

the Press together with the dates of their publication are given below :—

Districts.	Latest date of receipt of manuscript by Collectors.*	Latest date of receipt of manuscript in the Press. †	Date of publication.	Date of despatch from the Press.
Arcot (North)	19th	21st	5th	3rd
Arcot (South)	11th	13th	28th	26th
Coimbatore	10th	12th	27th	25th
Kanyakumari ‡	28th	30th	16th	14th
Madras Chingleput	15th	17th	1st	30th
Madurai	22nd	24th	8th	6th
Nilgiris	15th	17th	1st	30th
Ramanathapuram	7th	9th	24th	22nd
Salem	4th	6th	21st	19th
Thanjavur	25th	27th	11th	9th
Tiruchirappalli	27th	29th	13th	11th
Tirunelveli	31st	3rd	18th	16th

(G.O. Ms. No. 2562, dated 29 September 1951.)

‡ (G.O. Ms. No 467, Public Works, dated 6 February 1957.)

* Or if the date falls on a Sunday or a Gazetted Holiday on the previous working day.

† Or if the date falls on a Sunday or a Gazetted holiday on the next working day. The second Saturday is not deemed to be a holiday as far as the issue of the Gazette is concerned.

(ii) The Gazette should be prefaced by a carefully prepared table of contents, giving concisely the purport of each notice or article. It should ordinarily contain the following statements: monthly (1) Cultivation and rainfall, and (2) Price list and annully (1) Vaccination statements, (2) Returns of births and deaths, and (3) Statement showing the working of hospitals and dispensaries. The Gazette should also contain all orders of a general nature; notices of appointments, promotions, leave of absence, deaths, resignations, etc., among the district servants, subject to the exceptions mentioned in paragraph 162 (vi) abridgements or brief notices of orders of Government or Acts of the Legislature and other matters concerning officials or the public at large, such as rolls of unclaimed sums in regimental cash chests; sales of land; sale notices, etc., all circulars issued by the local authorities, when of the nature of standing orders; circular orders of the Board of Revenue and of the High Court; changes in postal rules; the progress of railway and other public works; lists of maps of villages and taluks in the district available for sale at the Survey office; the proceedings connected with local exhibitions; advertisements inviting tenders for contracts; notices of the date of preliminary and other hearings in the civil Courts. The places where the Collector will hold his cutcherry during the ensuing month and similar items of intelligence should also be notified. Advertisements may be inserted subject to the provisions of paragraphs 151,

152 and 170. Notifications in respect of ex-students of training schools who failed to fulfil the conditions of the agreement executed by them and whose whereabouts are not known should be published in the Gazette of the District concerned. (G.O. Ms. No. 713, Education, dated 12th May 1942). Editorial articles, mere news or correspondence on any subject and comments on the proceedings of the Courts or cutcherries have no place in an official Gazette.

(iii) The Collector while at Headquarters, and in his absence the officer in charge, will be held responsible for all that appears in the district Gazette. Everything in the Gazette should generally be in English and Tamil, and the land acquisition notices always, but when the officer forwarding a notice is of opinion that its publication in one language is sufficient no translation should be printed, unless the Collector considers it desirable to publish an abstract in English or in Tamil as the case may be; the abstract is then prepared in the Collector's office. It is the duty of the Collector to scrutinise both the matter and form of the district Gazette to see that it is correct and useful. All matter is to be sent to the Press through him and not direct. Notifications, however, which relate to the Election of Chairman and Vice-Chairman of Panchayat Union Councils may be sent to the Assistant Works Manager, Government Branch Press, Pudukottai, direct by the Presidents of the meeting or by the Election Officer as the case may be.

Note.—Notifications, etc., appearing in the general or in any other supplement are not to be republished in the Main Gazette.

158. *Marine Notifications.*—Notifications ordered for publication in the District Gazettes will be issued only in the Maritime District Gazettes of Kanyakumari, Madras-Chingleput, Ramana-thapuram, South Arcot, Thanjavur and Tirunelveli.

159. Supplements to the district Gazette should be avoided as far as possible, but the following may be published when necessary, both in English and Tamil with the exceptions noted. Such supplements must be issued with the ordinary Gazette and not separately at intervals throughout the month to take the place of a Gazette Extraordinary owing to delay in receipt of the manuscripts in the Press, etc :—

Forest supplement containing notifications concerning the management of forests and abstracts of important orders and communications of general interest.

Registration supplement.

Village supplement containing notifications relating to the Village Panchayats constituted under Madras Act XXXV of 1958 in Tamil.

Police supplement (one only) A and B lists, descriptive roll of K.Ds. and rewards statements to be non-tabular form.

Voter's lists for local bodies (final) Tamil only, non-tabular. A list of changes in the final register of the previous year to be issued in the Gazette instead of a complete preliminary roll.

Proceedings of Village and Town Panchayats, Panchayat Union Councils and Municipal Councils in the compressed form prescribed in G.O. No. 843, M., dated 27th April 1914, and of Port or Conservancy Boards printed in separate supplements at the expenses of the Panchayats concerned may be circulated with the corresponding edition of the district Gazette free of cost. They must bear the same date as the Gazette with which they are circulated. If the proceedings are printed in diglot they will issue only with the Tamil Edition. Cyclostyled copies of proceedings are not accepted for circulation with the district Gazettes. Separate notifications, notices or other publications or hand bills sent by the Local Bodies and port authorities are not admitted for circulation along with the district Gazettes.

Fort St. George Gazette General Extract Supplement both in English and in Tamil.

Village supplement of *Fort St. George Gazette* Extracts, including plague notices Tamil only.

Bills of the Government of Madras Tamil only.

Acts of the Government of Madras (English and Tamil).

Administration Reports of Panchayat Union Councils and Municipal Councils.

Resettlement scheme reports, with appendices in diglot in both editions.

Index of Gazette contents annually at beginning of the year to be prepared by the Press Clerk of the district.

160. (i) Mid-monthly or other special supplements are to be published only when sanctioned by the Collector personally, as they entail additional expenditure which can usually be avoided, provided that notifications under section 13 of the Madras Survey and Boundaries Act, 1923, may be published in special supplements on the authorisation of special land acquisition officers. Any supplement which is not issued with the main Gazette on the prescribed date is to have the heading "Extraordinary" printed. Extraordinary issues are sent only to those receiving the same supplement and not to all subscribers and officials. The number of such issues should be reviewed in Part II of the annual report of the Stationery and Printing Department submitted to the Government yearly by the Director of Stationery and Printing.

Gazettes Extraordinary are not to be issued in cases where officers have delayed sending notices by due date.

(ii) All expense incurred in the issue of Extraordinary Gazettes on account of local bodies should be recovered from those bodies, but they should not be issued unless good reason is shown on the requisition.

161. *Translation of Madras Bills* should as a rule, be circulated with the District Gazettees as well as with the *Fort St. George Gazette* prior to the Bills being considered by the Select Committee or Legislative Assembly and Council, and instructions should be obtained by the Collector whether a District Gazette Extraordinary is necessary in each case.

Translations of Central Bills.—Translations of Bills affecting Madras city shall be published in the Madras-Chingleput District Gazette.

162. *Preparation and Despatch of manuscript.*—(i) Matter for the district gazette should be sent in batches to the Collector and not direct to the Press as soon as it is ready during the month. Notices that do not reach the Press by the dates specified in paragraph (157) and lengthy notices for which insufficient time has been allowed will ordinarily be held over until the following month. When notifications of exceptional urgency are received late and published as a special case, they may be inserted at the end and not in classified order.

(ii) Spare copies of Notices, postings, etc., required for office use must be ordered when the original manuscript is sent. They will be supplied by the Press to the Collector for all offices. As type is not kept standing after the issue of the Gazette, copies ordered subsequently cannot be supplied.

(iii) The manuscript of notices sent to the Press must be written clearly and the Gazette or supplement in which they are to be published should be stated thereon. If notices are cyclostyled or typed, good first impressions should be sent. The transliteration, spelling, etc., given in Part II of this Manual should be followed strictly.

(iv) Translations must be on separate sheets of paper for Tamil. Interlineal diglot manuscripts will be published only in Tamil.

(v) Notices should be complete for each language in order that a reader who knows only the language can read the whole of the notice. Manuscripts incomplete in this respect (e.g. when an English notice relating to a sale appears with only a Tamil list of items to be sold and is unintelligible to any one not reading both languages) will be returned unpublished.

(vi) The matter appearing in the gazettes should be compressed as far as possible adopting non-tabular form wherever feasible. Notices of the following nature are not to be published, except as noted :—

Orders or budget estimates of local bodies.

Monthly or annual calendars.

List of pensioners.

Press notices more often than once a year.

Specimen agreements or application forms.

Vaccination tours only in Village sheets.

Repetition of the same matter in different supplements in the same issue or in a number of successive issues.

Appointment, leave, etc., of officers below the rank of Deputy Tahsildars in the Revenue Department, of subordinates in the Forest Department, and of officers in other Departments of a lower rank than those notified in the *Fort St. George Gazette*, unless their dealings with the general public are such as to require publicity to be given to any changes in officers or are required by law.

Modified and corrected editions of Acts reprinted only for sale.

Notices about destruction of documents filed in cases under Criminal Rules of Practice No. 135 (7) may be published in January of each year, but this does not apply to papers like casual leave registers, chalans, etc.

Notifications and appointments which have no special relation to the district, such as those of Members of Councils Inspectors of Schools, etc.

Forest statements of receipts and expenditure.

Registration documents unclaimed—in the language of the document only.

Declarations under section 6 of the Land Acquisition Act need not be published in English.

District and subordinate Courts—Lapsed deposits—Consolidated statement of sums liable to be credited to Government—should be typewritten or prepared in legible manuscript and sent so as to reach the Press before the 7th November in the case of district gazettes published before the 15th December and before the 20th November in the case of district gazettes published **after** the 15th December.

163. *Republication*.—The rules applicable to the *Fort St. George Gazette* as to the repetition of the same notification in several issues, the exclusion of tabular form for appointments, etc., the compression of ordinary matter, and the issue of unnecessary supplements, apply equally to the district gazettes. Tender notices for the supply of articles of diet, etc., for mufassal hospitals and mufassal jails may be published in the district gazette in the approved form in one issue only.

Notice of enquiry as to separate assessment under section 2 of Act I of 1876 are to be published in three successive issues.

Treasure Trove notifications—Four issues.

164. *Notices published in two or more gazettes.*—Heads of Departments when submitting or issuing modifications which require publication in one or more district Gazettes will be careful to instruct the Assistant Works Manager, Government Branch Press, Pudukottai regarding the district in which the publication is required and avoid expenses of resetting. However, in the case of notifications requiring publication in the *Fort St. George Gazette* as well as in the District Gazette, they will have to instruct the Director of Stationery and Printing, Madras, and also the Assistant Works Manager, Government Branch Press, Pudukottai. The Collectors should also send to the Government Branch Press, Pudukottai weekly statements in the following form specifying the notifications or matter appearing in the *Fort St. George Gazette* which they require to be republished in the Gazettes of their districts but which has not been ordered by the Department concerned :—

Serial No.	Date of the Fort St. George Gazette.	Part.	Page.	Notifi- cation number.	Subject.
------------	---	-------	-------	------------------------------	----------

Such requisition should reach the Government Branch Press, Pudukottai, atleast five days before the issue of the district Gazette or they will be held over until the following month.

165. *Translations of all rules and notifications, lists of plague-infected areas, etc., which apply to several districts, also of the Board's Standing Orders affecting the public, will be made by the translators to Government when requested, and copies will be included in the monthly supplement by the Director of Stationery and Printing for issues with the Tamil editions of the several district gazettes. Notices applying to one district only, such as those for land acquisition, should be translated locally. Translations of draft notifications should be published expeditiously to ensure publication before the dates prescribed for receiving objections.*

166. *Notifications for local and other bodies.*—The following may be inserted free :—

Election of Chairman and Vice-Chairman of the Panchayat Union Councils.

167. *Distribution of the District Gazette.*—(i) A copy of every issue of each district Gazette issued and all supplements thereto, but excluding papers which are supplied from the Government Press for publication with the District Gazette, such as Tamil copies of Bills before the Legislative Council, Acts, etc., and papers with which the Board has no concern, such as proceedings of Local and Municipal bodies, Local and Municipal Reports and Government orders thereon, should be submitted on the date of publication to the Board of Revenue. They are supplied gratis to all officers specified in the lists given in Appendix K, care,

being taken to supply only editions in the language used for reference by the officers to whom they are sent. Collectors may authorize the supply of more than one copy or a copy in more than one language to each of such officers, and copies to other officers of State Government Departments of similar standing not provided for in the lists when such officers are serving in their districts. The free distribution of the Gazette should be restricted as much as possible.

(ii) The Government Branch Press, Pudukottai is merely a printing agency. The Collector's Office will receive subscriptions for district Gazettes, sell spare copies and recover the cost of chargeable advertisements, etc., from private parties and local and other authorities. It will also maintain the distribution lists, official and private, prepare and address the wrappers, and arrange for the posting and local distribution of copies by hand.

168. *Subscriptions, etc.*—(i) The monthly issues of the district Gazettes may be supplied on payment of the following subscriptions :—

Description and subscription rates to the District Gazette.

	<i>Per annum.</i>	
	Rs.	P.
Main Gazette (English Edition) only including general supplement.	3.00	
Main Gazette (Tamil editions) only including general supplement.	2.25	
Village supplement or other supplements (English) each.	0.75	
Village supplement or other supplements (Tamil) each.	0.56	

Subscriptions should be paid quarterly in advance, either by cash, money order or treasury chalan, to the Collector. The amount is creditable to "XLV. Stationery and Printing—State—B. Sale of Gazettes and other Government Publications" (Secretariat Presses). Remittances on account of district gazettes should not be sent to the Director of Stationery and Printing, Madras or to the Assistant Works Manager, Government Branch Press, Pudukottai. No subscriptions for less than a quarter will be received.

(ii) Single copies of the full gazette or of ordinary district supplements may also be sold separately at the rate of 5 Paise per sheet of four pages or fraction thereof for English copies 3 Paise per sheet for copies in Tamil and 3 Paise per sheet for Acts and Bills whether in English or in Tamil excluding postage in each case, but Acts, Bills, Local Body supplements or special or occasional supplements will not usually be available for supply

with sale copies of the Gazette. Separate spare copies of supplements or proceedings of local and other bodies must be obtained from the office of the authorities concerned.

169. *Official and free advertisements.*—The instructions contained in paragraph 147 of this manual regarding admission of notices, etc., for insertion in the *Fort St. George Gazette*, received from officers of State Government, Union Officers, other State Governments and Local Administrations shall apply *mutatis mutandis* in cases of similar publications in the District Gazettes. In regard to notices, advertisements, proceedings, and reports and all matters relating to local bodies or the Hindu Religious and Charitable Endowments (Administration) Department which under any Act or rule have to be published in the district gazettes, no charge will be made for circulation with the ordinary issues of the district gazette and the option is given of getting them printed either at the Government Press or in any private press provided the paper used is of the same size and of about the same quality as that of the gazette concerned. When these bodies prefer to get the printing done in the Government Press actual cost plus 25 per cent will be charged. If a Gazette extraordinary has to be issued the cost of packing and postage will be recovered. Matter thus circulated for local bodies will form the Local and Municipal Section of the District Gazette.

NOTE.—Local bodies while sending notices, etc., for circulation in the district gazettes free of cost shall print the section of the law or rule which requires the publication of such matter in the district gazette as.

Notifications under

Section rules under section	of	Act,
--------------------------------	----	------

170. (i) *Private advertisements.*—Published on payment in the Fort St. George and district Gazettes (vide paragraphs 151 and 152) should appear under a distinct heading at the end of the main gazette, English or Tamil and will be charged as follows :—

For a line of average number of words in :—

	Single col. printing on foolscap folio.	Double col. printing on foolscap folio.
	per line.	per line.
	RS. P.	RS. P.
First insertion	3-50	1-50
Second insertion	2-60	1-30
Third insertion	2-20	1-10
For every subsequent insertion	1-80	0-90

Tabular matter to be charged at double the rates for the same number of words. Payment should be made in advance.

(ii) For the purpose of charging advertisements in advance before they are put in type, the average number of words equivalent to a line in English and Tamil are given below, no matter how many lines the advertisement occupies in print. Any excess over a multiple of these numbers should be charged as a full line. Each group of initials or figures should be counted as a word.

				<i>Single column printing.</i>	<i>Double column printing.</i>
				(1)	(2)
English	..	..	..	19	9
Tamil	..	..	..	8	4

Police Gazette.

171. This is published weekly on Saturdays in two parts. The first part is devoted to departmental orders and the second to appointments, promotions and reversions, rewards, leave, etc., of officers both superior and subordinate. Extracts from the Indian Law Reports are sometimes published separately as a Supplement. Only notices received through the Inspector-General of Police are inserted. Copies are not supplied by the Press.

The rates of subscription for the "Madras Police Gazette" will be as follows:—

						<i>Per annum.</i>
						rs. p.
Part I	..	..	..	..	..	3 00
Part II	..	..	..	..	..	1 00
Supplement	..	..	..	..	..	0 50

Postage will be charged for from those who subscribe for Part II or the Supplement or for both Part II and the Supplement only, but no postage will be charged for from those who subscribe for Part II or the Supplement or for both Part II and the Supplement along with Part I. The subscription is payable in advance at the beginning of each year. The supply of the Gazette is restricted to officials.

172. *Private notices in the "Police Gazette" are charged for except in the following cases:—*(1) notice of property lost in criminal cases; (2) notice of disappearance of persons where there is ground to suspect foul play; (3) notice of the loss or recovery of arms and ammunition. In cases of doubt, reference should be made to the Inspector-General of Police who will decide whether any recovery should be made. The cost of advertising such private notices is recovered by the Inspector-General of Police and credited to "XLV. Stationery and Printing—State—c. Other Press Receipts—Secretariat Presses."

Registration Gazette.

173. (i) "Registration Gazette", issued on the second Saturday of every month, includes notifications regarding limits of districts and sub-districts and transfers of villages; Registration rules and table of fees; notifications under the Stamp Act; extracts from the *Fort St. George Gazette* relating to the appointments of Sub-Registrars as Special Magistrates. Appointments, postings and leave of Sub-Registrars. District Registrar's orders regarding leave to Sub-Registrars and acting appointments, the first general notification regarding holidays under the Negotiable Instruments Act relating to a year and special notifications announcing holidays not included in the general notification; orders of general application to the department; extracts from Law Reports and copies of judgments containing rulings bearing on Registration and Stamp Laws; and rulings of the Accountant-General. No private advertisements are inserted. All manuscripts are due in the Press not later than the evening of the Wednesday preceding the issue and any received later is withheld till the following issue. If a Press holiday should occur between Wednesday and Friday in the week of publication all fresh matter should be sent to the Press by Tuesday evening. Copies are distributed by the Inspector-General of Registration, Madras.

(ii) Notification in the *Fort St. George Gazette* under the Indian Companies Act, the Provident Insurance Societies Act and Departmental orders relating to these Acts, and any other matters with which the District Registrars alone are concerned, will be published on a separate supplemental sheet headed "Supplement to the Registration Gazette" under the signature of the Inspector-General of Registration and distributed to District Registrars only.

Book Binding.

174. *Classes of work*.—The work which may ordinarily be bound at Government expense, except for Secretariat offices, is divided into three classes:—

(a) Publications, reports, manuals, etc., printed at the Government Press and issued bound in a style suitable for the purpose for which they are intended; they are not to be rebound in a different or more expensive style in any press, library or office without the sanction of Government.

(b) Standard forms which are prescribed for use as registers, etc., and blank books for permanent records which are treated as stationery items can be obtained on respective indents from the office of the Director of Stationery and Printing. No loose forms should be returned to the office of the Director of Stationery and Printing or sent to Jails or private firms to be bound.

(c) Periodical publications, orders or papers which it is necessary to preserve for permanent reference and those included in the list in Appendix F; any addition to this appendix requires the sanction of Government.

175. The binding at Government expense of other classes of papers or documents such as those mentioned below is prohibited; files of correspondence, manuscript inspection notes, circulars and orders, petitions, disposals, attendance and absentee lists, taluk records, April returns, price lists, manuscript indexes, etc. Should it be necessary to preserve in handy form these papers or standard forms supplied in sheets, such as acquittance rolls after they have been filled up, they should be stitched in strong wrappers in the office concerned or enclosed in hinged file boards or filing slips.

176. *Indenting officers.*—Heads of departments and officers mentioned in Appendix A are authorised to order binding subject to these rules. Any addition to the list requires the sanction of Government.

177. *Binding by private agency.*—In cases, where a special staff for binding and the supply of materials are not sanctioned, libraries of Government educational institutions should ordinarily entrust their binding work to the cheapest private agency in the locality concerned, unless the Government Press or the jails mentioned in paragraph 179 require the work to be sent to them at any time. Every officer ordering binding works through private agencies shall invite competitive tenders with reference to the work to be executed giving full details as to the style, size, etc., of the volumes to be bound and send them to the Director of Stationery and Printing, for scrutiny and advice regarding selection of acceptance of the tender. His opinion shall be final in this respect. The final work charges on this account are also subject to the verification of the Director of Stationery and Printing. The Connemara Public Library, the Government Oriental Manuscripts Library, the High Court and the Commissioner for Government Examinations, may subject to the same conditions, entrust their binding work to private agency or to the Government Press, Madras, as is convenient to them.

178. *Registration records.*—Such as registers and original and duplicate indices, thumb-impression and settlement registers (but not other forms, manuals or correspondence) may be bound and repaired in the offices concerned in the prescribed style, subject to the condition of inviting tenders, its final acceptance by the Director of Stationery and Printing, and the usual check of work charges as detailed in the paragraph above.

179. (1) Binding work of the classes authorised for all offices in the following districts shall be sent to the jails noted against them :—

Chingleput	..	..	Central Jail Branch Press, Madras.
Coimbatore and Nilgiris.	and	The	Central Jail, Coimbatore.
Madurai	..	..	District Jail, Madurai.
North Arcot	..	..	Central Jail, Vellore.
Ramanathapuram	..	..	District Jail, Madurai.
Salem	..	..	Central Jail, Salem.
South Arcot	..	..	District Jail, Cuddalore.
Thanjavur	..	..	Borstal School, Thanjavur.
Tirunelveli and Kanyakumari.	and	Kanya-	Borstal School, Palayamkottai.
Tiruchirappalli	..	..	Central Jail, Tiruchirappalli.

In Madras, the binding work should be sent to the Government Press, Madras, or if they can undertake the work, to jails, or in the last resort entrusted to private agencies. Professional book-binders should not be employed in Collector's office, nor shall any muchis or menial be employed exclusively on binding work.

(ii) Rough binding or stitching of files and records should be carried out by muchis or attenders attached to the office concerned.

(iii) When records are destroyed, the boards, rejected and not required for filing should be sent to the Government Press, Mint Buildings, or to the office authorised to do binding work, to be utilised again.

(iv) All the binding work of Police Department may be sent to Government Care Camp and Care Home at Melapakkam.

(v) The Government offices in the district of Chingleput, South Arcot and North Arcot, may send their binding work to the Government After Care Home for Boys at Chingleput.

180. Binding materials for offices allowed to bind their own books and for stitching rough records in other offices are supplied by the Director of Stationery and Printing with the annual indents for stationery, etc., and should not be purchased locally.

181. *Style of binding.*—The nature of the binding is left to the discretion of the Director of Stationery and Printing. He may, however, consult, as far as practicable the wishes of the officers concerned, having regard to the locality, the nature of the papers and the purposes for which they are required. In cases of those offices for which binding by private agency is allowed, heads of offices are not to permit extravagance in the style of binding and in the number of papers bound. Gilt-lettering should not be adopted for bound forms, manuscripts, etc. It may be used

for manuals, etc., issued by the press, for library works, and for Government orders and other permanent printed papers for the Secretariat and the Board's office. Papers labels may be printed at the time when books of other descriptions are bound, but not for stitched office files of forms, correspondence, etc. In other cases the restriction as to printing of less than fifty copies applies equally to labels for books. The jail binderies can neither undertake gilt-lettering nor print paper-labels.

182. Indents for binding must be signed by the head of the office, or in the case of routine work for subordinate offices a copy of the order of the head of the department sanctioning the binding, should be attached. Orders for printed forms should specify the number of leaves required per book. Printed journals and periodicals, the binding of which has been sanctioned, should be carefully examined and arranged before despatch to the press, and no volume of gazettes, Acts, journals, periodicals, etc., that is incomplete should be forwarded. If, however, Government have ordered the supply of the missing parts by the Press, copies thereof should first be obtained from the Government Publication Depot of the Stationery and Printing Department, Mount Road, Madras, by furnishing copy of the Government order and added to complete the volume to be bound, before it is forwarded for binding. The books should bear the office name or stamp for purposes of identification.

If the books are to be bound to match a particular style, a specimen copy should be sent. Consignment must be prepaid. A duplicate list of the papers should be sent, one copy of which will be signed and returned to the indenting officer.

183. Copies of notes and diagrams or separate parts of a paper should not be returned to the press merely to be stitched or pasted, together, nor should work be sent merely to be stitched in paper covers.

184. *Rates of binding.*—The rates paid to private agencies for binding including the supply of all materials shall be with reference to lowest quotations offered while calling for tenders and the rates shall not exceed as far as possible than those specified in Appendix J. The decision of the Director of Stationery and Printing shall be final in all cases of dispute.

Miscellaneous Supplies.

185. *Letter flags.*—Flags are treated as forms and are supplied by the Director of Stationery and Printing on consolidated annual indents. Heads of departments should not indent for flags for subordinate not in the sanctioned list and should see that unnecessary destruction is avoided.

186. Trays, cases and racks for forms, stationery cards, etc., are not supplied by the Stationery and Printing Department, they should be made of wood or tin and treated as office furniture.

187. Flat file cases I sort and flaps, described as items 313 to 317 of appendix I of the Madras Stationery Manual, Volume II, Part I, hinged file boards, file books, filing slips and blank books are manufactured in the Press Branch of Stationery and Printing Department but supplies are made by the Stationery Branch to the officers entitled to the supply, on indents for stationery. The printing or pasting of names of office on the flat file cases of boards is prohibited.

188. Flat-file cases are not to be used for the maintenance of records or for despatch of papers nor are they to be made in offices out of strawboards. Where papers have to be sent by railway train or post to offices on tour, flaps with tape white and red included in Appendix I of the Madras Stationery Manual, Volume II, Part I may be used. All ordinary repairs to flat file cases, and flaps shall be arranged for locally by the officers themselves. Wornout flat file cases and flaps, shall however, be sent to the Press Branch of the Stationery and Printing Department, Madras, for repairs. Wornout cases may be destroyed by the Press Branch of the Stationery and Printing Department, when beyond economical repair and the fact intimated to the officers who sent them. Cases which are beyond economical repairs and destroyed as such by the Press Branch of the Stationery and Printing Department, shall be replaced by the Stationery Branch of the Stationery and Printing Department on the furnishing of a certificate to that effect by the officers. The provisions of rule 23 of the Stationery Manual, Volume I, shall apply in case of loss or damage. The Press Branch of the Stationery and Printing Department is authorised to return cases sent to it for repairs, if it considers that they are fit for further use without repairs.

189. Blank books are not to be used for purposes for which forms are supplied.

190. Tear off blocks foolscap octavo 4 inches by 6 inches (10.5 cm. by 14.8 cm.) manufactured in the Press Branch of Stationery and Printing Department are supplied by the Stationery Branch as an article of stationery on Stationery indents, to the officers entitled to the supply. The Press Branch is authorised to supply the Central Cash Bureau, Secretariat the following varieties of coloured tear off blocks for the use of ministers :—

Pink (urgent) (small and big size).

Blue (special) (small and big size).

Supply of publications, Books and Manuals.

191. (a) *Prices—State Government Publications.*—All publications intended for sale whether printed at a Government or private press should have the selling price printed on the cover, half-title or title page, and the names and addresses of the agents for sale of the Government publications should be printed on the back of the half-title if there is one or on any other spare page; other non-confidential publications should have the words 'For official use only' or 'Gratis' printed on wrapper or title. The price is calculated by dividing the press cost by the full number of copies printed and adding a percentage to cover the commission paid to selling agents. When other expenses in addition to the ordinary charges of administration have been incurred or when it is required that literary works should be charged at ordinary publisher's rates, the previous orders of Government should be taken before fixing the price. In other cases, the instructions of the office concerned should be taken before placing books on sale.

(b) *Correction slips to Codes, Manuals, etc.*—The selling prices of correction slips to codes, manuals, etc., are fixed in accordance with the method adopted for the pricing of books.

(c) *Special publications, college calendars, etc.*—Special prices irrespective of cost are fixed for Acts, Bills, proceedings of the Legislature, the final State Budget, Gazettes, Madras Information, Village calendar, Ind-Com. Journal, Sowbagyam, Gramanalam, Mezichelvam, etc., and printed on the publications. The sale price of calendars and Library catalogues of Government schools and colleges shall be fixed at the actual cost of production.

(d) *Government orders, etc.*—The selling prices of Government orders and smaller reports are at the rate of 6 Paise per 8 pages or fraction thereof and 3 Paise for every diagram, but such prices are not printed on the copies. Technical circulars of the Chief Engineer, not exceeding 30 pages will be priced at one Rupee per copy for supply to private parties and non-Government bodies.

(e) *Prices—Union Government Publications.*—The sale price and the number of copies to be printed of all Union Department publications printed at the Government Press will be fixed up by the Manager, Government of India, Central Publication Branch, Delhi. For this purpose, the Director of Stationery and Printing will as soon as a publication is ready for printing, inform the branch of:—

(a) the cost incurred,

(b) an estimate of all further costs including paper, binding materials, blocks, plates, etc.

The sale of any publication at a price, lower than the prescribed rates is prohibited without special sanction of the Manager, Government of India, Central Publication Branch, Delhi, and such sanction will in no case be given unless it is applied for and full

reasons given for departure from the rules when the original requisition is submitted. One first proof copy of every publication will be sent as soon as ready to the Central Publication Branch by the Director of Stationery and Printing.

192. *Report of issue of publications.*—When any new non-confidential publication not in either of the three standard lists (see paragraph 193) is about to issue, the Director of Stationery and Printing, in the case of works done at the Government Press or the head of Department concerned in the case of publications printed at a private press will report the fact a fortnight before such issue to the administrative department of the Secretariat, which will consider whether copies for information and foreign publicity should be sent to the High Commissioner of India in London and intimate the decision to the Director of Stationery and Printing of the head of the Department concerned, as the case may be. A list of selected publications and subsequently copies of the selected publications shall be sent to the British Museum on exchange basis, through the High Commissioner of United Kingdom in Delhi. In the case of publications printed for the Union Government, the actual intimation need not be sent by the Press.

193. *Recurring and periodical publications.*—The standard lists include three classes :—(a) Publications which are invariably sent; (b) Ephemeral publications which as a rule are not sent; and (c) unimportant publications which need not be sent. Correction slips shall be treated in the same way as the original publications to which they relate without reference, and their issue need not be intimated. No intimation is required for publication in these lists, but officers having work done at any press other than the Government Press, are responsible that advance copies are sent to the Director of Stationery and Printing for despatch to the High Commissioner for India, London. Copies of reprints without corrections need not be sent to the High Commissioner of India, London.

194. No new publications should be forwarded direct to any addressee outside India, to reach its destination before a copy has been received in the Indian Embassy in the country in which the addressee resides. If, for any reason, addressed copies are sent to a foreign country, for distribution, in advance of the usual supply for the Indian Embassy, at least one copy should be sent at the same time to the Indian Embassy for record purposes.

195. The High Commissioner for India, London is to be supplied immediately after issue with at least one copy of every Government Publication excepting those of ephemeral or confidential nature as per standard lists (or white paper copies of reports which are of the nature of proofs, but including correction slips and revised editions. In the case of publications which are confidential or are intended for official use only, two copies, should be

sent to the keeper of the records of the Government of India, Calcutta, by his designation. Confidential publications should, however, be placed in double covers, the inner cover being marked confidential in bold letters. One of two copies may also be required by the Registrar of Books, Madras and officers should allow for these four copies when fixing the number to be printed. If two editions of a report are issued, one with the proceedings of Government and the other without, copies of both are to be forwarded to the High Commissioner of India, London. In the case of British Museum, copies should be sent on exchange basis, through the High Commissioner for United Kingdom in Delhi.

196. *Supply and distribution of New Works or of periodical publications.*—Only publications and reports (not in Government order form) published by the Secretariats, Special Parliamentary papers Acts, Madras Law Reports, Gazettes, publications of other Governments or private publications for which special distribution lists have been sanctioned by Government, are despatched by the Press. The Director of Fisheries, may as an exception, add to or alter the distribution lists of Fishery pamphlets and bulletins which have been sanctioned by Government. Copies of Government orders (except for issue to editors) Departmental manuals, returns, reports, etc., are distributed to subordinates and others by the Departments responsible for their issue. In the case of certain publications of other Governments, the department which receives the bulk of the copies distributes the remainder to Madras Officials. Copies of publications intended for sale and for distribution in the United Kingdom for official use should be sent direct to the High Commissioner for India, London. Advance copies of General Administration and other annual reports should be sent the High Commissioner for India, London by post. The copies intended for free distribution to private individuals and institutions in the United Kingdom should be packed and addressed in the Press and sent to the High Commissioner for India, London in box packets with ordinary invoice forms and with a distribution list. In forwarding to the High Commissioner for India, London, official publications intended for free distribution to private individuals and institutions in the United Kingdom the instructions communicated in G.O. No. 302, Finance, dated 12th April 1894 should be followed. Copies for distribution in the continents of America, Australia, etc., should be sent to the departments of the Secretariate. Separate invoices marked "Union Revenues" should be sent with publications of the Government of India so as to enable the High Commissioner for India, London to maintain separate accounts for such publications. Agents abroad obtain copies for sale through the High Commissioner for India, London. In the case of British Museum copies shall be sent on exchange basis through the High Commissioner for United Kingdom in Delhi.

206. *Copyright.*—(1) Under the provision of section 17 (d) of the Copyright Act, 1957 (Act No. 14 of 1957), Copyright in Government Publications vests in the Government concerned and any reproduction, without consent, of the Government concerned, of a work first published by Government, ordinarily constitutes an infringement of copyright. The Union Government consider it desirable that the public should be at liberty to reproduce certain Government publications, and they are pleased to grant general permission to reproduce.

(a) Any matter which has appeared in the *Gazette of India* except—

(i) Acts of the Parliament of India;

(ii) Matter not first published by the Union Government;

(b) Acts of the Parliament of India subject to the condition that these are reproduced together with original material, e.g., commentaries ;

(c) Regional language translations of Acts and Bills of the Parliament of India ; and

(d) Reports of any committee appointed by the Union Government or the Parliament of India.

(2) Permission to reproduce other Government publications will be given in special circumstances. Applications for permission should be forwarded to the Director, Map Publications, Survey of India. Dehra Dun in the case of snaps, charts, plans and other documents published by or on behalf of the Survey of India and to the Ministry of the Union Government dealing with Industries and Labour in all other cases.

(3) In the case of work first published by State Governments, application for permission to reproduce such works should be made, in the absence of any special orders passed by the State Government, to the State Governments concerned.

(4) Any reproduction without consent, of a work, first published by the Madras Government Museum constitutes an infringement of copyright. Copyright of all photographs of objects in the museum also vests in the Government. Application for permission to reproduce anything published, or illustrations or photographs, by the museum should be made to the Superintendent, Government Museum.

207. Government orders reports, etc., in Government order or proceedings form are not distributed to addresses and officials by the office of the Director of Stationery and Printing. Indents for spare copies of such papers should be sent to the Secretariat Departments concerned.

EXCEPTIONS.—A few copies of some report on special distribution lists are sent direct by the office of the Director of Stationery and Printing.

208. *Papers placed at the disposal of the Press*—(a) Government orders, etc., which are supplied to certain newspapers direct from the Press, and are sold to the public, are said to be 'placed at the disposal of the Press'. They are of two classes : (A) of general importance and interest and (B) of local importance and interest, the latter not being sent to journals and institutions outside this State.

(b) (1) Papers placed at the disposal of the 'Press' and the State Administration Report will be classified and priced as follows :—

<i>Classification.</i>	<i>Price Per annum.</i>		<i>Postage.</i>	
	(1)		(2)	
	RS.	P.	RS.	P.
1. All Administration Reports Madras State and Government Departments	35	00	4	50
2. All Administration Reports Government Colleges, etc.	1	00	0	37
3. All Administration Reports local bodies ..	7	00	3	37
4. All Government orders of General interest ..	10	00	2	50

In the case of departmental reports in item (1) and of reports in items (2) and (3), the orders of the Government on the reports are included. The above rates do not include the price of the Madras Legislative Council and Assembly proceedings which should be obtained separately on payment.

(2) (i) The papers will be delivered in Madras free and postage as noted against each class will be charged extra for addresses outside Madras City. Payment should be made to the Director of Stationery and Printing, Madras annually in advance.

(ii) If all the papers placed at the disposal of the 'Press' and the State Administration Reports are required they will be supplied post-free by the Director of Stationery and Printing, on payment of Rs. 50 per annum in advance.

(iii) These orders will not affect any newspapers, periodicals, institutions, etc., supplied with papers placed at the disposal of the 'Press' free of charge or supplied with the State Administration Report gratis or any newspaper selected from time to time by the Government for free supply of press communiques.

(c) An advance copy of the report should be sent by the Director of Stationery and Printing, to the Chief Secretary to Government a week before the date fixed for the publication specifying the date on which the report will be published. Another copy should be sent at the same time to the Director of Informa-

tion and Publicity through the Department of the Secretariat concerned. The Department of the Secretariat concerned should transmit it without delay to the Director of Information and Publicity together with a memorandum written in narrative style summarising the points in the reports to which it is considered that the attention of newspapers should be drawn. The memorandum should not merely draw attention to certain paragraphs in the report. In cases where the report is published in advance before it is reviewed by the Government, the memorandum should be prepared as soon as the report is received in the Secretariat and in other cases as soon as the review is approved so that it will be ready when the report has been printed. The draft of the memorandum should be sent to the Director of Information and Publicity in advance so that he may suggest changes, if any, are at all called for. The Departments of the Secretariat are also requested to prepare and supply to the Director of Information and Publicity for use of newspapers brief summaries of orders reviewing the report if such orders are long or complicated.

Advance copies of the reports intended for distribution to the
 *Hindu, Swadesa- sent by the Director of Stationery and Printing,
 mitran, The Mail, newspapers mentioned in the margin should be
 Andhra, Patrika, to the Director of Information and Publicity,
 Indian Express, three clear days before the date specified for
 Denamani. the publication. (Public Election Department,
 Memorandum No. 42157-A2, dated 29th November 1941.)

(d) No copy of any report or communication which is submitted to Government, or of any Government order, should be supplied by the Director of Stationery and Printing to newspapers or others admitted to the privileges of Press papers, until it has been passed by Government.

(e) In order to reduce delay in the publication of Departmental Administration Reports which are reviewed and placed at the disposal of the Press, they should, after such preliminary security in the Secretariat, as may be found necessary, be published in advance of the reviews thereon. Copies required for communication to officers of Government along with the review should be printed at the same time as those required for the press so as to enable the press to distribute the type at once. These copies should, unless orders to the contrary are issued, contain the full report including any matter which may have been excised from copies to be supplied to the Press. The review should be printed separately.

(f) Instructions to supply copies to newspapers and the public are usually given by the insertion of the word 'Press' as an address line on the original; a duplicate fair proof of papers so marked, with a red label 'Press paper' attached, shall be sent by the Director of Stationery and Printing, to the department

concerned which will check and pass it for issue. Papers containing no instructions on the copy as to 'Press' are treated by the Director of Stationery and Printing, as 'not for Press'. If the 'Press paper' proof returns before the ordinary proof, copies are not printed before the return of the later, but it may be issued before it appears in the gazette list.

(g) The inclusion of a Government order of any department in the weekly gazette list is sufficient authority for placing it at the disposal of the Press, but the usual proof with coloured slip is sent before issue. When sending the manuscript list for publication in the Gazette, each department will mark against each entry the number of pages and diagrams so that the selling price may be fixed.

(h) *Special editions for Press.*—Any department may require a special set printed for Press distribution, whether order only, or part of the order. In such editions the address line 'Press' is printed in thick type, other addresses being deleted. Special communications for the newspapers are at times issued by the Secretariats as a Press communique or note. Proofs may be required, but the papers may be supplied to editors without further instructions when the order to strike copies is received.

209. *Supply of publications, etc., to members of the Madras Legislative Assembly and Council.*—The members of the Madras Legislative Assembly and Council will be supplied by the Director of Stationery and Printing, free of cost and without application being made, with the copies of the following publications :—

(i) Proceedings of the Madras Legislative Assembly and Council;

(ii) all published reports of the various branches of the administration of the Madras State, including the State Administration Report; and

(iii) the *Fort St. George Gazette* including supplements, the supply of supplements and Acts in Regional languages being limited to one language.

The Director of Stationery and Printing, will supply members of the Madras Legislative Assembly and Council Press communiques whenever issued, and any papers placed at the disposal of the Press on receipt of intimation from a member, of his requirements, within ten days of the publication of the list of papers in the *Fort St. George Gazette*.

The members will be supplied by the Secretary, Madras Legislature free of cost with any other publication of the classes usually available to the public, for which they may specially apply to the Secretary to the Legislature. For this purpose, the Secretary, Madras Legislature may obtain from the Director of Stationery and Printing and stock a dozen copies in each of these

publications at a time. The Director of Stationery and Printing shall supply copies of these publications to the Secretary, Madras Legislature on indent. The stock at the Legislature Library may be replenished as and when it is necessary. The Secretary, Madras Legislature will maintain an account of the publications received from the Director of Stationery and Printing, and subsequent transactions with the members of the Legislature.

NOTE—(i) The supply will be restricted to publications dealing with administrative matters and likely to be needed by a member in the exercise of his function and will not permit the supply of books merely of general or literary interest.

(ii) Such of the publications as mentioned in the last paragraph in paragraph 209 supplied to the members of the Legislature should be returned by the members concerned at their own cost to the Secretary, Madras Legislature, on the termination of the tenure of their office. The Secretary, Madras Legislature should exercise a watch to see that the members return the books when they cease to be members of the Legislature.

210. *Sale of books and publications.*—Save in a few cases, Government publications intended for sale to the public are sold at the Publication Depot, Mount Road, or by agents appointed by the Director of Stationery and Printing, Madras. Fresh arrivals of publications at the Depot are published in the *Fort St. George Gazette* in the first week of every month.

211. *Receipts.*—Receipts for services done or amounts due to the Press shall ordinarily be realised as laid down in subsidiary rule 1 (a) of Treasury Rule 10 of the Madras Treasury Code. Remittance Transfer Receipts, Treasury chalans, Demand drafts, crossed or open cheque, postage and revenue stamps of 10 P. on lower denominations are also accepted subject in the case of cheques to the condition that credit can be taken by the press only on their clearance by the bank and in the case of mufassal cheques to the payment of necessary discount that may be charged for their clearance prepayment of the price and forwarding charge is necessary for publications supplied to local bodies, private individuals and institutions but not for publications supplied on payment to other Governments or Government institutions. If no remittance is sent, books are sent per value-payable post to local bodies and approved customers.

212. *Copies on loan.*—Publications are not sent out by the Press for reference and return, nor can they be used as copy for compositors.

213. *Supplies by other offices.*—The free supply to Government officers of the undermentioned publications is not made by the office of the Director of Stationery and Printing, but by the office specified against each. All purely departmental manuals, publications and reports are distributed by the department which publishes them.

(1) Madras Supplement to the Civil Service Regulations
—Accountant-General.

- (2) Jail and Sub-Jail Manuals—Inspector-General of Prisons.
- (8) Board's standing orders—Board of Revenue (Land Revenue).
- (4) Rules and codes framed by the High Court—Registrar, High Court.
- (5) Agricultural leaflets and calendars—Director of Agriculture; also sold at the Government Publication Depot.

214 (i) Priced publications of the Government of India both belonging to the paying and non-paying Departments should be obtained on payment by book adjustments by placing an indent on the Manager of Publications, Government of India, Publication Branch Civil Lines, Delhi-6. The head of the account and the name of the Accounts Officer should invariably be indicated on the indents. The publications indented shall be supplied by the Manager of Publications, Delhi at discount of 25 per cent on a reciprocal basis to the indenting office/department duly supported by two copies of Book Debit Vouchers out of which one copy is to be forwarded to the Accounts Officer of the Indentor and the remaining one may be kept for record in the indentor's office. The Manager of Publications, Delhi will realise necessary debits against the indenting office/department by submitting monthly debit statements duly supported by issue voucher indicating thereon the number and date of the Railway Receipt/Registered Article as the case may be, under which the stores have been despatched on the strength of which the Pay and Accounts Officer, Ministry of Works, Housing and Supply, New Delhi will raise debit against Accounts Officers of the indentors without waiting for the receipt of acknowledgment for the stores despatched by him [C. F. Government of India, Ministry of Works, Housing and Supply, New Delhi Memo. No. S. & P. 11-4 (24)/58, dated the 23rd December 1958, addressed to all Ministries of the Government of India and State Government]. In case of supplies on payment by book adjustment, no debit will be raised by the Manager of Publication, if the amount of a single book debit voucher does not exceed Rs. 0.25 P. except that this arrangement is not applicable to those publications for which an annual subscription is fixed, e.g., corrections to Codes, Rules, etc., or when a fixed deposit is entertained annually to ensure regular supply.

Military Publications.

Supplies of the military publications unless authorised by the proper authorities will not be made by the Manager of Publications, Delhi. However, 25 per cent discount will be allowed on military publications when the authority concerned sanctions for the issue of military publications.

(ii) The procedure that should be adopted in respect of the sale of Government of India Acts and Publications is prescribed below :—

(a) Government of India Publications issued to State Government Book Depots or Presses for sale to the Public will be issued on sale and return basis on sale and return vouchers.

(b) State Government Book Depots and Presses will credit all sales less 25 per cent commission to the Central Head "S. Deposits and advances—Part IV—Suspense—Pay and Accounts Officer—Suspense transactions—Adjustable with Pay and Accounts Officers, Ministry of Works, Housing and Supply". The Pay and Accounts Officer will finally credit the amount to the Head "XLV. Stationery and Printing"—Central—Sale of Gazette and other publications.

(c) State Government Book Deposits or Presses will forward to the Manager, Government of India, Central Publication Branch, Civil Lines, Delhi, in August, every year an annual stock return showing stocks receipt and sales during the year for each publication in the following forms :—

- (i) Number in Stock at commencement of the year.
- (ii) Receipts during the year (with reference to voucher).
- (iii) Total.
- (iv) Number of copies sold during the year.
- (v) Price of publication.
- (vi) Sale-proceeds.
- (vii) Amount credited to Central Revenues.
- (viii) Number of copies returned to Central Publication Branch (with reference to voucher).
- (ix) Balance at the end of the year.
- (x) Remarks.

N.B.—Issues may be made to the State Government officers from sale stocks provided that value (less 25 per cent commission) is credited to Central Revenues.

(d) In the case of important publications, Acts, etc., the Manager, Government of India, Central Publication Branch, will issue copies for sale to State Government Book Depots or Presses and will use his discretion as regards the number to be sent with regard to the importance of the publication and the location of Book Depot. In the case of less important publications will issue only on indents received from the Book Depots.

(e) Book Depots or Presses will be supplied with copies of all catalogues, lists and leaflets of new publications and announcements of future publications as soon as issued to enable them to indent for stocks.

(f) State Government Book Depots or Presses may arrange to return stocks no longer required for sale at any time, and the Manager, Central Publication Branch, will be responsible for recovering all unsold copies from State Book Depots either to replenish his stocks or when no further local demand exists.

Publication of other State Governments.

215. The conditions under which priced publications of each State Government are supplied by them to officers of Madras State and the officers in charge of sale of publications of the respective Governments are given below. This does not confer on heads of Departments any power of sanction in excess of those at present enjoyed by them.

<i>Name of State Government.</i> (1)	<i>Conditions of supply.</i> (2)	<i>Officers in-charge of the sale of publication.</i> (3)
Government of Andhra Pradesh.	On payment of cost.	The Director, Government Printing and Publication Bureau, Vicarul Umra Palace, Begumpet, Secunderabad.
Government of Assam ..	On prepayment of cost.	Officer-in-charge, Assam Government Book Depot, Shillong.
Government of Bihar ..	On cash payment.	Superintendent, Government Stationery Stores and Publications, Gulzarbagh, Patna.
Government of Gujarat ..	On payment.	Director, Government Printing and Stationery, Ahmedabad.
Government of Jammu and Kashmir ..	On cash payment.	Superintendent, Government Press, Jammu.
Government of Tripura ..	On payment of cost.	Superintendent, Printing and Stationery, Administration Post office, Agartala.
Government of Manipur ..	On payment of cost.	Superintendent, Government Press, Manipur.
Government of Laccadive and Minicoy Islands.	On adjustment through the Accountant-General, Kerala.	Administrator, Government of Laccadive and Minicoy Islands, Calicut.
Government of Himachal Pradesh.	On payment of cost.	The Manager, Himachal Pradesh Administrative Press, Simla-3.

<i>Name of State Government.</i>	<i>Condition of supply.</i>	<i>Officers in-charge of the sale of Publication.</i>
(1)	(2)	(3)
Government of Kerala	On payment of cost in advance Free supply on specific orders of Government in each case.	Superintendent of Government Presses, Kerala State, Trivandrum and the Assistant Superintendent, Government Press, Ernakulam.
Government of Madhya Pradesh.	On payment	Assistant Superintendents, Stationery and Publications at Bhopal and Gwalior.
Government of Maharashtra.	On payment only by preferring bills.	(1) Director of Government Printing and Stationery, Charni Road, Garden Bombay. (2) Supervisor, Government Sales Depot, I.S. Building, Fort, Bombay-1 (here the sale is on counter only). (3) Manager, Government Photozinc Press, Poona. (4) The Manager, Government Press and Book Depot, Nagpur. (5) Assistant Director, Government Stationery Depot and Book Depot, Aurangabad.
Government of Mysore	On cash payment in advance.	Director of Printing, Stationery and Publications, Bangalore.
Government of Orissa	On payment in cash or through exchange accounts.	Superintendents, Orissa Government Press, (Madhupatna) Cuttack.
Government of Punjab	On payment of price and other charges in advance. If required for official use (1) on payment of price and postage charges, etc., (2) reciprocal basis, (3) Free of cost with prior approval of the Punjab State Finance Department.	Assistant Director, Printing and Stationery Department Punjab, Chandigarh.
Government of Rajasthan	Book adjustment basis if required for office use. If for personal use cash payment.	The Publication Manager, Government Branch, Government Central Press, Jaipur (Rajasthan).

<i>Name of State Government.</i>	<i>Condition of supply.</i>	<i>Officers in-charge of the sale of Publication.</i>
(1)	(2)	(3)
Government of Uttar Pradesh.	On cost recoverable basis, free supply or on reciprocal basis on specific orders of Government.	Superintendent, Printing and Stationery, Uttar Pradesh, Allahabad.
Government of West Bengal.	On cash payment ..	Superintendent, Government Printing, West Bengal, 38, Gopalnagar Road, Calcutta-27.
Government of Delhi State ..	No reciprocal arrangements for supply of priced publications.	The Director, Public Relations, Delhi Administration, Block No. 9, Old Secretariat, Delhi.
Government of Andaman and Nicobar Administration, Port Blair.	Supply on reciprocal or complimentary basis.	Secretary to the Chief Commissioner, Andaman and Nicobar Islands, Port Blair.
Government of Pondicherry.	Supply made on requisition and cost recovered on receipt of acknowledgment for supplies.	Director, Government Press, No. 3, Rue de l' Eveche, Pondicherry-1.

Supplies to officers of other Governments.

216. Priced publications of the Madras Government will be supplied to officers of Union Departments by the Director of Stationery and Printing on requisitions, received from the officers direct. A debit less 25 per cent discount should be raised by the Director of Stationery and Printing against the Central officers, at the time of issue and this will be finally adjusted against the Union Government by book debit at the end of the financial year. The same principle applies to the supply of priced publications to other State Government and Administrations but the supplies will be made on Bill of cost either payable in cash or by Book Adjustment without discount.

Prior payment shall be insisted for supply of publications to the officers of the Andhra Government (*vide* G.O. Ms. No. 470, Education, dated 12th April 1954).

Exceptions.—The Delhi Administrations may be supplied with the Madras Government's priced publications at a discount of 25 per cent.

No debit should be raised against the Governments of Madhya Pradesh, Bihar, Orissa, West Bengal and of the Union for the supply of priced publications in cases where the amount of a single voucher does not exceed 25 P. excepting corrections to

codes and manuals or regular supply of new Acts or periodical publications, the cost of which should be adjusted irrespective of their prices at the time of issue at the end of each financial year against the officers concerned either by Book Debit or cash payment if the total claim exceeds 25 P.

Free distribution of publications to the High Commissioner of India, London, States in the Union, Private individuals and institutions will continue in accordance with Government orders issued from time to time.

A copy in each Government Publications which are not meant exclusively for official use, shall be supplied to the Public libraries specified in the Delivery of Book (Public Libraries) Act, 1954 (Central Act No. 27 of 1954) in accordance with the orders in G.O. No. 1701, Health, Education and Local Administration (Education), dated 7th October 1955 as amended from time to time if the supply is not included in the existing orders.

Rubber Stamps.

217. Rubber stamps are supplied free from the Government Press on indent to the officers specified in Appendix 'A', if their supply has been sanctioned in the first instance by the Deputy Secretaries to Government, the High Court, Board of Revenue and Heads of Departments specified in Appendix 'H'.

Supply of rubber stamps on indents received from the Health Inspectors and District Health Officers should be free of cost.

218. Facsimile of signature stamps are not made at Government expense and payment for their purchase or repair by private firms is prohibited.

219. Indents for rubber stamps shall be made on the Press Branch of the Stationery and Printing Department in the prescribed form (C.F. 161). Pad, ink and brushes, will be obtained from the Stationery Branch of the Stationery and Printing Department. The Press Branch shall comply with the indents only after it is satisfied with the explanation of the indenting officer, otherwise the sanction must be obtained by the officer concerned.

220. Instructions should be legibly written in ink to avoid mistakes. Proofs of stamps will be sent only in special cases. The selection of type for all stamps is left to the discretion of the Director of Stationery and Printing.

221. Repairs to rubber stamps supplied to public officers are carried out by the Press Branch of the Stationery and Printing Department. Stamps requiring repair or old stamps for which new ones are to be supplied, may be forwarded by any gazetted

officer with an indent, or if, in the later case, this is found inconvenient, an impression shall be made on the indent form. If duplicate stamps are required, full explanation of the necessity for the same shall be furnished. Old and obsolete stamps shall be returned to the Press Branch of the Stationery and Printing Department on receipt of new ones.

222. The Director of Stationery and Printing will bring to the notice of the sanctioning authority, or the head of department, any instance in which a stamp has been misused, or when indents are excessive, and may stop the supply pending sanction.

223. Brass seals are not necessary where rubber stamps are prescribed, nor are they manufactured by the Press.

224. *Supplies on payment.*—Rubber stamps, etc., for the use of local bodies and municipal councils from which the cost is recoverable may be supplied and charged for at cost price plus a 25 per cent addition.

225. *Care of stamps.*—Should the dates at any time fail to make an impression, bring the date bar to a level with the face of the rubber stamp by loosening the side screws and raising or lowering the date bar as may be necessary. When level, screw up tight to avoid slipping. To ensure a good impression, press the stamp firmly and evenly on the paper and under no circumstances beat or hit hard on the paper, otherwise the stamp will give a blurred appearance. A few drops of ink well soaked into the pad will be sufficient to give a hundred impressions; too much ink will fill up the letters and make the impression illegible. After the day's use the stamp should be gently wiped with a damp soft rag and put back. The stamp should not be left face downwards in contact with the pad, but should be hung up or turned on end when not in use.

Work at outside Presses and for Privates Parties, etc.

226. *Printing at private presses.*—In all but urgent cases before entrusting the work of printing and binding, including ruling or die stamping, to private presses, the departments concerned shall make a reference to the Director of Stationery and Printing and get his sanction for the execution of such works outside. Under exceptional circumstances, however printing and binding are permitted to be done at private presses subject to the ratifications of such actions by the Director of Stationery and Printing, and in the case of binding to the limit of appropriations of the department concerned for the purpose. On every bill for binding, including embossing, etc., executed by private presses or outside agencies there should be a declaration signed either by the Director of Stationery and Printing, or by some responsible officer of Jail Department to the effect that the work could not have been undertaken either by the Government

Press or by the Jail binderies. The printing of standardized forms, which are supplied by the Government Press at private presses is strictly prohibited save under very exceptional circumstances (vide also paragraph 66) subject to the conditions laid down in the several paragraphs under the subhead Printing and distribution of forms of this manual. The expenditure in respect of payment of bills for printing work done at private presses will be met from the appropriation under "56. Stationery and Printing" and that for binding from the contingent allotment of the offices concerned. All printing for the Criminal Investigation Department, should, however, be done at the Central Press, Madras.

Exceptions.—The printing of the following items of work are permitted to be done at private presses without previous reference and sanction of the Director of Stationery and Printing, Madras. Except those done by the Judicial Department the usual procedure of calling for tender should be followed. Their scrutiny and acceptance is left to the Director.

(a) Sessions judgments subject to the condition that the charges do not exceed the rates specified in Appendix J.

(b) Lists of stolen property, lost property, rewards or similar notices of special character in Regional languages that demand immediate circulation for the Superintendents of Police, and the monthly news sheets intended for circulation among members of the village vigilance committee.

227. Whenever the printing of any Government publications is necessary, and it is not possible for the Government Press to undertake the work and it becomes necessary to entrust the work to private presses, the following procedure shall be adopted:—

(i) Open tenders for the printing of the publication should be invited in consultation with the Director of Stationery and Printing; and

(ii) If it is found on a scrutiny of the tenders that the terms offered by more than one tender are satisfactory, the printing work shall be distributed among such tenderers.

228. *Verification of bills—Binding, including ruling, etc.*—The bills of charges for binding, ruling, etc., at private firms must be verified by the Director of Stationery and Printing. To ensure strict compliance with the rule, every bill of whatever amount for such work executed at a private press in India shall, in addition to the declaration referred to in paragraph 226 above, bear a certificate by the Director of Stationery and Printing, Madras that the charges have been verified and passed by him. Full details as to the size, and number of the leaves, the thickness of the volume, the nature of the binding and the kind of lettering, etc., should be furnished with the bill along with a declaration