred to the Government for orders. Indenting offices are to ensure that the distribution statements are correctly prepared and that no copies are supplied from a Central Departmental office to subordinate offices which are units of direct supply from the Press. Every attempt shall be made to arrange supplies in advance of the period of use. In urgent cases, the authority directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the introduction of a new system requiring a large number of forms, etc., enquiries should be made whether the press can get the copies ready in time.

85. *Economy in the use of standard forms.*—The Director of Stationery and Printing, shall be responsible for seeing that the strictest economy is observed in all matter connected with forms and shall refer to Government any question connected therewith on which he considers the orders of Government necessary.

86. *Custody of forms.*—Printed forms will be placed in the custody of a responsible officer. He shall maintain a stock book in form (C.F. 165—specimen given below) for all forms received and shall see that they are carefully stocked and properly arranged, each description of form being kept separate and labelled with the name and number of the form, to facilitate identification.

*Return of expenditure of Printed Forms of the Office of
in the year 19 .*

Articles of form Number.	Balance on hand at the commence- ment of the year.	First Quarter			Second Quarter		
		Receipts.	Issues.	Balance.	Receipts.	Issues.	Balance.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Third Quarter			Fourth Quarter		
		Receipts.	Issues.	Balance.	Receipts.	Issues.	Balance.
		(9)	(10)	(11)	(12)	(13)	(14)

NOTE.—The stock of printed forms in the districts and permanent sub. Courts may be in the custody of the Head Clerks of the courts concerned, the annual verification being done by the Sarishtadar.

87. *Verification of stock of forms.*—The Director of Stationery and Printing is authorised to arrange, if necessary for the inspection of stock books and stocks of forms in as many offices as possible in the city. He may arrange for the inspection of one or two important offices in a District to see whether stock books have been properly maintained. The defects noticed should be brought to the notice of the head of the Department and if the Director of Stationery and Printing, considers that the action taken by the head of the Department is inadequate, the matter should be reported for the orders of Government.

88. *How obsolete forms to be treated and used.*—Obsolete forms shall be transferred to a special head under that designation in the stock-book of forms, and utilised for packing purposes. Whenever possible, obsolete forms should also be used as cut slips.

89. *How damaged and missing forms are to be dealt with.*—When an indenting officer finds that any form supplied by the Director of Stationery and Printing, has not been used or is not likely to be used for the purpose for which it was obtained or is likely to deteriorate before coming into use, he shall without delay, report to the Director of Stationery and Printing the date when, and the circumstances under which, the forms were indented for, and the Director of Stationery and Printing, shall pass such orders as he deems fit in the matter. When any stock of forms becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through proper channel to the Head of Department whose duty it will be to investigate the matter and order recovery if the loss or damage was due carelessness or neglect of rules or write off the value if irrecoverable.

90. *Restrictions imposed on printing non-standardized forms.*—No form not included in the sanctioned list of standardized forms shall be printed at the Government Press, Madras, without the sanction of Government or in the case of departments specified below, of the head of those Departments, when any such sanction is accorded by the Head of Departments, a copy of the order and of the form or forms referred to therein, shall be communicated to the Director of Stationery and Printing. The manuscripts of any new forms sanctioned shall be prepared in accordance with the instructions contained in paragraph 70 of this Manual. Heads of Departments shall report to the Director of Stationery and Printing on the following points when they make an indent :—

(1) whether the form is required periodically and if so, why it has not been standardized;

(2) whether the form is required only temporarily and if so, for how long; and

(3) whether the form could not be treated as biennial or triennial, even if temporary to save printing costs.