PRESS OFFICE MANUAL

(G.O. Ms. No. 832, Transport, dated 20-7-1981)
(G.O. Ms. No. 26, Information and Tourism, dated 31-1-1992)

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SECTION I

CHAPTER I

GENERAL

1. General Application.—Every person appointed in the Stationery and Printing Department in temporary or permanent employment shall be deemed to be acquainted with and bound by these rules as well as by the "Government Servants Conduct Rules" and any other rules of Government which may be applied to the department. Copies of the special departmental rules will be pasted in the various sections of the press and no copies of these rules are to be taken out of the office on any account.

2. Introductory.—The department of Stationery and Printing consists of the following branches :—

(1) *Stationery Branch.*—For effecting supplies of stationery items, paper, boards, clothings and office equipments to the departments of the Government.

Note :(i) Under Rule 96 of the Tamil Nadu Stationery Manual the heads of Departments are delegated with powers for initial supply of clothing to the different categories of staff in accordance with the scale and conditions laid down by the Government from time to time.

(ii) The clothing materials for both the City and moffussil offices shall be purchased from the nearest Khadi or Handloom Depot by the respective officers after getting the sanction from the Heads of Departments or the Collectors as the case may be and the expenditure debited to the respective departments.

(iii) The Heads of Departments and District Collectors are delegated with powers to purchase items such as cumbly, shoes, sandals, raincoats, etc., from the nearest Khadi or Handlooms Co-operative Department by debiting the expenditure to their respective departments.

(Vide G.O.Ms. No.659, Transport, dated 3-12-1975. G.O. Ms. No.670. Transport, dated 10-6-1981. Government Memo. No.10903/B2/77-4. Transport, dated 31-10-1978.)

(iv) All Government servants eligible for supply of uniforms shall be supplied with two sets of uniforms in Handloom and Khadi and they shall be paid an amount of Rs.100/-(Rupees one hundred only) towards stitching charges for two sets of uniforms by private tailors.

(Vide G.O. Ms. No.290, 1&T (S&P2) dated 23-11-94.)

(2) *Press Branch.*—To comply with the requirements of Government departments in printing and binding, publication of official notifications through the Gazette.

(3) *Publications Branch.*—To make available the official publications of the State and Central Government for sale to the public.

3. Organisation.—The Director is the Head of the department of Stationery and Printing. The Joint Director assists the Director of Stationery and Printing on subjects relating to administration, service matters, finance and audit. The General Manager assists the Director of Stationery and Printing on technical aspects relating to printing and purchase of stores and stationery.

The organisations consists of the following units. Each unit is headed by an Officer, who functions as the Head of the office.

	Unit. (1)	*Head of the Office.* (2)
1	Directorate	Joint Director
2.	Stationery	Deputy Director (Stationery)
3.	Government Press, Vallalar Nagar	Works Manager.
4.	Branch Press, Choolai	Deputy Works Manager
5.	Branch Press, High Court	Branch Manager
6.	Government Branch Press, Pudukottai	Do.
7.	Government Regional Press, Tiruchirappalli	Do.
8.	Government Regional Press, Salem	Do.
9.	Government Regional Press, Vridhachalam	Do.
10.	Governemnt Regional Press, Madurai	Deputy Works Manager
11.	Publication Depots at Anna Salai and High Court Campus, Madras	Assistant Director (Publications).

The Joint Director is assisted by the following officers on the subjects indicated against them :—

1.	Chief Accounts Officer	Finance, Budget accounts and audit.
2.	Deputy Director of Stationery	Stock and Supply of Stationery.
3.	Assistant Director–Establishment	Recruitment, Service Matters, Retirement Benefits, Transfers, Posting, Funds.
4.	Assistant Director (Publications)	Sale of Publications.
5.	Assistant Director (Verification)	Stock verification of Stores, forms and stationery.
6.	Labour welfare Officer.	Labour Welfare, Factories
7.	Medical Officer	Health Care.

The General Manager is assisted by Officers at the following production units:—

(1) Works Manager at Government Central Press, Vallalar Nagar, Madras.

(2) Deputy Works Manager at Government Branch Press, Choolai, Madras.

(3) Deputy Works Manager at Government Regional Press, Madurai.

(4) Branch Manager at Government Branch Press, Pudukkottai.

(5) Branch Manager at Government Regional Press, Tiruchirappalli

(6) Branch Manager at Government Regional Press, Salem.

(7) Branch Manager at Government Regional Press, Vridhachalam

(8) Branch Manager at Government Branch Press, High Court Campus, Madras.

He is also assisted by the following offices on subjects, indicated against them :—

9.	Deputy Works Manager	Technical scrutiny of bills, Technical advice to Government Departments on entrustment of works to be printed at private presses.
10	E. & M.E.	Installation and Maintenance of plant and machines.
11.	Cost Accountant	Cost control–Revision of rates for periodical publications.
12.	Assistant Works Manager. (Procurement)	Purchase of stores articles for the the Press Branch.

Note: (i) All the Regional Presses shall be known as Branch Presses. (Vide G.O. Ms. No.1491, Transport, dated 23-12-1985).

(ii) Personal Assistant to the Director shall assist the Director in general administration and personnel management.

(iii) Security Officer shall safe guard the security of the Government Central Press.

(iv) Management by Objective Advisor shall assist for an effective Management information system and collection, analysation and presentation of reliable statistical data relating to production cost-factor and utilization of machinery etc., to the Managers at various levels to compare, review and improve the performance at different stages.

(Vide G.O. No.643, Transport, dated 14-12-1977.)

(v) Electrical and Mechanical Engineer shall be designated as Deputy Works Manager (Maintenance)

(Vide G.O. Ms. No.312, I and T (S&P I), dated 12-11-1992)

(vi) Assistant Director (Stationery) shall look after the stores section and arrange to distribute Stationery articles to the indenting officers.

(Vide G.O. Ms. No.1279, Transport, dated 1st August 1986)

(vii)Additional Works Manager to assist the Works Manager in Technical work.

(Vide G.O. Ms. No.321, I&T, dated 24-11-1992, Government letter No.30881/S&P1/93-6 Information and Tourism, dated 24-06-1994)

4. *Directorate.*—The Directorate as a separate unit shall co-ordinate and control the functioning of the Stationery branch, Central Press, other branch and regional presses and the publications branch.

5. *Functions of the Directorate.*—The Directorate shall (i) evolve policy decisions for adoption by the several units under its control relating to:—

(*a*) Personnel Management,

(*b*) Industrial Relations,

(*c*) General administration including Budget Audit, Accounts and Inspection,

(*d*) Centralised materials management,

(*e*) Norms and Incentives, and

(*f*) Procurement and Supply of paper, type-writer, etc., to all Government Offices.

(ii) Function as the printing adviser to Government, Quasi Government and Local authorities including Universities ;

(iii) exercise control over production, cost, management of men, machinery and materials for the development and effective functioning of the organisation.

To discharge the above functions the Directorate is divided into compact sections dealing with—

(*a*) Establishment

(*b*) Budget

(*c*) Accounts

(*d*) Procurement

(*e*) Bills (Computing).

(*f*) Costing

(*g*) Stock verification

(*h*) Internal Audit

(*i*) Labour Welfare

In the units, the administrative functions are attended to by the sections under the immediate charge of section Heads.

6. *Financial and Executive Powers.*—The financial and executive powers delegated to the Director of Stationery and Printing. Joint Director and other officers are furnished in Appendix I to X.

CHAPTER 2

OFFICE SYSTEMS AND PROCEDURES

7. Establishment.—This section attends to matters relating to recruitment, selection, issue of orders of appointment, declaration of probation, confirmation, finalization of pension and gratuity to employees and other service matters.

8. Conditions of appointment.— Recruitment, promotion and transfer of the employees exclusing those borne on the contingent establishment, are governed by the General and Special Rules.

9. Service conditions.—Appointment to various posts are made by promotion or by direct recruitment, or by transfer from other service. Continuous temporary or officiating service rendered in a regular capacity, followed without any interruption by confirmation in the same or in any other post will qualify for pension.

10. Method of Recruitment.— Recruitment for all posts in the Government Press outside the purview of the Tamil Nadu Public Service Commission is made in consultation with the employment Exchange and selections are made by the Committee appointed for the purpose.

11. Register of Recruitment.—A Register of Recruitment will be maintained furnishing the following details :-

1. Serial Number and Date.

2. Name of the Selection Committee and sitting.

3. Number of posts for which selection is made.

4. Number of posts vacant.

5. Number of candidates selected.

6. Current Number and date in which proceedings of selection was made.

(O.O.37/76)

12. Appointing Authority.— The appointing authority for the categories of staff belonging to the following services shall be the Joint Director :-

(1) Tamil Nadu Ministerial Service.

(2) Tamil Nadu Stationery Subordinate Service.

(3) Tamil Nadu Government Press Subordinate service.

(4) Tamil Nadu General Subordinate service.

(5) Tamil Nadu Basic Service.

13. Promotions.—The promotion of the Ministerial staff and technical staff in the Press branch is made by the Joint Director of Printing. The promotion of the Basic Servants and contingent staff is also made

by the Joint Director of Printing. Such promotion are to be regulated by the general or special rules applicable to them.

14. Transfer.—All the employees are liable to be transferred to any of the units under the control of the Directorate.

Note:—The Director of Stationery and Printing, Madras is empowered to transfer the posts from one unit to another from among the sanctioned strength, in the Stationery and Printing Department to avoid idleness of man power and with the ultimate aim of optimum utilization of machinery. He is also empowered to suitably reallocate the funds provided towards pay and allowances of the staff in the Stationery and Printing Department.

(G.O. Ms. No.931, Transport, dated 28-8-1985)

Employees desirous of getting themselves transferred from one unit to another shall have their applications registered in the register maintained for the purpose.

15. Pensions and Gratuities.—Pensions and gratuties are admissible under rules laid down in the Tamil Nadu Liberalised Pension Rules.

Note:—Heads of Offices are empowered to sanction Death Cum Retirement Gratuity and Pension.

(G.O. Ms. No.837, Finance, dated 6-9-80 read with Government letter No.98567/Pension/84-1, dated 2-2-1985)

16. Punishment.— The Statutory provisions, contained in the Civil Service (Classification, Control and Appeal) Rules are observed in awarding punishment.

17. Resignation.—Resignation entails forfeiture of past service. Each member, who resigns should give a written statement that he is aware of the consequences of his action.

18. Certificate of Service.—The Joint Director alone may grant on discretion certificates of services, ability etc., As a general rule, such certificate will not be given to those, who continue in service.

19. Divisions of Establishment.—For purposes of internal control and accounts, the Press Branch is divided into twenty departments, viz.-

1. Composing.
   (a) Hand
   (b) Mechanical
2. Machine
3. Binding
4. Reading
5. Foundry
6. Stores
7. Accounts
8. Publication and Despatch
9. Electrical
10. Forms, Control and Despatch
11. Mechanical and Carpentary
12. Offset and Block Making
13. Raffle ticket printing
14. Computing
15. Planning
16. Budget (Confidential)
17. Top-Secret
18. Establishment
19. Watch and Ward
20. Time-Office

20. Service Books.—The detailed rules regarding service books and their maintenance laid down in Fundamental Rule 74 (iv) shall be followed.

21. Maintenance of Records of Service.—A service book in Fundamental Rule Form No.10 shall be opened for each Government Servant at his own cost as soon as he is appointed. It shall be in the custody of the officer under whom he is working. The officer shall see that all entries are duly made and attested. It is the duty of the employee to see that his own service book is properly maintained and that all erasures in it are attested. Each employee may maintain a duplicate service register, if necessary. In the case of Basic Servant, the Service Registers will be provided to the employees free of cost.

22.Conduct and Discipline.—All the employees of the department are governed by the Tamil Nadu Government Servants' Conduct Rules.

The employees who are classified as "Workers" under the Factories Act, 1948 shall in addition to the General Rules of

conduct also observe the following instructions :-

(1) They should abstain from holding unnecessary conversation with each other and from doing anything which may cause annoyance to their fellow workers.

(2) They should leave the office immediately when the work is finished and not loiter in the premises.

(3) They shall not bring outsiders into the office and shall not allow strangers, not even men of another sections or department of the office to loiter about in their section.

(4) They should not read newspapers and books during working hours.

(5) They should not smoke in any part of the Press.

(6) They should not spit in any part of the premises except in the receptacles provided for the purpose and disfigure walls.

(7) They shall not collect funds or conduct any other means of raffling in office.

(8) They shall take proper care of all machines, tools, types and other materials used by them in their work.

(9) The employees shall not take meals in the press premises or in the workspots. They shall take tiffin or meals only in the rooms set apart for this purpose.

(10) No employee or outsiders bringing meals shall enter the Press premises for the purpose of delivering the meal carrier to the employees on duty.

(11) They shall not wilfully interfer with or misuse an appliance or other things provided in the factory for the purpose of security, health, safety or welfare of the workers therein.

(12) They shall not wilfully without reasonable cause do anything likely to endanger themselves.

(13) They shall not wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

(14) Every employee must register his residential address and immediately notify any change of residence to the section head and Overseer.

(15) No employee shall stop work before the signal to cease work or before the time specified above without permission.

(16) They shall not leave their headquarters without prior permission. They shall indicate, apart from the purpose, in the leave application their address during the leave period.

(17) They shall obtain permission from the security staff to enter the press premises excepting when they report for duty.

(18) They shall handover the hour leave memos and leave memos at the gate.

(19) Employees on leave are prohibited from accepting any employment outside the press which involves the receipt of any pay, fee or honorarium.

(20) Although employees are not under oath, it is a part of the professional honour of a printer not to dislodge the nature of the work upon which he is employed. They shall not communicate anything regarding any work to any person who is not engaged on the work although he may work in the same section or to any person who is employed in the office. Employees found guilty of this offence will be dismissed and they may be debarred from future employment under Government and in serious case thay may be prosecuted.

(21) Every person in the press service holds his office during the president's pleasure, and it is well established principle of law that no suit of other proceedings will lie in a Civil Court against the Government at the instance of a Government servant in respect of any other affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a Government servant. If a Government servant feels aggrieved by any such order or action, his remedy is to appeal, or to submit a memorial to higher authorities, submit to the conditions and restrictions, if any, prescribed by the rules applicable to his service. Recourse to Courts to ventilate service grievances is improper and will be viewed with grave displeasure.

23. Leave Rules.—The employees are governed by any one of the following leave rules :-

(i) *Tamil Nadu Leave Rules.*—The staff of the Ministerial service, General subordinate service and Basic service are governed by the Tamil Nadu Leave Rules.

(ii) *Industrial Employees Leave Rules.*—All employees of the Press who were permanent and hold inferior posts and who were enjoying the benefits of Madras Leave Rules shall continues to be governed by the same Leave Rules till they are confirmed in any of the posts which comes under the Government Press Subordinate Service. After confirmation, they are governed by the Industrial Employees Leave Rules.

Note.-The unearned Leave on Medical Certificate is enhanced to 18 months instead of 12 months to Employees of the Government Presses.

(Vide G.O. Ms. No.100, Information and Tourism (S&P II). Dated 3rd April 1992)

(iii) *Pudukkottai State Leave Rules.*—Ex-Pudukkottai State servants who have opted to remain under Pudukkottah State Rules, governed by the Pudukkottah State Leave Rules after absorption with Tamil Nadu Government.

24. Leave.—(*a*)The employees are governed by the general and special instructions contained in the District Office Manual/Fundamental Rules.

(*b*) Application for leave for less than half a day should be entered in the prescribed form making corresponding entries for reference in the foil of each memo. The head of the section should be careful to see that the serial number, date, name and time of leaving are also entered in the foil of the leave memo and the book submitted to the sanctioning authorities for their initials both on the foil and counterfoil. After the memoranda is sanctioned, the counterfoil should be handed over to the employee concerned for delivery to the Watchman when passing through the gate. Heads of sections (Technical only) should check attendance register with the foils, at least once in a month to verify whether the leave availed of is entered in the attendance register.

Note.—The clause "number of times taken during the past two months" will mean "number of times taken during the last two months from the date on which the application is made".

(*c*) Employees who absent themselves on sick report should submit medical certificates immediately on placing themselves under medical treatment. Failure to do this will render to the employee concerned liable to loss of leave allowance or to delay in payment thereof. On the termination of medical leave due to sickness, a certificate of fitness to resume to duty must be produced.

(*d*) The leave accounts of employees under the Industrial Employees Leave Rules shall be in accordance with the instructions contained in Fundamental Rules.

25.Absence without Leave.—Employees are warned that all absences, however short, marked 'A' opposite their names in the attendance register in red ink are unauthorised absence constituting break and forfeiture of past service under the rules. It is, therefore, necessary that each employee should in all case obtain leave before he stays away from work or if he should happen to be absent from duty owing to unavoidable circumstances, he should invariably send a report within three days from the date of his absence. He should also apply for leave in the form prescribed on his joining duty.

The Officer in-charge of the department at his discretion, order the deduction of one day's pay for each day of absence of an employee without leave or without the production of medical certificate. Only sudden illness will be an excuse for absence without previous permission. Absence without leave for more than three days render the absentee liable to disciplinary action entailing even removal from service. Sundays and holidays occuring during absence without leave are reckoned as working days.

Note. (i) If an employee is absent without prior permission for more than 3 days, a memo should be sent instructing to join duty;

(ii) If the absence is continuous for more than seven days without prior intimation, disciplinary action should be initiated against him/her under Tamil Nadu Civil Services (Classification, control and Appeal) Rules 17 (a);

(iii) If he/she does not turn up for duty inspite of disciplinary action initiated, or explain the reason for the absence, all actions said under TNCS (CCA) Rules 17(b) & 18 (C) should be initiated.

(iv) When the disciplinary action is pending, if the employee express his/her desire to join duty, within six months, the unit officer shall permit him/her to join duty. If the action taken is under TNCS (CCA) Rules 17(a), the unit office shall take a decision. If it is under Rules 17(b), only the appointing authority is empowered to take a decision on this.

(v) If the absence is more than six months, even if the request to join duty on the basis of Medical certificate or the report of the Medical board, only the appointing authority is empowered to take a decision.

(Vide G.O. Ms. No. 1046, P & A. R. (FR. III) dated, 13th November 1987. Government letter No. 8699/FR III/91-5, P & A. R. dated 8th August 1991. Directorate's Circular No. 31340/D2/91, dated 28-11-91.)

26. *Cancellation of leave.*— Heads of sections will note that no employee is to be allowed to return to work before the expiry of his leave without the written permission of the officer sanctioning the leave.

27. *Leave certification*.—The leave reports and certificates will be received by the Tappal section. The reports will be date stamped and sent to the departments concerned. The medical certificates will be date stamped and handed over to the concerned establishement sections for certifying the eligibility of leave, before certifying the eligibility of leave the medical certificate will be sent to Time office for affixing leave memos and certifying the leave availed of by the employees during the last two years. The medical certificates with these memos will be sent to the concerned departments for obtaining the initials of the concerned Foreman on the leave memos and then they will be sent to the establishment sections concerned for certifying the eligibility of leave.

28. *Hours of Attendance*.—(A) The hours of attendance for the ministerial staff shall be in accordance with the hours of working prescribed in the District Office Manual.

(B) The press branch shall work for 45 hours a week in each shift.

(G.O.Ms. No. 282, Transport, dated 20th April, 1976).

Shift timings.—(i) The hours of working in each shift shall be as follows :-

Hours of attendance	*Interval*
Shift I—	
6.00 a.m. to 2-00 p.m.	10-00 a.m. to 10-30 a.m.
Shift II—	
2-00 p.m. to 10-00 p.m.	5.30 p.m. to 6-00 p.m.
Shift III—	
10-00 p.m. to 6-00 a.m.	1-30 a.m. to 2-00 a.m.
Normal—	
9-00 a.m. to 5-30 p.m.	1-00 p.m. to 2-00 p.m.

Note —

The hours of working in General shift shall be as follows:—

Hours of attendance	*Interval*
9.45 a.m. to 5.45. p.m.	1.30 a.m. to 2.00 p.m.

(Vide G.O. Ms. No.5, Information and Tourism (S&P II) Dated 6th January 1992.)

(ii) The hours of attendance for the following categories of staff shall be as follows :-

***(a) Gate Sergeant*—**

All working days—

Shift I—	
5-45 a.m. to 2-10 p.m.	9-15 a.m.to 9-45 a.m.
Shift II—	
1-45 p.m. to 10-15 p.m.	6-00 p.m. to 6-30 p.m.
Shift III—	
9-45 p.m. to 6-15 a.m.	2-00 a.m. to 2-30 a.m.

***(b) Time-keepers*—**

All working days—

Shift I—	
5 45 a.m. to 2-15 p.m.	10-30 a.m. to 11-10 a.m.
Shift II—	
1-45 p.m. to 10-15 p.m.	6-00 p.m. to 6-30 p.m.

Hours of attendance	*Interval*
Shift III—	
9-45 p.m. to	2-00 a.m. to
6-15 a.m.	2-30 a.m.

(c) Sweepers and Scavengers—

All working days—

Shift I—	
5-45 a.m. to	10-30 a.m. to
2-15 p.m.	11-00 a.m.
Shift II—	
1-45 p.m. to	5-30 p.m. to
10-15 p.m.	6-00 p.m.
Shift III—	
9-45 p.m. to	1-30 a.m. to
6-15 a.m.	2-00 a.m.
Normal Hours—	
9-00 a.m. to	1-00 p.m. to
5-30 p.m.	2.00 p.m.

(*d*) ***Waterman***—

All working days—

Shift I—	
5-00 a.m. to	9-30 a.m. to
1-00 p.m.	10-00 p.m.
Shift II—	
1-00 p.m. to	5-00 p.m. to
9-00 p.m.	5-30 p.m.
Shift III—	
9-00 p.m. to	1-00 a.m. to
5-00 a.m.	1-30 a.m.
Normal Hours—	
9-00 a.m. to	1-00 p.m. to
5-30 p.m.	2-00 p.m.

(*e*) ***Watchman***—

All working days—

Shift I—	
5-45 a.m. to	10-15 a.m. to
2-15 p.m.	10-45 a.m.
Shift II—	
1-45 p.m. to	6-15 p.m. to
10-15 p.m.	6-45 p.m.
Shift III—	
9-45 p.m. to	1-45 a.m. to
6-15 a.m.	2-15 a.m.
Normal Hours—	
9-00 a.m. to	1-00 p.m. to
5-30 p.m.	2-00 p.m.

Note 1.-One electrician shall attend office at 4-00 a.m. in the first shift on every Monday and on the working days following a holiday to switch on the power required for melting of metal on Lino and Mono machines.

Note 2.-One foundary worker shall attend in first shift on every Monday and on the working days following holidays for lighting the ovens and shall leave office one hour earlier on such days.

29.Time-Keepers.—Attached to the overseer and they will work under the immediate orders of the officer - in-charge of the Time Office. They shall be responsible for the correct recording of the attendance of all employees of the Press in accordance with the instructions contained in papragraph 32. They shall watch the employees signing their names, posting their time in the recorder or dropping the tokens in the boxes and with these records immediately arrange to post the attendance registers. They shall maintain the register of all leave taken by employees up-to-date for the purpose of showing the leave records in the application for leave by the employees.

30.Attendance Registers.—Separate registers for the different departments to conform to the division of establishment under the system of cost accounts shall be maintained. The attendance register in W.M.G.P. shall be maintained by the Press Branch. As the attendance register is a book of prime entry, it shall be maintained as accurately as possible. Late attendance, permissions granted to leave office early, causal and leave of all kinds shall be recorded in this register.

31.Token Numbers.—Each Employee of the Press is assigned a token number. These numbers are subject to revision as and when found necessary. The newly appointed men takes the vacant number. A compositor transferred from one section to another does not change his number. All entries in the order books, pay bills, acquitance rolls, leave memorandum, letters, etc., should contain the number as well as the name and designation of individual.

32. Record of Attendance.— All employees in the Press Branch shall drop their tokens in the boxes provided for the purposes or punch cards in the Time Recorders provided.

Overseers, Top Senior Forman, Senior Foremen, Junior Foreman, Technical Assistant, Head Reader, Top Senior Readers, Store Keepers, Chief Despatcher, Head Despatchers, Senior Despatching Clerks, Warehouse Clerks, Adler Type Operators, Lino and Mono Operators, Time-Keepers, Gate Sergeants on first entering the Office in their respective shifts will sign their initials in the Attendance register. The watchman in shifts also will sign in the attendance register. The watchmen record rounds on the tell-tale clock during nights on all days and during day time on holidays and Sundays.

Those attending office latter, i.e. after 10 minutes of grace shall mark their time of arrival in the register.

Employees who attend office late upto half-an hour will be marked in red ink, and beyond half an hour up to two hours, they will be marked in blue ink with blue ink underlined.

All erasures, over writings, additions and alterations of any kind in attendance registers converting absence into leave of any kind or leave into absence or one kind of leave into another should be initialled by the respective Junior Time-Keepers based on orders recorded in the Office order book or borne out of by memo sanctioned under authority of the Officer-in-charge.

33.Late attendance.—(A) Employees in the Press Branch attending office late after 10 minutes, grace in all the shifts will be marked late in the attendance registers in red ink. Late arttendance above 10 minutes and up to 15 minutes is reckoned as 15 minutes late and above 15 minutes and up to 30 minutes as 30 minutes late. Employees attending office after 30 minutes and upto 2 hours shall be permitted to work only after they get hour leave memo with the late slip issued by the Gate Sergeant sanctioned by the Officer-in-charge or the Overseer.

(B) Ministerial Staff.—The procedure laid down in District Office Manual shall be followed in respect of ministerial staff attending office late.

34.Deduction from salary for late attendance.— If the total of late attendance in a month amounts to an hour or less in the aggregate, it is excused. If the late attendance exceeds one hour, deduction shall be made from out of salary for the total number of hours of late attendance.

Employees, who frequently attend late without satisfactory explanation are in addition to the above deductions liable for disciplinary action entailing even removal from service.

35.Permission to attend office late and to leave early.— Ministerial staff of the Directorate and Central Press and its branches in the city and the mofussil belonging to Hindu religion may attend office one hour late on new moon days and leave office early on the days specified in District Office Manual.

36.Hour leave.—Leave during office hours for less than half a day may be sanctioned to the technical employees who shall submit their application in W.M.G.P. 98 to the Officer-in-charge or in his absence to the Overseer through their immediate section heads. Employees of the confidential section shall obtain sanction from the Officer-in-charge or in his absence from the Overseer.

37.Absentee list.—Absentee lists of all employees coming in the shifts due at 6.15 a.m., 2-15 p.m., 10-15 p.m. will be made up at 6-45. a.m., 2-45 p.m., and 10-45 p.m. respectively. Absentee lists of all employees coming in normal hours due at 9-15 a.m. will be made up at 9-45 a.m. The list of absentees should be submitted to Officer-in-charge of the Time Office daily at 11-00 a.m., 7-00 p.m. and 3-00 a.m. for each shift. A consolidated register showing details of absentees of each department for each day should be submitted to the Works Manager through the Officer-in-charge of Time Office at 11-00 a.m. on the next working day.

38.Absentee statement.—An absentee statement showing particulars of strength, absentees and percentage of absentees in each department shall be prepared every day. For comparison, previous day's percentage of absentees shall also be shown in the statement.

39.Change of Shifts.— Employees shall attend office in the shifts to which they are

posted. They shall not change shifts without prior permission. Muslim employees, who are working in shifts is permitted to work between 6 a.m. to 2 p.m. and those who are working in normal hours is permitted to work between 8 a.m. to 4-30 p.m. during Ramzan at their own request.

40.Holidays.—The press will be closed on all Public Holidays declared under the Negotiable Instruments Act, and other holidays declared on special occasions to Government Institutions.

(G.O. Ms. No. 667, Transport, dated 14th December 1974.)

41.Sunday Work.—Orders for Sunday work will be given at the discretion of the Works Manager/Branch Manager with reference to the circumstances of the work required to be done, provided also that the provisions of the Factories Act are not infringed. Generally no work for a Sunday can be accepted unless the Secretary to Government certified that a special work is so urgent that it must be done on Sunday.

42. Compensatory Holidays.—Employees of the Press who come under the definition of workers in the Factories Act, if required to work on a Sunday (weekly holiday) will be allowed substituted holiday on one of the three days immediately before or after the Sunday. The grant of such a substituted holiday shall be so regulated that no employee works for more than ten days consecutively without a holiday. If such substituted holidays are not given, compensatory holidays will be granted by the competent authority for the work on Sundays or holidays within the month in which the holidays are due to them or within two months immediately following that month in accordance with the Factories Act.

Compensation leave for employees who do not come under the definition of "Workers" including Ministerial staff will be granted on application to the Officer-in-charge of the Departments within six months from the holiday or holidays not availed of.

Orders for working on any of these holidays will be given on the same authority as for Sunday work.

43.Tappals (A).—This section shall attend to the receipt of tappals and function in accordance with the instructions laid down in the District Office Manual.

A Distribution Register in Form I given in Appendix 3 of the District Office Manual (C.F. New No. 260) shall be maintained separately for each section. Serial Nos. in column (1) of the register shall be got machine numbered in advance. All papers received in tappal shall be entered in this register.

This section shall also maintain the Register of Valuables and account for all the items recorded therein.

After perusal of the tappal by the Officers the tappal Junior Assistant shall sort out the papers of each section into separate bundles and send each bundle to the Section heads concerned who shall sort out the papers intended for each clerk and have them numbered with the automatic numbering machine in such a way that each clerk gets a consecutive series of numbers. Below the last number given to the day's tappal, the section head should invariably affix his initial with date. In Column (2) of the Distribution Register, the section head shall enter the nature of the enclosures, if any, received with the current. The concerned Junior Assistant and Assistant shall acknowledge the receipt of the tappals in the respective section Distribution Register.

(*B*).—(*i*) Tappals received in the press branch during the office hours will be received and attended to by the Tappals Section.

(ii) Tappals received out of office hours and on Sundays and holidays will be received by the Overseer and handed over to the tappal section the next working day.

(iii) Tappals superscribed "Immediate" "Special" or "Urgent" containing proofs and other materials for printing on receipts shall be opened by the Overseer/Officer on duty. Action as warranted shall be taken by the Overseer/Officer on duty and Intimated to the officer concerned the next day.

(iv) Sealed covers containing proofs or materials for printing shall be opened only

by the Foreman of the Top Secret/Budget section concerned. The officer on duty shall refer the Foreman Top Secret/Budget section in cases of doubt.

(v) Tappals addressed by name shall be sent to the officer concerned for their attention.

44.Registers.—The registers and forms as prescribed under the Codes and Manuals shall be maintained by the section heads concerned. The registers and forms listed in Apppendix (XVIII) shall be maintained in addition. Maintenance of unauthorized registers and non-maintenance of the prescribed registers shall be avoided.

45.Record Section.—This section shall keep in safe custody all records received from the various sections after disposal till they are ripe for destruction. The instructions contained in the District Office Manual regarding the maintenance and disposal of the files shall be followed. The Record-keeper shall also keep in serial order all the office orders and circulars issued.

46.Record Keeper.—Shall arrange to obtain the stationery articles from the Stationery Stores on annual indent and distribute them in accordance with the scale laid down in the Stationery Manual. He shall maintain Stock Register to record receipts and issues. He shall maintain the register of furniture and arrange for the annual verification of furniture.

47.Officer Order Book.—An order book shall be maintained in the Record Section wherein all office orders issued by the various sections shall be entered.

The office order book dealing with appointments, resignations, fines, promotions, warnings etc., relating to personnel shall be maintained in each establishment section concerned and put up to the officer-in-charge for review once in a month.

48.Destruction of Records.— The instructions contained in Articles 326 of Tamil Nadu Financial Code, shall be followed in the destructions of records referred to therein. The list of other records that should be permanently retained or preserved for not less than the period specified against each are given below:-

A. To be retained

1. Government Order file (if indexed).
2. Pension Papers (Accountant General's reports on Pension applications and Joint Director's sanction thereon together with other connected papers should ordinarily be preserved permanently).
3. Invoice Books of Printing and Binding materials, imported from England.
4. Tamil Nadu Government Gazette files.
5. R. Dis. files (to be reviewed after 30 years).
6. Pay Bills and Acquittance Rolls.

B. To be Preserved for not less than the Period Specified Against them

Office.	*To be destroyed after years.*
1. Cash Books	20
2. Day Books (including supplies by V.P.)	15
3. Advertisement Bill Books	15
4. Stock Ledger for Plant, Stores, etc.	10
5. Register of Valuables ..	10
6. Ledger Accounts of printing work done for State and Central Officers.	10
7. General and Charges Ledgers, Compilation Journal	10
8. Bill Books	5
9. Receipt Books	3
10. Tender files	3
11. Treasury Receipt Files ..	3
12. Postage Accounts ..	3
13. Subsidiary books-	
(a) Classification charges (casting system) ..	3
(b) Stores receipt book and monthly summary of stores consumed	3

Office.	To be destroyed after years.
14. Distribution Register ..	5
15. Personal Registers ..	5
16. New Case Register ..	5
17. Fair Copy Register ..	3
18. Despatch by post and Local delivery book. ..	3
19. Periodical Register ..	3
20 Call Book	3
21. Security Register (provided all items are accepted for)	10
22. Record Issue Register	3
23. Register of key of Record Room	1
24. Arrear list (Form VII and X) and running Note files ..	3
25. D. Dis. files and F. Dis. if marked 'D'	10
26. K.Dis. files and F. Dis. if marked 'K'	3
27. L. Dis. files	1
28. Audit Vouchers, registers, etc.	5
Other sections	*Years.*
Order Books	30
Work Order book including (slip and turn book) ..	3
Bin Cards	3
Paper Issue Books	3
Stationery Office indent files	5
Spare copies of Tamil Nadu Government Gazette (retaining 2 copies for sale to the Public by levy of Rs. 5)	1
Stock ledgers of publications	10
Acts of Government of Tamil Nadu Superseded publications.	6 months after repeal on issue of revised Edition.
Copies of correspondence ..	10
Subscriber's register of I.L.R. and Gazette. ..	3
Letters accompanying subscription to the periodicals and other publications, etc.	2
All Government orders and correspondence for inserting notifications, etc. in the Gazette ..	2
Telephone messages, application for appointment and formal inquiries asking for price of publications, rate of subscription to Gazettes I.L.R. etc	2
Attendance Registers ..	10

(i) Files, Registers, etc., not selected for audit and relating to period, the audit of which is over to be destroyed six months after the disposal of the objection statement of that period. Audited files to be preserved till a review thereof, if any, by the Accountant-General is over.

(ii) Audit vouchers shall comprise line account, rough proof, hour account, memos., Imposers time sheets, etc. G.R.S., requisition for stores, invoices following supplies, etc., paper issue vouchers, supply bills with invoices, leave memos., overtime working sheets, outturn sheets, etc.

(iii) Spare copies of *Tamil Nadu Government Gazette* ordered for destruction may be sold as waste paper and in cases in which it may be desirable, these papers shall be torn into pieces before being sold.

49. Budget. — This section shall (i) attend to the preparation and submission of Budget Estimates in respect of the Department of Stationery and Printing. For this purpose, this section shall assist the Chief Controlling Officer in exercising control over the expenditure at all the units.

(ii) attend to submission of proposals for re-appropriation and Surrender of Funds.

(iii) Conciliation of proposals for inclusion under part II scheme.

(iv) Classification Order-classification of Heads of accounts.

(v) Re-conciliation of Departmental expenditure and furnishing certificates to Accountant-General, Tamil Nadu.

(vi) Submission of reports to Accountant General on the variation in the Appropriation Accounts, preparation for notes for discussion in the Public Accounts Committee on Appropriation Accounts.

(vii) Submission of number statements to Government and

(viii) Submission of statements on election expenditure and receipts to Government.

Forms for the preparation of estimate of receipts and charges are supplied by the Finance Department. Detailed instruction for the preparation of the estimates are contained in Chapters III, IV and V of the Budget Manual. The dates for the submission of the estimates are given in the statement of returns.

All the Heads of Offices and Controlling Officers shall send the estimates to the Directorate in complete shape and in the prescribed form twenty days in advance for consolidation.

50. Subsidiary Statements.—In advance of the departmental estimates, the Director of Stationery and Printing shall forward to the Finance Department on the Ist August of each year, the following statements of numbers:-

(i) Statement in Annexure I (Budget Manual) giving particulars of posts in each permanent and temporary establishment, the sanctioned monthly pay, the pay that will be drawn on the Ist of April, following the number of officers at each rate of pay for whom provision will be made in the departmental estimates.

(ii) A statement in Annexure II (Budget Manual) Showing the allowances attached to posts or individuals.

(iii) A Statement in Annexure III showing the number of posts in each category.

51.Control of Expenditure.—Form-D in the Budget Manual, modified as suitable to the Office, shall be used in Register form for recording the appropriations, re-appropriations and expenditure together with all liabilities to watch the progress of expenditure as compared with appropriations and re-appropriations. The register shall be closed monthly and the progressive total carried forward. The figures booked in the department shall be verified with those of the Accountant-General's Office, Tamil Nadu every month and the differences reconciled and certificate furnished to the Accountant General Tamil Nadu. The Assistants will be deputed for this purpose.

The detailed instructions for the maintenance of this account, Chapter VII of the Budget Manual shall be followed.

52.Re-Appropriation and Surrenders.—Proposals for surrenders shall be submitted to Government not later than 15th January each year, if it is found that any portion of apppropriation cannot be spent during the year. Applications for additional appropriation and re-appropriations shall be submitted to Government as necessity arises but not latter than 15th January each year. For instructions Chapter VIII of Tamil Nadu Budget Manual shall be referred to. Proposals for final surrender shall be sent to Government in Finance department before 15th March of each year.

53.Cash Section.— This section shall keep in safe custody of all moneys received for disbursement. The detailed instruction laid down for the custody of cash and accounting procedures detailed in the Tamil Nadu Treasury Code and in the Tamil Nadu Financial Code shall be observed. The Cashier in-charge of the cash section shall furnish the prescribed security and keep under his custody the valuables including security bonds, agreements, vouchers relating to disbursements and the records relating to all the cash transactions. The Junior Cashiers and shroffs who are classified as security hands shall assist the cashiers.

54.Accounts Procedure.—The following accounts procedure shall be followed in the Press Branches, Government Publication

Depot at Anna Salai, Madras (and the Directorate of Stationery and Printing) in regard to the transaction of cash.

55.Register of valuables (W.M.G.P. 3).— All money, any valuables received on account of work done or supplies made shall be entered in this book by the Chief Cashier with his dated initials.

The Chief Cashier will strike off the daily total and initial in token of the receipt of the valuables.

56.Receipts may be realised only in legal tender coin or currency notes. Cheques, remittance transfer receipts and demand drafts issued by the bank shall also be accepted.

A final receipt may be issued for the amount of a cheque received with the addition of the words "subject to realisation of cheque" in the receipt. No further receipt shall be issued after the realisation of the cheque.

All moneys received shall without undue delay be paid into the Bank and shall be included in the General balance of Government. Receipts shall not be appropriated to meet departmental expenditure.

Note.-1. In cases where particulars are not available for remitting the amounts into the Bank under proper unit in the Revenue Account the amount may be kept "not credited" subject to a maximum period of three months.

2. The daily progressive totals of such items shall be carried forward.

57.Cash receipt book (W.M.G.P. 13).— The receipt of all moneys including cheques and stamps received on behalf of Government will be acknowledged in this form. In cases of remittances by money order, the acknowledgement portion of the money order form shall be treated as a Receipt Voucher.

58.Cash book (W.M.G.P. 4).—All cash realised which is for credit to Government will be entered in this book classified under the various detailed heads provided for in it. The daily total in the cash books shall be reconciled with that of the Register of Valuables and the initials of the Bill Drawing Officer obtained. All corrections and alterations in the book shall be authenticated by the dated initials of the respective officers. Money withdrawn on bills for pay, establishments, contingencies, etc., should not be treated as receipts and entered in cash book but should be accounted for and watched through acquittance rolls, contingent registers, etc. The Cash Book shall be closed for remittance in the bank at convenient intervals avoiding always holding up of unduly heavy cash balance.

Note.-The Cash Book should ordinarily be closed and balanced daily. At the Central Press where daily cash transactions are few, it will be written up by dates, after balancing daily and closed for remittance to bank at least, twice a month.

59.Chalan (W.M.G.P. 1-2A).— Remittances to the Bank shall be accompanied by a chalan made out in triplicate giving full particulars of credit heads. The receipt of the amount will be acknowledged by the Bank in the original of the chalan.

60.Custody of money and keys.— Vouchers and all valuables, cash, shall be kept in the cash chests provided with double locks. One key shall be in the custody of the cash-keeper and the other with the drawing officer.

61.Abstract cash book.—This book shall be maintained by the Cashiers. All receipts including salaries, etc. are entered in this book (W.M.G.P. No. 6) properly classified as given below with disbursement noted against each item. This book shall be closed daily and the cash balance verified. The Bill Drawing Officer shall verify the cash balances daily and record under his dated initials a certificate of count in this book. Physical verification of actual cash balances held by the Chief Cashier shall be conducted by the senior Officers, Central Press, Madras, once in every week by rotation. The Accountant in the Publication Depot shall check the cash abstract book before verification of the actual cash balances by the Assistant Director (Publications). The Branch Manager or the Assistant Directors at the unit presses shall verify the cash balances daily. The check of this book should also be made to watch the correct disposal of the money received e.g. by payment into the Treasuries concerned, disbursements of pay among the staff, return of security deposits, etc.

62.Payments into the Reserve Bank of India and the Treasuries, their verification and reconciliation.—The remittances into the Bank and the Treasuries are noted in a manuscript register classified under several heads of credit from the original of the chalans. The direct payments into the Bank and the Treasuries by the State Officers for credit under "058. Stationery and Printing" shall be reconciled with the Accountant-General's figures every month.

63.Expenditure.—No expenditure shall be incurred unless covered by general or special orders and appropriations or re-appropriations for the year sanctioned by the competent authority.

While incurring or authorising expenditure, it should be noted that it does not contravene the principles which are known as standards of financial propriety as laid down under article 3 of Tamil Nadu Financial Code, Volume I.

All sanctions to expenditure shall be expressed both in words and figures.

64.Alterations.— Erasures and over-writings in any account register, schedule or cash book are absolutely forbidden. Corrections shall be carried out in red ink and shall be authenticated by the Officers-in-charge setting his dated initials against each.

65.Contingent Bills.—The check of contingent bill shall be directed to ensure:

1. that each bill is supported by vouchers defining the claims against the Department.

2. that the claim so preferred is a correct one properly payable by the department.

3. that adequate sanction to the charge exists,

4. that there is due provision in the budget, and

5. that the charges are in accordance with the contract or market rates.

Note.-Petty contingent expenses for a months shall be drawn in a single bill at the end of each month.

66.Vouchers.—Every payment shall be supported by a voucher setting-forth full and clear particulars of the claim. They shall be duly stamped if the amount exceeds Rs. 20 unless exempted (Appendix. I Tamil Nadu Treasury Code, Volume II). For the special rules regarding the form of vouchers for disbursements made, etc., clauses (a), (b), (c) and (d) of S.R. 2 under T.R. 32, Tamil Nadu Treasury Code, Volume I may be referred to.

Note.- 1. On the office copy of the bill towards claims for the purchase of stores, the Chief Store keeper shall certify that the new purchase in question has been duly taken into the stock account. The settlement of the claim shall also be noted on the office copy of the original indent for articles.

2. Special form No. WMGP New No. 15 shall be used to pass payment for conveyance charges to establishment, cooly and cart hire for carriage of Gazettes and forms and such vouchers wherever necessary shall be supported by gate passes (C.F. 142)

3. Cash payment shall be used in all cases of payments of freight charges made on articles transmitted by rail.

4. Payment made to other Government departments for services rendered in respect of non-standardised items of Act, ordinances and other Manuals, etc., shall ordinarily be made by book transfer-Vide Article 69, Tamil Nadu Accounts Code, Volume I.

67.Pay Bill Section.—This section shall attend to the preparation of Pay bills for both permanent and temporary establishment of all officers other than those classified as self-drawing officers. This section shall also prepare claims relating to supplemental pay bills, Travelling allowance bills, Medical reimbursement bills and bills relating to loans and advances.

68.Payments.—The wages of every person employed in the press shall be paid before the expiry of the tenth day after the last day of the wage period in respect of which the wages are payable.

All payments shall be made in a working day in current coin or currency notes or in both.

69.Claims of Government Servants (General).—All proposals for additions to establishment whether permanent or temporary or for an increase in the emoluments of an existing post shall be scrutinised with the greatest care. Full details to be furnished with establishment proposals, instructions regarding submission

of proposition statements where necessary and other instructions are contained in Article 64 to 68, Tamil Nadu Financial Code, Volume I. Establishment bills of the employees of the Press shall be presented for payment five days before the last working day of the month to which they relate.

Pay, leave salary and other monthly recurring payments to the employees of the Press become ordinarily due for payment only on the expiry of the month to which they relate.

70.The Monthly Establishment Bill.— Form No. 47-A, Tamil Nadu Treasury Code shall be used for bills for the pay fixed allowance and leave salaries of *non-gazetted* Government Servants. No separate office copies shall be maintained for these bills, but the special acquittance roll (WMGP 77-A) prescribed for the Government press shall be adopted. The names of all permanent and officiating and temporary officials together with their pay, leave and other allowances, deduction of fines and recoveries shall be noted in the respective columns. The names of all Government servants in inferior service may be omitted in the bills. In the case of temporary establishments sanctions shall be noted.

Details of pay of absentees refunded shall be furnished in the space provided for the same in the bill. Pay of menials charged to contingencies shall not be included in pay bills but drawn separately (see Appendix-14, Tamil Nadu Treasury Code, Volume II).

Note.-1. Amounts held over for future payments shall be in red ink and ignored in totalling.

2. Fines, cost of resetting, repairing, etc., recovered from employees and refunds pertaining to the official year shall be treated as abatement of charges.

3. Recovery on account of materials, including paper damaged and refunds relating to previous official years shall be treated as receipts under proper heads.

4. Deduction of funds, income-tax-, etc., are regulated in accordance with the rules specified against each.

71.Deductions from the wages of an employed person shall be made only in accordance with the provision of the Payment of Wages Act, 1936 (Act IV of 1936) and may be of the following kinds namely:-

(i) Fines.

(ii) Deductions for absence from duty.

(iii) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody or for loss of money for which he is required to account, where such damages or loss is directly attributable to his neglect or default.

(iv) Deductions for house accommodation supplied by the employer.

(v) Deductions for such amenities and services supplied by the employer as the State Government may by General or Special Rules authorise.

(vi) Deductions for the recovery of advances or for adjustment of overpayment of wages.

(vii) Deductions of Income-Tax payable by the employed person.

(viii) Deductions required to be made by order of a Court or other authority competent to make such order.

(ix) Deductions for subscription to and for repayment of advances from any Provident Fund to which the Provident Fund Act, 1925 (XIX of 1925) applies or any recognised Provident Fund as defined in section 58A of the Indian Income-Tax Act, 1922 (XI of 1922) or any Provident Fund approved in this behalf by the State Government.

(x) Deductions for payment to co-operative societies approved by the State Government or to a scheme of insurance maintained by the Indian Post Office.

(xi) Deductions made with the written authorisation of the employed person in furtherance of any savings scheme approved by the State Government.

72.Arrear Bill.—Arrear pay shall be drawn in a separate bill with quotation of the bill from which the amounts were either witheld or refunded by deductions or of any special order of competent authority granting a new allowance. Such bills may be presented from 2nd to 25th of every month.

73.Overtime Compensatory Allowance is paid to the employees in the press branch

as on 2nd June 1958, who are qualified to draw the allowance. This allowance shall counts Pay in reckoning leave salary and pension.

(1) G.O. Ms. No. 3357, P.W., dated 13th December 1958.

(2) G.O. Ms. No. 1458, P.W., dated 11th May 1960.

(3) Government Memo No. 4628/D1/60-7, P.W., dated 14th November 1960.

74. Adhoc Allowance or Fixed Allowance.— Adhoc allowance or fixed allowance is paid to the employees in the press branch in addition to the over time compensatory allowance. This allowance shall be termed as pay in reckoning leave salary as well as pension.

(G.O. Ms. 282, Transport, dated 20th April 1974.)

(Govt. Memo. 102329/81/70-29 Transport, dated 23rd May 1974.)

75.Night Allowance.—The employees working in the press branch are paid at the rate of Rs. 1.50 whenever they work beyond 12 midnight.

(G.O. Ms.No. 676, Transport, dated 26th December 1974).

Note: Night shift allowance shall be raised from Rs. 2.50 to Rs. 3.50 per night.

Vide G.O. Ms. No. 102, I & T (S & P II), Dated 31st March 93.

76.Good Conduct Allowances.—Shall be paid at the discretion of the Director of Stationery and printing on the recommendations of the respective heads of offices to the employee of Composing, Machine, Binding, Lino, Mono, Type foundry Departments who give exceptionally good outturn and keep their machines clean.

77.Bun and Tea Allowance.—All the technical employees will be paid a sum of Rs. 10 per month as bun and tea allowance.

(G.O. Ms. No. 626, Transport, dated 24th July 1978.)

Note.—The Bun & Tea allowance shall be raised from Rs. 20/- per month to Rs. 30/- per month.

(Vide G.O. Ms. No. 102, Information & Tourism S & P II, dated 31st March 1993.)

78.Seven-Day Week Compensatory Allowance.—The employees of the Top Secret and Budget Sections are paid "Seven-Day Week Compensatory Allowance" of Rs. 5 p.m. for those getting above Rs. 300 p.m. and Rs. 3 p.m. for those getting below Rs. 300 p.m. for working on Sundays. They shall avail their weekly holidays in turns.

(G.O. Ms. No. 25, Transport, dated 19th January 1976.)

(G.O. Ms. No. 62, Transport, dated 29th January 1976.)

Note:- Seven-Day week compensatory allowance shall be enhanced as follows:

Scale of Pay	Rates of seven days week Compensatory allowance
1. 780-35-1025-40-1385	Rs. 15/- per mensum
2. 705-20-745-25-1230	
3. 555-15-615-20-795-25-970	Rs. 12/- per mensum
4. 505-10-555-15-615-20-795-25-845	

(Vide G.O. Ms. No. 880, Transport, dated 29th May 1986.)

79.Disbursement.—The Drawing and Disbursing Officers of the Stationery and Printing Department are personally responsible for every pay, etc., drawn on a bill signed by themselves until they have paid it to the persons entitled to receive it and have had the acquittance roll signed by the payees with a stamp where necessary. The undisbursed amount shall not be repaid for any period exceeding two months. The disbursement such be made by the persons preparing the bills. When the Drawing and Disbursing Officers of the respective units check the acquittance roll, they should themselves total up the items in it, check the total against the total of the corresponding establishment bill and the money received from the Bank/Treasury to be done by a responsible person. The person making the checks should sign statement at the foot of the acquittance rolls as follows:-

"Checked in accordance with subsidiary rule (4) (d) under Treasury Rule 32"

Pay, leave salary, travelling and other allowances being payable only to the personal receipt of the Government servant concerned, the requisitions for their disbursement to another person shall be accompanied by a proper receipt duly stamped if the claim

exceeds Rs. 20 in the following form for the amount of the claim to be disbursed:-

Received from the Director of Stationery and Printing, Madras, the sum of Rs. in words being my pay, leave or other allowances for the month of 19 .

Station: *Signature.*

Date: *Designation:*

80.Supply Bills.—This section shall attend to the settlement of bills for the supplies made and services rendered to the entire department relating to (i) settlement of bills for work done by private printers, the expenditure of which is borne by the department, (ii) machinery purchased (iii) cost of repair to machinery, and (iv) other office expenditure.

81.Settlement of Bills through cheques.—The supply bill sections at the Directorate after passing the supply bills, repair bills, printing charges bills, will prepare contingent bills for settlement through cheques-Operated on the personal Deposit Account.

Electricity, postal, rental, taxation of vehicles and building, handloom bills, Khadi bills, recoupment of permanent advance bills, payment of wages to employees, arrear bills etc., will be sent to Pay and Accounts Office direct for encashment.

(G.O. Ms. No. 1025, Transport, dated 28th December 1972.)

82.Personal Deposit Account.—Shall be opened with Rs. 15,00,000 by debit to the service head. The amount shall be treated as temporary advance and held under objection in the books of the Pay and Accounts Officer, Madras. At periodical intervals a contingent bill with the paid sub-vouchers should be sent to pay and accounts Officer, Madras for making payment by debit to the service head and transfer credit to the Personal Deposit Account. Necessary advice to the Reserve Bank of India, Madras will be issued for the amount passed on the bill at the end of the year by 25th March. The Personal Deposit Account should be closed by remitting the balance in the accounts to the credit of the service head and an adjustment bill presented at the Pay and Accounts Office.

1. G.O. Ms. No. 1025, Transport, dated 28th December 1972.

2. Government Memo. No. 26957/E1/73, Transport, dated, 7th November 1973.

3. Government Memo. No. 40033/E1/73-4, Transport, dated, 19th January 1974.

4. Government Memo. No. 67934/E1/79-3, Transport, dated, 30th January 1980.

Note:- The limit of the Personal Deposit Account shall be raised from Rs. 15 lakhs to Rs. 25 lakhs under "258. Stationery and Printing".

(Vide G.O. Ms. No. 43, Transport, dated 17th January 1983.)

83.Operation of Cheques.— The Chief Accounts Officer will be the cheque drawing officer. He shall keep the cheque books under his personal custody. In the absence of leave etc., the Joint Director will operate on the accounts.

(G.O. Ms. No. 1025, Transport, dated, 29th December 1972.)

PROCUREMENT

84.General.—Purchase of machinery, spare parts, types, type materials, metal and other consumable stores required by the Press Branch shall be attended to by a separate section known as "Procurement section" which shall prepare the specifications, invite tenders, scrutinize them and place firm orders for the supply.

Procurement of paper, stationery and office appliances shall however be attended to by the Stationery Branch.

85.Store Purchase.— The acquisition of stores shall be regulated in accordance with the rules in Chapter VII Tamil Nadu Financial Code, Volume I. The provisions in the Code, unless noted against in respect of the following article, shall be followed:

1. Articles manufactured in Jails and other Government institutions-Instructions (1) and (2) (c) under rule-VII in Article 125, Tamil Nadu Financial Code, Volume I.

2. Books and periodicals-Item 8, Appendix 5, Tamil Nadu Financial Code, Volume II.

3. Stationery and Printing and Stores.- Appendix 8 Tamil Nadu Financial Code, Volume II.

4. Clothing and Liveries–item (10) of Appendix 5, Tamil Nadu Financial Code, Volume II, etc.,

5. Standard articles of furniture-Instructions (2) (a) under Rule VII in article 125, Tamil Nadu Financial Code, Volume I.

86. Purchase Procedure.—The procedures indicated for inviting tenders, selection and execution of contract shall be in accordance with the Rules laid down in the Tamil Nadu Financial Code, Volume-I.

1. Machinery purchased from Indigenous Sources—Machinery available through indigenous sources are procured by calling for tenders duly observing the rules prescribed in the Tamil Nadu Financial Code, Volume-I.

2. Machinery of Foreign Origin purchased under Stock and Sale Licence of the Suppliers—Certain item of machinery of foreign origin are offered by the supplier under their stock and sale licence. In these cases, the suppliers import the same under their own stock and sale licence and supply the items to this department, on the rate to be fixed by the Projects and Equipment Corporation of India, New Delhi, a subsidiary organisation of the State Trading Corporation of India.

3. Machinery of Foreign origin imported under Actual User's Import Licence.—Certain items of machinery of foreign origin are to be imported from foreign countries on Actual User's Import Licence. In these cases, the clearance in the indigenous angle for the import of the above items is to be obtained from the Director-General of Technical Development, New Delhi and after obtaining this clearance in the indigenous angle, necessary application in the prescribed form is to be made to the Directorate of Printing, Government of India, New Delhi, for forwarding the papers of this Department to the Ministry of Works and Housing Government of India, New Delhi, for obtaining release of foreign exchange. The Directorate of Printing, Government of India, New Delhi, after scrutiny, will forward the papers of this Department along with necessary clearance in the essentiality angle. The release of foreign exchange will be obtained by the Ministry of Works and Housing, Government of India, New Delhi, and will be communicated to this Department. After obtaining the release of foreign exchange, necessary application is to be made with he Joint Chief Controller of Imports and Exports, Madras-1, for the issue of import licence. After obtaining the import licence, supply order will be placed with the supplier for the import and supply of the machinery.

4. Procurement of spare parts under the stock and sale Licence of the supplier (Proprietory Concern).—Quotations will be called for, from the proprietory concerns for the supply of the spare parts. After obtaining necessary financial sanction, supply order will be placed with the suppliers, who will import and supply the items under the licence.

5. Procurement of spares under Actual User's Import Licence (Proprietory Concern).—For the import of spare parts under Actual User's Imports. licence, the same procedure as in the case of machinery to be imported on actual User's import licences is to be adopted.

6. Purchased in Local Market.—Certain items, spare parts, tools, equipments, etc. which can be purchased in the local market, are procured by calling for quotations, and finalising the offers received subject to their suitability being tested by the consuming departments.

7. Manufactured by Government Departments and Government Undertakings.—Certain materials like Hand trucks, brass seals, brass galleys, etc., are manufactured by Government Departments and Government Undertakings viz. Tamil Nadu Public Works Engineering Corporation, Tansi, etc. and these items are purchased from these Government owned institutions after calling for their rates and after obtaining necessary financial sanction of the competent authority.

8. Purchase of Consumable Stores through annual Tender.—Almost all the

consumbale stores which are regularly consumed in the production departments are procured through Annual Tenders. Tenders are called for once in a year and after the finalisation of the offers, supply orders are placed for these items, with the selected tenderer as and when necessity for these items arises.

9. Procured through Government Departments. — Government Undertakings.-Maida and Kerosene are purchased from the Tamil Nadu Civil Supplies Corporation, and Indian Oil Corporation respectively, after obtaining permits from the Civil Supplies Department. Petrol is purchased from the I.O.C. Shop is being procurred from Khadi Kraft and the Government Press Employees Co-operative Stores. All the items shall be procured from the Government Departments, Government Undertakings, Co-operative Institutions, etc., in the order of priority.

10.Procured through Director-General Supplies and Disposal.—Rate Contracts.-Certain items like Water Coolers, bulbs, flourescent bulbs, Servoline Oil, etc., which came under the purview of the Director-General, Supplies and Disposals Rate Contract are procured through the Director-General, Supplies and Disposal.

11.Procured through Stationery Stores.—Paper, boards, etc, which are required for printing are procured through Government Stationery Stores.

12.Other consumable stores, which do not come under the purview of the above are purchased through local market by calling for quotations.

All items of Stores, Machinery, etc., excepting that procured on annual tender basis, are purchased based on the procurement Slips in the following form as and when received from Stores:-

Form of Procurement Slip.

Serial number.	Description	Total quantity purchased last year.	Price at which purchased last year.	Total quantity to be purchased this year.
(1)	(2)	(3)	(4)	(5)

Quantity purchased so for this year.	Date of last purchase.	Quantity now in stock.	Quantity now required.	Remarks.
(6)	(7)	(8)	(9)	(10)

87. Committees.—All purchases other than those which are made by the Director in the capacity of a head of the Department for which he has been vested with powers under the Tamil Nadu Financial Code shall be made by either:

(i) the Local Purchase Committee, or

(ii) the Five-man Purchase Committee, or

(iii) the Special Committee constituted, for the purpose.

88. Local Purchase Committee.—The members of the Local Purchase Committee consists of:

1. General Manager	..	Chairman.
2. Works Manager, Central Press	..	Member
3. Officer-in-charge of the Procurement Section.	..	Secretary.

The Local Purchase Committee is empowered to sanction purchase of consumable stores, Composing and Machine, Binding, Rubber stamps, offset and Block-making, spare parts, petty plant and electrical goods, despatch and miscellaneous goods and contingent stores, viz., oil, cotton, waste, etc., where the total cost of any one of more articles does not exceed Rs. 1,500 at a time.

2. To recommend to the Director of Stationery and Printing for the sanction of annual purchase of the above articles upto Rs. 15,000 per article.

3. To recommend to the Director of Stationery and Printing to purchase plant and dead stock items upto Rs. 500 subject to the Budget provision.

4. To recommend repairs to machines up to Rs. 3,000 subject to the condition that the book value not exceed Rs. 3,000.

[Rule 7 II-2(i)-MFC-Vol. II]

(G.O. Ms. No. 721, S.W., dated 18th June 1971.)

Note:- The financial powers of the local Purchase Committee shall be Rs. 10,000/- for purchase of spare parts and consumable articles and to recommend such purchases to the Director of Stationery and Printing, Madras upto Rs. 75,000/-

(Vide G.O. Ms. No. 204, Information & Tourism (S & P II), Dated 7th November 1996.

89. Five-Man Purchase Committee.—Five-Man Purchase Committee consists of:

1. Director of Stationery and Printing.	..	Chairman.
2. General Manager	..	Secretary.
3. Joint Director of Industries and Commerce (Electrical and Electronics).	..	Member.
4. Deputy Manager (Purchase), Tamil Nadu Small Industries Corporation.	..	Member
5. Principal, Institute of Printing Technology.	..	Member

1. The Five-Man Purchase Committee is empowered to approve the pattern of the typewriters, duplicators, cyclostyle machine and calculating machine for purchase by the Director.

2. To sanction annual purchase of consumable stores, Composing, Machine, Binding, Rubber Stamps, Offset and Block-making, spare parts, petty plant and electrical goods, despatching and miscellaneous goods and contingent stores, viz., oil, cotton waste, etc., without any limit subject to budget provision.

3. To approve the purchase of carbon and stencil papers without limit subject to the condition that the cost does not exceed 10 per cent over and above the previous years' purchase value.

4. To sanction purchase of type metal not exceeding 15 metric tonnes in a year without monetary limit after observing the formalities of inviting tenders, etc., subject to the budget provision (*vide* G.O. Ms. No. 70, Transport, dated 10th August 1977).

5. To sanction purchase of plant and dead stock items to the value exceeding Rs. 500 but not exceding Rs. 15,000 at a time subject to the budget provision.

6. To sanction repairs to printing machines without limit, subject to budget provision.

[Rule 7 II-2(iii)-MFC-Vol.II.]

The Director is authorised to purchase paper and boards without monetary limit under rate contract entered into with the Director-General of Supplies and Disposals, New Delhi. In respect of purchase of paper and boards outside the rate contract, the Special Purchase Committee consisting of the Secretary to Government, Transport Department, the Director of Stationery and Printing and Under Secretary or Deputy Secretary to Government Finance Department is empowered to purchase, without any monetary limit [vide G.O. Ms. No. 930, Finance (Salaries) Department, dated 23rd August 1976].

Note.— The Five-men Purchase Committee be empowered (i) To purchase spare parts and consumable articles above Rs. 75,000/-

(ii) (a) To purchase Dead stock articles upto Rs. 1,00,000/-

(b) Above Rs. 1,00,000/- orders of Government are necessary

[Vide G.O. Ms. No. 204, Information and Tourism (S & P II) Dated 7th November 1996.

(iii) To condemn machinery without reference to the Government upto Rs. 25,000/- as per existing book value and upto Rs. 50,000/- if the value is refixed. The minimum period of service of machinery for considering condemnation be fixed in terms of actual working hours viz 66,000 hours instead of 30 shift years. While computing the period of service, the time taken for carrying out repairs, period of break down and the idle time be excluded but the time taken for cleaning and make ready hours be included.

[Vide G.O. Ms. No. 992, Transport dated 22-8-1983].

90. Special Purchase Committee.—The Special Purchase Committee consists of:

(1) Secretary to Government, Transport, Department.

(2) Director of Stationery and Printing.

(3) Under Secretary or Deputy Secretary Finance Department.

The Special Committee shall exercise full powers in purchasing paper and boards outside the rate contract.

91. Invitation of tenders, signing agreements, etc.— The Officer-in-charge of Procurement for purchase of Stores and machinery for use in the Government Presses is empowered to exercise routine duties such as invitation of tenders, settlement of tenders, signing of agreements, return and refund of Earnest Money Deposit and Security Deposit, termination of contract and imposition of other penalties.

[G.O. Ms. No. 768, Transport Department, dated 25th September 1972.]

92. Tender for stores.—During January each year a forecast of all press articles required for the next financial year and procured on annual tender basis shall be prepared in the form given below:-

Serial Number. (1)	Name of Article. (2)	Total issues for the past three years. (3)	Average of three years. (4)	Stock as on 31st December. (5)
Due from the supplier as on 31st December. (6)	Probable quantity required from 1st January to 31st March based on previous nine months consumption. (7)	Probable opening balance as on 1st April (8)	Quantity required for the next year less probable opening balance. (9)	
Add three months reserve stock. (10)	Quantity (net) required for the next year. (11)	Quantity required for the next year may be fixed. (12)	Remarks (13)	

The tenders for required quantity of printing ink and other stores for the year shall be invited on 30th March each year through advertisement in newspaper released through the Director of information and Public Relations, Madras and by sending tender notice to reputed dealers, contractors, etc. The date fixed for the receipt of tenders shall be not later than the last week of March of each year. The tenders shall be invited and accepted on behalf of the Governor of Tamil Nadu.

(Government Memo. 42882/D3/65. PWD. dated 13th May 1959.)

The tenders received upto the time and date fixed shall be kept by the officer-in-charge of Procurement section in his personal custody. All the tenders received shall be opened after 3.00 p.m. on the last day or receipt by the officer-in-charge of the Procurement section in the presence of tenderers or their representatives, who are present.

The officer-in-charge of the Procurement section will record the total number of tenders received and the fact of opening the tenders in the presence of tenderers or their representatives.

All tender documents relating to purchase of stores along with the comparative statements should be routed through Chief Accounts Officer, Stationery and Printing Department before they are submitted to the Director of Stationery and Printing so that the Director of Stationery and Printing may give due consideration to the remarks of the Chief Accounts Officer, if any, before he submits his final recommendation to the Government.

(G.O. Ms. No. 433. PWD. dated 11th February 1959.)

93.Samples.—The tenderers will be required to send such number of samples as are necessary for the articles which have to be examined and tested. Samples used up during test will not be returned and will not be paid for. Other samples of approved tenderers will be adjusted towards supply or returned to the respective tenderer if not required. Samples of other unapproved tenderers will be returned to the consumings sections of the press for the best possible use. Packing cases or any other packing materials will neither be returned nor paid for. The samples received shall be entered in the register of samples.

All samples received shall be under the personal custody of the Chief Accounts Officer. After test and selection, the samples of the successful tenderers will be kept in the custody of the Chief Accounts Officer for comparison with supplies when received and at the end of the year they will be added to the stock.

Costly samples like daters, rubber mounts, etc., which are not consumed while testing shall be returned to the tenderers when asked for, otherwise they will be sent to stores and added to stock.

94.Instructions to regulate supplies of articles purchased on Tenders in India.— As soon as tender is settled the selected tenderer shall be in-formed of the acceptance of his tender and he shall be asked to effect the supplies on or after 1st April. He shall, in the meanwhile, be required to remit the security deposit and to execute the agreement for the due fulfilment of the contract. In case of default of either of these conditions, his tender deposit shall be forfeited to Government and order placed with anyone of the other tenderers or other local dealers as considered expedient. No payment for the supplies made will be done without the execution of agreement. The officer-in-charge of Procurement in the Directorate is authorised to execute on behalf of the Government of Tamil Nadu, all deeds and instruments specified in item 2 in Appendix 3 of the Tamil Nadu Financial Code, Volume II.

95.Inspection.—The supplies made shall be carefully checked with the approved samples by the Stores Committee before the supplies are taken into account. Details of orders placed and supplies received shall be entered in the check registers, details of agreement shall be registered in the Register of Agreement.

Note.-1. In cases when articles are purchased from other departments of the State Governments, it is not necessary to insist on tender deposit, security deposit and execution of agreement. Small-Scale Industries Unit sponsored by National Small Industries Corporation of Tamil Nadu State and other States are

exempted from the payment of Earnest Money Deposit and Security Deposit.

2. Earnest Money Deposit of Rs. 200 for each group in the tender schedule will be collected and 10 per cent of the total value of the tender shall be collected as security deposit from successful tenderers for the due faithful performance of the agreement.

3. The successful tenderers shall arrange to affix the adhesive stamp to the value of Rs. 2.50 on the agreement form shown in the Annexure before it is executed.

4. The chalans, demand drafts or Term Deposit Receipts etc., received towards security deposit shall be entered in the Security Register and handed over to the Cashier of Directorate of Stationery and Printing, for safe custody. The agreements executed shall be added to the connected file.

(i) Requisition for additions or replacement of machinery will be approved by the General Manager, Directorate of Stationery and Printing and orders involving special purchase like Tin ingots, piglead, Lino and Mono Type metal, sheep skin will be approved by the General Manager, Directorate of Stationery and Printing.

(ii) The Works Manager will pass requisition for additions and replacements of plant (other than machinery or special purchase) spare parts or petty plant or special repairs in respect of Central press.

(iii) The Deputy Works Managers, Government Branch press, Choolai and Government Regional press Madurai and Branch Managers in the City and mofussil will pass requisition for additions and replacements of plants (other than machinery or special purchase) spare parts or petty plant or special repairs.

(iv) Requisitions for articles other than those mentioned above will be passed by the Gazetted Assistants.

96.Commercial Accounts Section—*General.*—This section shall attend to (i) analysis of Establishment and other charges, (reconciling the amounts with the figures booked by the Accountant General, Tamil Nadu), (ii) drawing up a compilation journal, (iii) maintenance of charges, ledgers and (iv) apportionment of charges for incorporation in the Annual Administration Report. This section shall compile details on stores consumed and cost involved therein from all the units for preparation of statements and proforma accounts featuring in the Annual Administration Report.

97.Plant Account*-Plant, Machinery and Furniture.*—Plant, machinery and furniture articles issued from stores to the departments for use shall be accounted for in the Stores Ledger for dead stock through the subsidiary book of 'Monthly Summary of Stores Consumsed Book and brought under Plant Ledger with their money value which should include all incidental charges such as freight packing, insurance, cost of receptacle etc. In the case of office manufacture, the value to be taken shall be the cost of production inclusive of all over-head charges. The cost of repairs, spare parts, etc., shall be debited to the Working expenses and not added to plant. Articles which become unserviceable shall be condemned by the competent authority and sent to stores for disposal in public auction or otherwise as may be ordered. Whenever necessary, plant articles are transferred from one department to another or from the Central Press to Branch and Regional Presses in the Madras City and mofussil or *vise versa* through the stores after obtaining necessary orders from the General Manager. All such transfers shall first be noted in the stores ledgers, etc. and finally carried to plant ledgers.

From the book value of plants brought into account, depreciation calculated in the diminishing balance method shall be deducted in accordance with the following rates and instructions contained in the Rules for the Depreciation Fund in Government Presses.

The record besides showing the value of depreciation shall contain the replacement value where there is fluctuation in the cost of machinery. In addition, the card shall contain the cost and nature of repairs attended to each time with date and Progressive total of expenditure incurred.

(G.O. Ms. No. 609, S.W. , dated 15th May 1971.)

98.Type and type materials.—(i) Type and type materials in the Government Press and its branches in the Madras city and mofussil shall be accounted for in the plant ledgers in terms of the following five kinds of metals;

(*a*) Lino metal
(*b*) Mono metal
(*c*) Foundry type metal
(*d*) Spacing materials metal
(*e*) Stereo metal

(ii) Provision shall be made for depreciation on metal to cover loss and

dross per year upto 4% in quantity and value.

(iii) The expenditure incurred in recasting of types, etc. (except stereo and electro plates) shall be treated as repairs and renewals and charged directly to department in analysis I of the press statement. In this process, the following items of cost stand to be recovered.

(a) The cost of handling unserviceable types.
(b) The cost of melting in the foundry.
(c) The cost of casting in the machine.

The recovery of the above costs shall be done as direct expenses of (1) Lino department (2) Mono department and (3) Hand composing department in proportion to the quantity of metal used or any other equitable basis (such as machine and man hours.)

(iv) The capital value of the stereo and electro plates shall be taken at the metal value. The expenses of the department melting and casting the metal shall be apportioned to the various Government Department for which the services is done on the basis of weight of stereo or electro plates.

(v) The cost of types or borders or the like that may occasionally be purchased from open market shall be apportioned under two parts:

1. The cost of basic metal and
2. The manufacturing cost.

The cost of metal shall be capitalised and brought under the respective category of type metal. For this purpose, the cost of the metal alone, at the time of purchase, shall be assessed and the total purchase value of such types less capitalised metal value shall be taken to the working expenses of the year of purchase (*vide* G.O. Ms. No. 1081, Public Works, dated 28th April 1964).

Note.—(1) A quantitative account shall be kept with reference to petty plants for being cheked at the time of periodical stock verification. The full cost of the petty plants shall on issue be debited to the consuming departments against production.

(2) The provision of depreciation will cease on all machines in use and continued to be used when the residual value of such machines reach ten per cent of their original cost.

(3) Revaluation of plant with reference to the existing market rate be done at the time of condemnation and where the residual value of plant reaches 10% of the purchase value after allowing for depreciation. The revaluation be done by the Deputy Works Manager (Maint), and the Assistant Works Manager (Procurement) with the approval of the purchase Committee.

(4) Depreciation be continued to be charged on the value of machinery after revaluation done as under item (i) above.

(*Vide* G.O. Ms. No. 992, Transport, dated 22-8-1983).

99. Rates of Depreciation (For purpose of calculating depreciation reserve Fund) plant, machinery and furniture.

Five per cent.

Beating slabs
Boards of every kind-whether wooden or metal (not glazed boards)
Chassis
Composing frames, English and Vernacular
Dummy key boards
Finishing plates
Finishing slabs
Flong-rollers
Imposing surfaces
Ink tables, stones or slabs
Oil cabinets and filters
Pen slides
Pouring slabs
Presses
Press boards
Racks of every kind
Rods, rails, etc., made up steel, iron or other metals
Safes
Sentry box
Sewing frames
Steel beams
Tubs, troughts, tanks

Fifteen per cent.

Adler litho composers
Air blowers
Air compressors and tanks
Air reservoirs with pressure gauge
Alphabetical index lettering in the case
Anvils
Armatures

Automatic leading atachment
Automatic metal feeder
Batteries and dynamos
Bell, alarm
Bell, on stand, Belt lacer
Bins
Block making equipment
Boxes of all sorts (including cash boxes)
Brass cock and connector
Brace makers
Breast drill
Bunk
Cameras with all accessories
Carpets and durries, linoleum matting (not door mats)
Carts
Cases,English and Vernacular
Case keeper counter
Casting boxes, stereo
Centrifugal pump
Chain pulley and tackle
Chassis
Circular saws
Clocks, time pieces and time recoders
Combined welding and cutting out fit
Compasses set
Composing sticks, brass, iron and wood
Comptometer
Condencer
Continuous delivery device
Cot
Counter paper issue
Couplings
Cradle
Cylinder dissolved accetelyne
Cylinder, oxygen
Dies steel
Double handle belt lacer
Drills (other than hand drills)
Drip pan
Drums
Dummy key boards
Electrical plant in power house
Engines with all accessories
Fans (Ceiling fans, duplex fans, Keith fans, table fans, exhaust fans, etc., if purchased by the Press)
Filters
Forege hood and chimney
Formes carriers and carriages
Furnaces
Furniture of all sorts (e.g.) Almirahs
Benches
Book cases
Brackets
Bureawas
Cabinets
Chairs
Commodes
Cup boards
(Drawers) Desks
Lockers
Pigeon holes
Platforms
Screen
Shelves
Stools
Tables
Thermantidotes
Galley brackets
Galleys, brass or wooden
Galvanised iron waste trays
Gas compressors
Gas light tanks
Gauges
Gaultry (crane)
Generators
Glaxed boards
Gongs
Graphedex panelex
Grinding stones
Heaters electric
Horses, Teakwood and iron
Iron stereo mounts
Jack with handle
Justifying scales or set drums
Kerming files hand
Kettles
Key buttons
Key for hemple and wickersham quoins.
Light table or hand
Ladders
Lathes
Lead and rule cutter
Lead and rule dotter
Levelling slabs

Lifts
Lifting and traversing jack
Liners
Litho stores
Machines of every sort-Lino, Mono printing, binding etc: whether driven by power or hand with all accessories.
Matrix cases
Matrix holders
Matrix reshaper, Lino
Mecanical quioins
Meters
Micrometer
Microscopes
Monotype key bars
Mono type key buttons banks
Motors
Moulds of all sorts
Moulds ingot
Moulds cooling device
Mounts and clips
Myers hand pumps.
Oven
Pantographs
Paper testing machines
Pestles and mortars
Pillor boxes
Planes (other than hand planes)
Planers
Plumber blocks
Poster ornaments
Pot wall scrapper
Pre-loading device
Pulleys, Pulley blocks and chains
Pumps
Punches and dies
Punches and gauges of type foundry
Piping, iron or lead
Quioins and keys
Quotation inserts for mould
Radios
Record players
Regulators
Rollers, hand and machine
Roller ejector
Roller frames and stocks
Sause pan, electric
Scales of all sorts with weights
Screw pitch gauge
Shaftings
Sirens
Skeleton steel furniture
Slug cutters
Space casting device
Speed regulator
Sprayers
Standard T-shaped key
Stands of every sort
Starters
Steel figure punches, steel, Trunks
Sterilizer, stereo casting box
Steps Teakwood and iron
Stereo type agitator
Stick attachment
Stop bar case
Stoves of all sorts
Stretcher
Suit case
Sewage blocks
Syringes
Taps, brass
Telephone exchange
Tell tale clocks
Testing apparatus
Token Boards and boxes
Tools carriers
Transformers
Trays (other than paper trays)
Trucks, trolleys and wheel barrows
Type dressing sticks
Type high gauge bed
Type-writers
Thick zinc plates
Vacuum cleaners
Varitypers
Vessels, brass and copper
Vices
Vice bench
Vice pipe
Water coolers
Water stopper
Wedgers, normal
Weights, lead
Wooden case for time piece

Twenty five percent.

Air pipe
Bellows (foundry, etc.)
Bicycles
Binder tools
Braces, Brass
Burnishers
Circles and ovals
Curtains, purdahs, chicks
Die holder wrench
Dust extractors
Envelope and shape cutting knives
Fire extinguishers
Foot valve
French dashes, brass
Gilding hand tools
Heating boxes
Lead melting crucibles
Melting pots of every sort
Numbering boxes
Pallets
Plain and ornamental brass borders
Rubber hose and piping
Rule, steel perforating
Taps and dies
Tarpaulins
Tungston wooden furniture
Type high numbering machines
Type brass
Type plates
Types, poster, wood
Tin zinc plates

Types and Type Materials upto 4 percent in quantity and value

Foundry type metal
Mono metal
Spacing material metal
Stereo metal

1. Fans
   Lights
   Motors
   Steel beams

Piping etc., installed by the Public Works Department and in the nature of fixures are not to be borne on the press books.

2. Hand tools (e.g.) Scissors, Knives, gimlets, hammers, etc., except binders tools are to be treated as petty plant.

3. Depreciation on motor lorries and motor cycle shall be calculated as per the following formula prescribed by Government in G.O.Ms.No.1269, Home, dated 7th April 1965.

$$D = (P.S)\ \frac{n}{N} \quad \text{or} \quad D = \frac{95\ P \times n}{100\ N}$$

(Where D-depreciation, P-Capital cost, S-Scrap value (i.e.) 5 per cent of the capital cost, n=number of miles run and N=life of the vehicles in miles (i.e.) 1.00,000 miles for Transport lorries-diesel, 80,000 miles for transport lorries petrol and station wagons, jeeps, cars and motor cycles and 20,000 miles for trailers.)

100. Rules for the Depreciation Fund in Government Presses.—The object of a depreciation fund is to provide a sufficient reserve to meet the required cost of renewal and replacement of plant, machinery and furniture in order that the press may replace them by new ones. The fund will contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met from the fund as such expenditure would normally be debited to running expenses, nor will the fund be applied to extension of the plant and the machinery, otherwise renewals and replacement will be met exclusively out of the fund. Expenditure in excess of the amount at the credit of the fund is prohibited.

(i) The annual receipts of the fund shall consist of ;

(*a*) The amount of depreciation calculated on the value of the plant, machinery and furniture on the books at the beginning of each year (except items added during the year).

(*b*) The book value of the plant, machinery and furniture written-off and

removed from the plant ledgers upto the end of October of the year.

Note.- Depreciation shall be calculated on depreciated value as prescribed in the rules for costing in Government Presses by which the rate of depreciation is also governed.

(ii) The fund shall be treated as a deposit in the Government accounts and receipt, due to the fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with rule (1).

(iii) Budget provision must be made for the amount to be transferred to the fund.

(iv) Interest on the balances in hand from time to time will not be credited to the fund.

Note.-Interest is not credited owing to the fact that the costing system in Government Presses include a calculation on interest not on original capital value but on depreciated capital value only.

(v) The fund will be available for the renewal or replacement of articles of plant, machinery or furniture to the extent of the amount at credit of the fund from time to time. In the case of articles manufactured in the Press, the whole cost of such manufacture must be met out of the fund.

Note.- The cost of plant articles manufactured in the mechanical branch towards renewals, etc. should be a charge on the fund. The cost in such cases is covered by costing rules.

(vi) Budget provision must be made annually in the usual way for all expenditure to be met from the fund during the year, but provision shall not be made in excess of the amount that will be at the credit of the fund. The amount budgeted for will be covered by a corresponding entry, viz., amount transferred from the depreciation fund. Expenditure from the fund must be accounted for in the first instance under the appropriate detailed heads subordinate to "258. Stationery and Printing-Government Presses". At the end of the year, one equivalent sum will be transferred from the deposit head, "Depreciation fund to 258. Stationery and Printing".

(vii) Subject to necessary provision in the budget to the powers of the Sub-Committees concerned to purchase and enter into contract, the Director of Stationery and Printing is authorised to incur expenditure from the fund, but he will not be permitted or required to spend out of the fund in excess of the bonafide requirements of the Press merely because there is balance in the fund for any other reason.

(viii) A statement shall be appended to the Annual Administration Report of the Department showing:-

(*a*) the amount of the opening balance in the fund

(*b*) the amount credited to the fund during the year

(*c*) expenditure from the fund during the year

(*d*) the balance in the fund at the close of the year.

(Vide G.O.Ms.No.613, Social Welfare Department, dated 2nd September 1969.)

101. Costing.— The following statements as prescribed in letter No.pg.9, dated the 6th May 1924 from the Director of Stationery and Printing and stamps to the Government of India under the costing system shall be appended to the Annual Administration Report of the Stationery and Printing Department.

I. Analysis of Press Cost.

II. Cost of work done for Government Departments, etc.

III. Seven Proforma Accounts—

(A) Capital account of plant, etc.

(B) Capital account, buildings.

(C) Mechanical Branch.

(D) Paper.

(E) Stores.

(F) Publication.

(G) Depreciation Fund.

102. Compilation Journals.—This book is provided for the purpose of writing up the compilation sheets dealing with sub-heading under 'establishment and other costs' referred to in the letter quoted in paragraph.

Actual charges shall be extracted from the register of contingent charges and pay bills and written up on the left hand side while the distribution of those charges will appear on the right hand side. They shall be posted therefrom to the charges ledger except in the case of debits for Branch Presses both direct and indirect which shall be extended in the last three columns before the total of the journal to arrive at the monthly total expenditure of the press which must agree with the total of that month's expenditure was booked and reconciled with Accountant-General's Office figures and the register for the control of expenditure. The figures in the extended columns shall be taken direct to the debit of the branches' account in the General Ledger. Central Press being credited and the charges allocated to Departments through compilation journal.

Statement No. I is prepared from the balances appearing in the Charges Ledger.

103. General Journal.—This book is maintained for the purpose of explaining and recording entries and transfers in the General Ledger. Details of entries passed through the compilation journal shall not again be passed through this book.

104. Charges Ledger.— The purpose of this ledger is to contain details under sub-heading 'Distribution' sheets of all costs between branches referred to in the letter quoted in paragraph and the entries in this register are posted from the compilation journal.

105. General Ledger.— This book shall form a summary of all transactions. An account shall be opened for all transactions. An account shall be opened of each item appearing in the revenue and expenditure account and balance sheet, e.g. the pro-forma accounts A to H. Full details shall not be passed through this book as they can be had from subsidiary ledgers. At any time the arithmetical accuracy of the books may be proved by extracting trial balance from which accounts may be subsequently drafted. All debit balances shall represent assets or expenditure and all credit balances, liabilities or revenue.

Note.- An entirely independent set of similar books shall be maintained for the Branches in Madras and at Branch (1) Regional Presses in mofussil which will have separate accounts in the General Ledger of the Central Press and these accounts shall be debited with all supplies issued to branches together with direct and proportions of indirect charges. Similarly Branch Presses and Regional Presses shall have current account with the Central Press in their own General Ledgers and the balance of these should agree with the balances appearing in the respective account in the Central Ledger of the Central Press.

106. Revenue and Expenditure Account.—This is a summary of the expenditure of the year under various heads as they appear in Statement No.I and the Revenue representing the work done for the several departments as distributed in Statement No.II. It shall be drawn up annually in columns and it shall be ascertained whether all charges appearing in Statement No. I have been accounted for by way of debits in Statement No.II.

107. Balance Sheet.—This is a collection of assets of the Central Press and its branches in the Madras City and mofussil drawn up from the debit balance of the ledger account of the Branch. The total of the assets represented by the balances of the several *PRO-FORMA* accounts and the liabilities shall be agreed with this account.

108. Instruction for writing up the Compilation sheets for entries in the Compilation Journal.— The fundamental principle of correct costing is to allocate the highest possible percentage of cost to direct charges leaving only those items of indirect charges that cannot possibly be allocated directly to processes, operations or departments for being apportioned proportionately. The expenditure of the Press, shall be analysed as follows to correspond to A and B, Appendix-IV of the letter referred to in paragraph.

109. Establishment charges-Direct debits-Central Press and Branches in the Madras City and Moffusil.

Classification.	Item of expenses	To what account debitable.
(1)	(2)	(3)
(A) Direct payment to workmen.	Salaries-permanent and temporary.	..
1 (B) Operatives	(i) Compositors and imposers.	Hand Composition
	(ii) Selection Grade Mono Operators, Mono Operators, Senior Mono Type Casting Attendants and Junior Mono Type Casting Attendants.	Mono-type Composition
	(iii) Selection Grade Lino Operator, Lino Operator.	Lino-type Composition
	(iv) Machine Operator, Senior Machine Minder and Junior Machine Minder.	Machining.
	(v) Top Senior Binder Grade I, Top Senior Binders, Grade II, Junior Binders including Cutters.	Binding.
	(vi) (a) Forman (Special) Mechanic, Fitter Maistry, Head General Mechanic, Welder-*cum*-Mechanic, Fitter, Turner, Blacksmith, Junior Mechanic, Chief Mechanic (Lino), Chief Mechanic, (Mono), Head Lino Mechanic, Head Mono Mechanic, and Senior Mechanic.	Mechanical, (Repair).
	(b) Chief Electrician, Senior Electrician, Junior Electricians, and Plumber-*cum*-Electricians.	Mechanical (Power).
	(vii) (a) Foundry Worker engaged in Stereo typing and engaraving.	Type-Foundry (Stereo).
	(b) Foundry workers engaged in type caster (Foundry cast).	Type-Foundry (Foundary cast.)
	(c) Type casters(Mono type loose.	Type-Foundry (Monotype loose).
	(d) Mono materials caster.	Type-Foundry Mono Caster, etc.
	(viii) Foundry workers engaged in rubber stamp making.	Rubber stamps
	(ix) Vari type Operator, Selection Grade Adler Type Operator, Adler Type Operator	Machine Composing.
	(x) Cameraman, Assistant Cameraman Offset plate maker Retoucher, Etcher, Engraver, Printer, Asst. Plate Grainer, Re-toucher-*cum*-Artist, Senior Mounter and Junior Mounter.	Machine Composing.
(B) 2-Branch supervision (including leave payments.)	Top Senior Foreman, Senior Foreman, Junior Foreman, Technical Assistant working in Composing Departments.	Hand Composition.
	Senior Foreman, Junior Foreman, Technical Assistants working in Lino-type Department.	Lino-type Composition
	Senior Foreman, Junior Foreman, Technical Assistants working in Mono-type Department.	Mono-type Composition
	Top Senior Foreman, Senior Foreman, Machine Maistry, Junior Foreman, Senior Machine Minders and Junior Machine Minders who are doing supervisory work.	Machining.
	Top Senior Foreman, Senior Foreman, Junior Foreman working in Binding Department and Top Senior Binders, Grades I and II and Junior Binders who are doing supervisory work.	Binding

Classification.	*Item of expenses*	*To what account debitable.*
(1)	(2)	(3)
3.-Auxiliaries (including leave payments).	Senior Machine Minder and Junior Machine Minders engaged in proof pulling (both galley and forme) in hand composition section and Mazdoors.	Hand Composition
	Senior Machine Minders and Junior Machine Minders engaged in proof pulling (both galley and forme) in Lino-type Composition.	Lino-type composition
	Mechanics in Lino and Mazdoors.	Do.
	Senior Machine Minders, Junior Machine Minders working in Mono type section engaged in proof pulling, Mechanics working in Mono-type section, Mazdoors, Imposers working in Mono Department.	Mono-type composition
	Junior Machine Minders working as forme carriers, Senior Machine Minders and Junior Machine Minders working in Roller Casting Section.	Machining.
	Junior Assistant and Warehousemen attached to Binding Section.	Binding.
	Foundry workers	Type-Foundry.
	Junior Assistant and Despatcher working in G.P.R. Section and Type Casting attached to Rubber Stamp Section.	Rubber-Stamp.
	Assistant, Junior Assistant working in Electrical and Mechanical and Engineer's Section.	Mechanical
(C) General over head charges.	Works Managers, Deputy Works Managers, and Assistant Works Managers.	
4 Officers ..	Electrical and Mechanical Engineer.	Mechanical
5 Establishment	(i) Superintendent, Assistants, Junior Assistants, Warehouse men, Despatchers, Record Clerk and Peons, etc., attached to G.P.R. Section.	Packing
	(ii) Superintendent, Assistants, Junior Assistants, Warehouseman, Despatchers, Record Clerks, Peons, etc., attached to Forms Section.	Forms, Store and Despatch.
	(iii) Sales Officer, Accountant, Publication Store-Keepers, Assistant, Cash-keepers, Junior Assistants, Warehousemen, Record Clerk, Peons, etc., attached to Publication Depot.	Publication

110. Indirect Debits.— These fall under two classes (viz) (1) charges to be distributed to the Central Press and its branches and the distributed charges to be further allocated to the branches to more than one Department. vide (2) charges directly to be debited, to the branches to be apportioned to more than one department. For the purpose of distribution, percentages of apportionment of indirect charges are worked out on the principles to be adopted in the system of costing in advance subject to periodical revision either based on the average of the past few years actuals or on the facts at the time of revision. [Appendix XIII]

1. Charges to be distributed between the Central Press, Branch Presses and Regional Presses.

Classification.	*Item of expenses.*
(1)	(2)
C. General Overhead charges 8. Officers	Director, Works Manager, Joint Director, senior Accounts Officer, Stock Verification Officer.

II. *Charges to be distributed between the Central Press and its Branches.*

Classification. (1)	*Item of expenses* (2)
G. General Overhead charges— 8. Officers. 9. Establishment.	Labour Welfare Officer and Medical Officer, Office Manager's Section Technical Establishment Section, Pay Bill Section, Cash Section, Commercial Accounts Section, Recruitment Section, Funds Section, Computing Section, Stores, Section and Procurement Section.

Charges to be Directly Debited to the Presses.-Central Press.

Charges debited to Department—	Overseer, Foreman, Working in confidential
4. Branch Supervisions	(Top Secret and Confidential Budget), Foreman working in cause List Section, Foreman working in the offset section.
5. Auxiliaries	Casting Foreman Type Store Keeper.
6. Readers and Copyholders	Permanent and temporary Readers and Copyholders.
G. General Overhead charges—	
8. Officers	Deputy Works Managers and Assistant Works Managers.
9. Establishment	Time-keepers Gate Sergeants, Watchmen, menials.

PUDUKKOTTAI BRANCH PRESS.

6. Readers and Copyholders	Readers and Copy holders
G. General overhead charges—	
8. Officers	Assistant Works Manager.
9. Establishment	Clerks, Computors, Warehouseman, menials and time-keepers.

REGIONAL PRESSES AT MADURAI THIRUCHIRAPALLI, VRIDHACHALAM AND SALEM.

General Overhead charges—	
Officers	Deputy Works Manager, Assistant Works Manager.
Establishment	Clerks, Assistants, Computors, Ware houseman, Menials Time-keepers.

111. Other Costs Stores supplies and service— Stores such as charcoal, binding materials and other articles of consumption and supplies and services such as dead stock, petty plant, spare parts, etc., purchased from the allotment under contingencies and the articles obtained by book adjustments shall be shown under Capital account and plant. An analysis of issues of Stores among departments in a year shall be obtained from the monthly summary of stores consumed (vide paragraph) for distribution of costs. The supply of stores to office and other general contingent charges which cannot be allocated to any particular department shall be distributed proportionately in accordance with the percentage of allocation of indirect charges under contingencies. The items of plant and machinery and furniture are fixed assets and shall be taken to the plant account as explanined in paragraph 97. Materials for repairs and small renewals shall be charged in the same manner as ordinary stores.

112. Other Costs—Blocks and Maps— The cost of blocks and maps, etc., debited to out work under contingencies and distributed along with cost of work done in Statement No.II.

113. Other Costs—Water Tax—Water tax shall be distributed as distinct item of supplies and services to the several departments in accordance with the percentages of allocation of indirect charges fixed for taxes on buildings.

114. Other Costs—Packing, Freight etc.— The cost of packing materials and other charges such as freight on parcels, cart and coolies hire, etc., is charged to the departments concerned direct.

115. Contingencies—Item II- They comprise charges on account of electric power, light, etc., telephone rent, rates and taxes, service postage and telegram charges, petty construction and repairs, petty conveyance and coollie charges not debitable to other heads, hot and cold weather charges, office miscellaneous expenses, pay of menials, books and periodicals and the like. They shall be distributed in the proportion worked under contingencies.

116. Mechanical Branch.— Item 13- This is one of the services, Branch of the press, activities falling under (a) repair (b) manufacture of racks quoins, chases, etc. and (c) power. The detailed instructions for the distribution of the charges are furnished under the PRO FORMA account "C-MECHANICAL".

117. Type Foundry.—The total charges of the Type Foundry exhibited under II, distributed under II Type Foundry among Hand Compositor, Lino and Mono according to the utility.

118. Depreciation (Plant Type, etc).— Item 15- The rates to be adopted and the rules to be followed are given in paragraph ("under Account Plant"). The amount written off as depreciation shall be distributed to the productive and service departments according to the plant ledger account. The depreciation worked out on office articles like furniture shall be distributed to various departments on the percentages of office contingencies.

119. Interest on Capital Expenditure.— Item 16- Interest at 5½ per cent on the main value of the plant including types and type materials and lino and mono metal in use and on the balance stock of unused stores (excluding paper) shall be calculated and distributed directly to departments holding, the stock of plant. The interest on account of office shall be apportioned to various departments, the same percentages as depreciation. The entire interest on unused stock of types shall be debited to "Hand Composition".

120. Upkeep of Buildings.— Item 17- The charges as furnished by the Public Works Department shall be distributed in accordance with the percentage of apportionment on the floor area.

121. Interest on Buildings.— Item 18— Interest on the depreciated value of the buildings on the opening value of the year shall be calculated at 5 1/2 percent and distributed to various departments in the same manner as "upkeep on Buildings".

122. Depreciation of buildings.— Item No 21.—The depreciation shall be worked out at 3 percent on the opening value of the building of each year and distributed to various departments in the same way as "upkeep buildings".

123. Pension.—Item 19-One sixth of the pay and allowance on the establishment for pension shall be entered, as a charge against the press to be distributed to the departments in the same manner on the pay of the staff.

124. Buildings.—Item 20- The cost of new buildings as obtained from the Public Works Department shall be added to the capital value of the buildings.

125. Stationery, Proof Paper, Office Forms and Printing.— The valaue of issues on account of these shall be extracted from the concerned account books and distributed in the same manner as office establishment.

126. Audit Charges.— Item 23.— The charges ascertained from the Accountant-General shall be distributed among productive and non-productive departments in proportion to the expenditure incurred in those departments.

127. Statement No. II.— This is a statistical summery to show the distribution of productive cost, cost of binding materials, paper, etc., to various consuming departments both state and cost recoverable. This statement shall be prepared by the computing (Bills) section from the ledger accounts maintained for printing work done and from subsidiary issue and distribution books for cost of labour and materials. The yearly total cost shall be agreed with the actuals of operatives' wages by a percentage addition or reduction as the case may be.

128. Annual Report.— A report on the working of the Stationery and Printing Department for the proceeding official year shall be submitted to Government by 15th of September, Part II, relating to Tamil Nadu Government Press and its branches of the Report shall contain particulars in a narrative form under the following heads:

1. Superintendenting staff.
2. Establishment.

3. Receipts.
4. Expenditure.
5. Printing cost.
6. Composition.
7. Machine.
8. Binding.
9. Type Foundry.
10. Rubber stamps.
11. Printed forms.
12. Analysis and Allocation of press cost.
13. Plant.
14. Stores.
15. Publication Branch.
16. Free issue of Publication.
17. Distribution of Gazette.
18. Paper, etc. Gazette extraordinary.
19. Expenditure of Departments (Statement II).
20. Work done at private presses (Statement II).
21. Audit.
22. Control of forms printing at High Court, Cause list and Anaikar Estate, Madras-112.
23. Government Branch Presses, Madras and Pudukkottai and Regional Presses at Tiruchirappalli, Salem, Virudhachalam and Madurai.
24. Overtime and Overtime compensatory allowance.
25. Detaials of demand, Collection and balance.
26. Accidents.
27. Madras Government Press Party.
28. Stationery and printing department Employees Co-operative Society.
29. Sports and Recreation club.
30. Amenitites.
31. Canteen.

Lastly, a general paragraph shall be added on the working of the Government Press during the report period. A table showing the Portfolios of the officers of the Stationery and Printing Department shall also be given.

The Statements referred to in para (128) of this manual shall be appended to the report.

129. Stock Verification.—The Stock verification section will attend to the following items of work.

(1) Verification of Reference Books in the Record Room.

(2) Verification of books in the library.

(3) Physical verification of petty plants in use.

(4) Physical verification of stock of stores and the stationery articles including Paper, boards, clothing, typewriters, duplicators at the stationery stores.

(5) Verification of stock at the Central Press, Branch presses in the city and mofussil and Regional Presses.

(6) Verification of stock of publication in the publication depot and the sub and mini depot.

(7) Stock taking of furniture in all the units of the department of Stationery and Printing.

(8) Verification of the physical balance of stock of forms and registers in the despatch section in all the Press Units.

(9) Follow up action for the avoidance of irregularities pointed out by the auditors of the Accountant-General.

In addition, the staff attached shall conduct test checks on the stock of stationery at selected Government Offices on a programmed basis and report instances of wastages, misuse, obsolescence and excess stocking of firms and stationery to the heads of offices concerned and inform the forms section for pursuing further action. If the action taken by the head of the department is considered inadequate, the matter shall be reported to the Government for Orders.

130. Internal Audit.— This section shall deal with the scrutiny of registers and records to facilitate detection of mistakes and deviations in the laid procedures, prevention, rectification of irregularities pointed out by the Accountant-General from time to time. The section shall in a programmed manner take up (i) verification

of registers relating to cash, service matters, pension, grant of increments to employees sanction of leave, (ii) Audit vouchers for Receipt, issue and accounting of all store articles including with proper special refernce to shortage and write offs. (iii) scrutiniz the production records with reference to the time, labour and cost factors.

131. G.P.R. (General).— This section deals with the subscription relating to Tamil Nadu Government Gazette and subscriptions for Indian Law Reports. The private advertisements to be included in the Tamil Nadu Government Gazette are received and forwarded to Press Branch for inclusion. This section also receives the orders for manufacture of Rubber stamps.

132. The Gazette Clerk.—Shall be in-charge of the distribution of the Tamil Nadu Government Gazette. He shall keep the distribution list and address lables upto date and giving strike order for the Gazette. He shall prepare a detailed statement of account regarding the total receipt and issues of copies of the Gazettes. He shall arrange with the Publication Depot for supply of available back numbers to the subscribers, if applied for. He shall issue reminders for the renewal of subscription well in advance. The distribution list of Tamil Nadu Government Gazette shall be revised by him once in five years in November, the revision taking effect from the beginning of the following year. Requisitions for additional copies or back numbers are sanctioned by Government (*vide* paragraph 145 of Printing Manual Part I.

133. Advertisements.— Approved advertisements are accepted in the following Gazettes and Publication.—

1. Tamil Nadu Government Gazette.
2. District Gazettes.
3. Police Gazette.

The terms of publications of advertisements in them and the recovery of cost of the same shall be regulated as far as the following are concerned in accordance with the provisions in the Printing Manual Part I as specified against each.

The cost of all advertisement received from private bodies is payable in advance.

Tamil Nadu government Gazette—
Paras 138 to 156.
District Gazettes—Paras 167 to 170.
Police Gazette Para 172.

134. Private Advertisements.— The responsibility for the publication of advertisements regarding change of name in the Tamil Nadu Goverrnment Gazette shall vest with the persons notifying the changes and they shall be solely responsible for the legal consequences and also for any other misrepresentations, etc.

(G.O.Ms.Nos. 487, Transport, dated 24th September 1975.)

Ten per cent commission will be allowed to Advertising agents.

135. Book Debit Ledger (Advertisement). (W.M.G.P. New No.16).—Entries regarding publication insolvency petitions the cost of which is recoverable under paragraphs 154 to 156 of the Printing Manual, Part I are noted in this book with details as to the number of lines, dates of publication and amount charges. The realization will be noted gainst each item. Outstanding lists shall be prepared periodically and reminders sent to expedite recoveries.

Note.— In cases of advertisements received from private bodies the cost of which is payable in advance under paragraph 152 of the Printing Manual, Part I a manuscript register shall be maintained to record these transactions.

136. Subscription to Tamil Nadu Government Gazette.— The Tamil Nadu Government Gazette is supplied to the subscribers as specified in the catalogue. Subscriptions will not be accepted for a period less than six months.

137. Part and Sections in the Tamil Nadu Government Gazette.—1 *Part* I. Notifications or orders issued by Secretariat Departments regarding first appointment to gazetted posts and retirements from service of Officers; investiture of magisterial powers, etc. in Government Offices including notifications on service matters issued by Secretariat Departments.

2. *Part II*—Section I.—Notifications or orders of specific character or of particular

interest to the Public issued by Secretariat Department, changes in fiscae levies, excise duties, sales tax or regulations of distribution of essential commodities, etc.

Section 2.—Notifications or orders issued by Secretariat Departments which are of interest to a section of the public, e.g., exemption of a motor vehicle from payment of tax under Motor Vehicle Taxation Act, Land Acquisition, Loan Notifications Notionalisation of the bus routes, etc.

3. *Part III.*—Section I (*a*) : General statutory, Rules, Notifications, Orders, Regulations, etc. issued by the Secretariat Departments", e.g. Amendments to Madras Pharmacy Council Rules.

Section I (*b*) : Service rules including Adhoc Rules and Regulations and Notifications issued under the provisions of the Constitution of India e.g. Amendments to Special Rules for State and Subordinate Service.

Section 2 : Statutory Notifications and orders issued by .the Heads of Departments.

4. *Part IV.* Section 1:—Tamil Nadu Bills.

Section 2.—Tamil Nadu Acts and Ordinances

Section 3.—Central Bills ;

Section 4 .—Central Acts and Ordinances.

5. *Part* V.—Section 1.— Notifications of Public (Elections) Department of Government of Tamil Nadu.

Section 2 .—Notifications relating to list of contesting candidates received from Collectors and other Returning Officers (including Secretary to the Legislature), Other Heads of Departments, Election Tribunals, etc.

Section 3.—Decision of Governor of Tamil Nadu under Article 192 of the Constitution of India in regard to question of disqualification of member of the legislature.

Section 4.—Notifications issued by Election Commission of India.

6. *Part VI.*—Section 1.—Notifications issued by Heads of Departments which are of interest to the General Public.

Section 2.—Notifications issued by the Heads of Departments which are of interest to a Section of the Public.

Section3(a).—Notifications issued by cost recoverable institution of States and Central Government.

Section3(b).—Notifications issued by quasi-Government bodies and public sector undertakings.

Section 4 .—Advertisements by private individuals and private institutions, e.g. change of name by individuals notifications under Company Law, etc.

Statistical Supplements.

Part VI.—Sections 1,2,3(a), 3(b) and (4) with Statistical supplements.

7. Land Reforms, Kudiyuruppu, etc notifications.

8. Full Gazette excluding Land Reforms Notifications.

9. Full Gazette (Printed on one side only or newspaper offices).

Note.— The Government reserve the right to consider any particular bulky notifications as not included in ordinary section to the Tamil Nadu Government Gazette and exclude such supplement from free supply to subscribers.

138. District Gazettes.— These are published monthly from the office of the Collectors of the Districts, applications for copies of district Gazettes should be made to District Revenue Officers of the district concerned except in the case of Kanyakumari and the Nilgiris districts, where the collectors should be addressed and not the Government Branch Presses which merely print the Gazettes.

139. I.L.R. Cash Book (W.M.G. p 5).—All receipt for I.L.R. are recorded in this book and the daily total is carried on the General Cash book.

140. The Press Paper Clerk.—Shall be incharge of the distribution of :

1. All Government orders placed at the disposal of the press.

2. Press communiques of the local Government.

3. Departmental reports issued in Government Orders form.

4. Proceedings of the legislative Assembly and Council.

5. Any other special reports or publications the distribution of which is ordered by Government.

6. The Clerk shall maintain the concerned distribution lists-to-date as sanctioned by Government. He shall also maintain the free mailing list for the supply of Assembly and Council Proceedings and Government Orders placed at the disposal of the press.

141. Paper placed at the disposal of the Press.— Government Orders which are supplied to certain news papers 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. (b) of local importance and interest, the latter not being sent to journals and institutions outside the State. (b) (1) Paper placed at the disposals of "Press" and the State Administration Report will be classified as follows:

Classifications.—

1. All Administration Reports of Tamil Nadu State and Government Departments.

2. All Government orders of General interest:

In case of departmental Reports in item (1) and of the reports in items (2) and (3), the orders of the Government on the reports are included.

(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 Information 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 memorandum written in narrative style summerising the points in the report 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, or 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 news papers brief summaries of orders reviewing the reports if any orders are long or complicated. Advance copies of the reports intented for distribution to the newspapers mentioned in the margin Hindu, Swadesamitran, The Mail, Andhra Patrika, Indian Express, Dinamani should be sent by the Director of Stationery and Printing to the Director of Information and Publicity three clear days before the date specified for their publication (Memorandum No.42157/A2, Public Election, 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 news papers or other admitted to the previleges 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 scrutiny in the Secretariat as may be found necessary, be published in advance of the reviews thereon. Copies required for communications 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 excluded from copies to be supplied to the press. The review should be printed separately.

(*f*) Instructions to supply copies to newspapers and 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 lable "Press Papers" 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 instruction on the copy as to "Press" are treated by the Director of Stationery and Printing, as 'not for press'. If the 'Press Papers' proof returns before the ordinary proof, copies are not printed before the return of the latter, but it may be issued before it appears in the Gazette list.

(*g*) The inclusion of 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 sent before issue. When sending the manuscript list for publication in the Gazette, each department will make against each entry the number of papers and diagrams so that the selling price may be fixed.

(*h*) Special edition 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, others addresses being deleted. Special communications for the newspapers are at times issued by Secretariat as a press communique or note. Proofs that may required but the papers may be supplied to editors without further instructions when the orders to strikecopies are received.

142. Rubber Stamp Asssistant.—Shall be incharge of the supply of Rubber Stamps free of cost to the indenting Officers, including Secretariat and cost recoverable Officers.

Rubber Stamps relating to General Elections are manufactured and supplied. Correspondence relating to free supply of Rubber Stamps, maintenance of work order register are beeing attended to by him.

143. Valuation.— For purposes of recovery of cost from Central and other cost recoverable offices, the Unit cost per square centimetre of rubber stamp shall be worked out by adding the total cost of composition for setting on account or rubber stamps to the total expenditure analysed in Statement I appended to the Annual Administration Report and from this deducting the cost of postage and the materials used and dividing the resultant figure by the total of production worked out in square centimetres. The materials and postage shall separately be charged for.

144. Fair Copy.—This section shall attend to fair copying of all the outgoing correspondence. The Fair Copying Superintendent who is in-charge of this section shall follow the instructions contained in the District Office Manual regarding fair copying and despatch of outgoing correspondence.

145. The Security Officer.—Government Press, Madras is accountable to the Joint Director and through him to the Director of Stationery and Printing.

146. Duties and responsibilities of Security Officer.— (*i*) He will be incharge of all the security staff including the Gate, watch and ward staff of the Government Press. He will have disicplinary control over them.

(*ii*) He will be responsible for the overall security of the entire Central Press including the Budget, Top Secret, Raffle Ticket Printing section, etc,

(*iii*) He will organise, control and supervise the systematic and fool-proof search and checks of all employees and all vehicles going out of the press to ensure that Government property is not smuggled out of the Press.

(*iv*) He will review periodically and suggest ways and means of tightening the security measures in the Central Press and also all Branch Presses.

(*v*) He will be responsible to bring to the notice directly of the Works Manager, Joint Director/Director any untoward incident immediately on occurence and take appropriate remedial action.

(*vi*) He will be in overall charge of the disicipline and movement of all the workers outside their workspot in places like the Canteen, Society, Gate and other places.

(*vii*) He will induct surprise checks periodically in all the important vulnerable points.

(*viii*) He will be responsible for the proper maintenance check and submission of all records maintained for the security of the Press.

(*ix*) He will investigate into all complaints of theft, damage, assaults, all unauthorised activities of the employees and report to the administration for further action. He will be incharge of the control and movement of all the vehicles in the Central Press.

(*x*) He will organise an intelligence service, and obtain information of malpractices and disloyal activities of the workers and keep the top management informed this so that timely preventive action can be taken by the management.

(*xi*) He will record payment of rewards, etc., to deserving security staff for exceptionally good work.

(*xii*) He will be responsible for the proper maintenance of all fire fighting equipments and for conduct of periodical fire fighting drills and for this purpose he will be in close liasion with the Disitrict Fire Fighting Officer.

(*xiii*) He will also keep close liason with the local police and alerts them in time for adequate security and petrol of the press and guard against untoward incidents due to labour unrest, etc.

147. Assistant Gate Supervisor.— (*i*) The Assistant Gate Supervisor shall be incharge of the gate, watch and ward staff of the Government Central Press, Madras. He shall have disicplinary control over them.

(*ii*) He shall organise, control and supervise the system of fool proof search, check all employees and all vehicles going out of the press to ensure that Government property is not smuggled out of the Press.

(*iii*) He shall be responsible to bring to the notice of the Security Officer all un toward incidents immediately to take appropriate remedial action.

(*iv*) He shall be in overall charge of the disicpline and movement of all the workers outside their work spot in the places like Canteen, Society, Gate and other places within the Press premises.

(*v*) He shall conduct surprise checks periodically in all the important and vulnerable points.

(*vi*) He will be responsible for the maintenance and submission of all records maintained at the Security Office.

(*vii*) He shall organise an intelligence service and obtain information of malpractices and disloyal activities of the workers and constantly keep the Security informed of this to take timely preventive action.

(O.O.No.36/77, dated, 4th June 1977.)

148. Gate Sergeant.—Shall be responsible for preventing the ingress of outsiders except the Press premises and watch the ingress and ingress of the workmen in the Press and see that none leaves Press during office hours without a leave memorandum or a pass out and that no goods leave the Press without a gate pass. As guardian of the gate, he shall never leave it unguarded. He shall maintain a Gate Register showing and recording the names of all outsiders entering the Press on business.

Note.—1. When any stranger wishes to see any employee in the Press during office hours on urgent matters, intimation shall be sent through watchman to the Section Head concerned and with his permission the employee allowed to interview at the gate, but prolonged interview shall be prohibited.

2. In the case of certain employees like coolies, sweepers, etc., they shall be well searched when they go out.

3. Any one desiring to see the Works Manager, the Assistant Director or the Superintendents, T.E.,

etc.. shall be asked to state the purpose for which the interview is sought for and then issued with a pink permit card for the purpose.

4. After the main gate is closed, persons seeking entry into the Press (both employees and outsiders) will be allowed only after recording, in the slips kept seperately for this purpose outsiders green slip and employees-white slip. The Sergeant in-charge of the shift will see that all these slips are recorded correctly and legibly and all the columns are filled in properly.

5. The sergeant will also be responsible for the collecting back of the counterfoils of these slips from the persons concerned while they leave through the gate. These counterfoils should be pasted and the time of departure noted in the slips, both the original and the counterfoil. The staff in the gate will screen the visitors and allow only genuine persons inside. If there is any doubt, they will always refer to the Overseer and also the Security Officer and seek their instructions.

6. The Gate Sergeant shall issue the Patrol Book to the Watchmen on patrol duty. He shall receive the Patrol Book with record sheet of the clock, and place them before the Security Officer to enable him to assess the duty of the Patrol men. The Sergeant posted at the entrance of the Raffles Section will not allow any one except those who are employed in the section. Others who have special passes issued by the Director and authorised to enter the section alone will be permitted. Any one coming out of the Raffle Section will be searched thoroughly to ensure that he does not carry any Raffle paper with him.

'In' and 'Out' Register should be maintained for the employees of the Section.

149. Security Arrangements.—(*a*) After the main gate is closed, persons seeking entry into the Press (both employees and outsiders) will be allowed only after recording in the concerned slips kept separately for this purpose (outsider's green slip and employee's white slip). The Assistant Gate Supervisor will see that all these slips are recorded correctly and legibly and all the columns are filled in properly.

(*b*) The Assistant Gate Supervisor shall also be responsible for the collecting back of counterfoils of these slips from the persons concerned while they leave through the gate. These counterfoil should be pasted and the time of departure noted in the slips, both in the original and the counterfoil. The staff in the gate will screen the Visitors and allow only genuine person inside. If there is any doubt, they always refer to the Overseer and also to the Security Officer and seek their instructions.

(*c*) Special check should be maintained at the gate against smuggling of Government property. While the carts carrying rubbish, waste paper, etc. from the Government Press are loaded, the Assistant Gate Supervisor and the Overseer should be physically present to ensure that no Government property is taken out surreptitiously along with the rubbish. This should function only on working days and that too during the normal office hours (10.30 A.M. to 5-00 P.M.). The Assistant Gate Supervisor will be personally responsible for checking rubbish carts.

(*d*) The entry of outsiders and employees on leave entering the Press premises on official business will be regulated by entry slips issued by the gate. Such entry slips indicate among other things the section to which entry is permitted. While leaving the Press premises the holder of the entry slips will return it at the gate for being filed. The Officers/Section Heads shall sign the entry slip to indicate that the holder of the entry slip had actually visited the section as specified in the entry slip.

(O.O.No. 70/77)

150. Searching.—All Subordinate employees are searched on leaving the Press in the presence of the Overseer-Ministerial staff, Head Reader, Chief computor and men of similar status being exempt. Any employee taking files, books, papers, his own tools, etc., out of the press, should obtain a gate pass for the same signed by the officer in-charge of his section. Otherwise, they may be detained by the gate sergeant for enquiry.

151. (v) Letters, Money orders, etc.—Postmen shall not be allowed in the work rooms. Letters to the employees shall be kept in a letter board at the gate to be taken delivery of by them. In case of receipt of money orders, registered letters or telegrams, the gate sergeant shall send an intimation to the receipients of such articles to enable them to take delivery at the gate with the permission of the head of the section, under whom they may be working.

152.Watchmen.—The Watchmen work in shifts on Sundays and Holidays. They

are granted a weekly holiday in turns. The watchmen shall not leave posts after duty, unless they are relieved by the subsequent watchmen or other arrangements are made by the Overseer/Gate Supervisor.

All watchmen on night duty and on day duty on holidays are jointly responsible for the care of premises, etc., till they are relieved. One of the men on night duty shall go round the buildings on patrol with tell-tale clock at intervals of 45 minutes noting carefully that everything is in order that there are no suspicious movements, etc. One man shall always be at the gate to guard it. Any attempted or suspected theft shall immediately be reported by one of the watchmen to the Overseer who shall take prompt action, if necessary, by sending reports to the police and to the Manager. In case of fire, the nearest Station for Fire Brigade shall be contacted over phone and in person in the meanwhile using all means to extinguish the fire by the use of handpumps and other fire extinguishers.

The duties of watchmen include to receive all covers and to place them in the locked box provided till they are delivered to the Overseer in the morning. In cases of special work, one of them shall hand it to the Overseer, Officer on duty at once for necessary action.

They shall open and close the taps of the water tank at the proper time during the night to prevent waste.

153. Special Precautions.— (A) Budget Section.— When the top secret budget documents are printed special security precautions shall be taken necessary. The Deputy Works Manager in-charge of the Budget papers will provide a list of employees to be internded atleast 10 days before the Budget speech is to be printed so that a thorough screening of the staff employed could be made by the Security Officer. One Security Watchman shall remain at the entrance to the Budget section and he will be relieved every four hours. He will see that no one entered in the section gains access outside and no one from outside talks to any employee interned. Entry into the Budget Section, will be confined only to a maximum number of six persons from the Finance Department, who are authorised by the Director of Stationery and Printing and special passes issued. The Deputy Works Manager concerned will hand over specimen of the entrance pass to the Watchman outside so that he could identify and recognise the passes issued. There will be a bell in the entrance of the Budget Section and whenever any one coming with a pass wants to enter, the Watchman will press the bell and allow the outsider to enter, only after having him identified by Top Senior Foreman.

(*B*) Raffles.—The Officer in-charge of Raffles will furnish a list of employees working in the Raffle section to the Security Officer once in six months to have them thoroughly screened.

154. Identity cards.—All the employees of the Department shall be issued identity cards with photographs.

(G.O.Ms.No.331, Transport Department, dated 15th June 1977.)

Identity Cards, when lost by the employees, a duplicate, shall be issued at the cost of the employee concerned.

(G.O.Ms.No.297, Transport Department, dated 20th July 1960.)

155. Rewards.— A reward of Rs.100 will be given by Government to any person who gives information which will lead to the detection of anyone who is concerned in fraudulently giving any paper or information to unauthorised persons.

156. General.—Medical facilities are provided to the employees of the Government Central Press and its branches in the Madras City at the Government Press Special Dispensary, Madras. The Special Dispensary is under the control of a Medical Officer. He/She is assisted by the Health Inspector, Staff Nurses, Pharmacist, Male Nursing-orderly, Women First Aider and Woman attendant. In respect of employees working in the Branch and Regional Presses in moffusil, medical facilities are provided at the nearest Government Hospitals.

157. Woman First Aider.—Shall assist the Medical Officer in regard to the following duties.

1. Dressing of patients.

2. Conducting preliminary examinations of the patients.

3. Rendering first aid to employees.

4. Other items of work entrusted by the Medical Officers.

158. The Woman attendants.—are incharge of creche. They shall look after children left by the mothers working in the Press, maintain the milk attendance register for the children, linen and other articles of the creche.

159. Health Inspector.—He shall work under the control of Labour Welfare Officer.

1. He shall control and supervise the work of the sweepers, waterman, scavengers and Glazier for the proper up keep and tidy maintenance of the Press premises.

2. He shall inspect the Branch Press including the Stationery stores in the city and the government Press Workers colony at Tondiarpet and submit report to Director through Joint Director/Labour Welfare Officer.

3. He shall be responsible for the fullest utilisation of the sanitory staff and maintenance of the press premises with a highest standard of cleanliness and hygienic conditions.

(O.O.No.72/77.)

160. Labour Welfare (General).— This section shall (i) attend to the grievances of all employees which are of common nature and attend to their redressal, (ii) look after the amenities and welfare measures for adoption, (iii) allotment of residential quarters of Press Workers' Colony, Tondiarpet to employees of Government Press and its branches at Madras (iv) inspection of house sites of employees for the grant of loans and advance for House Building, (v) all matters relating to functioning of unions in close liaison with the Department of Labour and (vi) to advice the factory management on obligations, statutory or otherwise, concerning the application of the provisions of the Factories Act, 1948 and the Rules made thereunder.

161. Milk and Biscuits.—The children of the woman employees left in the creche shall be provided with milk at the rate of 280 ml. and four numbers of biscuits every day.

(G.O.Ms.No.639, Transport Department, dated 23rd July 1978.)

162. Milk and Multivitamin Tablets.— The following categories of employees who are exposed to the hazards of lead poison in the course of their official duties shall be eligible for free supply of litre of milk and one multivitamin tablet per day. They are paid cash allowancer in lieu of free supply of milk.

Lino Department.—

1. Lino Operators
2. Chief Mechanic
3. Head Mechanics
4. Senior Mechanics
5. Junior Mechanics

Mono Department.—

1. Chief Mechanic
2. Head Mechanic
3. Senior Mechanic
4. Senior Mono Type casting Attendants
5. Junior Mono Type Casting Attendants

Type Store.—

Foundry Workers-

(G.O.Ms.No.519, Public Works Department Dated 1st March 1966.)

(G.O.Ms.No.71, Transport Department Dated 11th February 1977.)

(G.O.Ms.No.643, Transport Department Dated 14th December 1977.)

(Government Memo No.5992 E-1/78-4, Transport dated 6th May 1978.)

163. The Press and the Stationery branches are covered by the Factories Acts. In addition, the Workmen's Compensation Act, 1936 and the Industrial Disputes Act are also applicable.

164. The press and the Stationery branches are exempted or modified from the application of the provisions contained

in the Acts and Rules indicated in paragraph to the extent noted below :

Section Rule.		Reference in which orders have been issued.
Rule 66	The percentage of workers working at time in the said factory (Government Press, Madras) for whom accommodation should be provided in the dining hall of the Canteen in the factory to 20 instead of 30.	G.O.Ms. No.1139, Labour Department, dated 8th September 1971.
Rules 79 to 81	Leave rules	G.O.No.905, Labour Department, dated 29th July 1971.
	Location of Government Regional Press at Tiruchirappalli in two units A4 and units.	G.O.Ms.No. 317, Labour and Employment E1 Department, dated 4th May 1973.
Rule 87 of T.F. Rules 1950.	Maintenance of Registers of leave with wages in the forms approved in Form 15.	D.Dis. No.86625/71, dated 2nd December 1971 of Chief Inspector of Factories.
Rule 78, 80, 103 103A, T.N.F. Rules 1950.	Maintenance of Service Registers and Forms in place of forms 10, 12, 25, 25A.	D.Dis(Bd.) No. 20829/52/dated 14th June 1952 of Chief Inspector of Factories.
		G.O.Ms.No. 3218, Development, Department, dated 11th July 1953, communicated in D. Dis.No.(d) 23152/52, dated 24th July 1953 of the Chief Inspector of Factories.

165. Goggles Gumboots and shoes, etc.—The Officer incharge of Procurement Section in the Directorate is to arrange for procurement and supply the goggles gumboots, shoes, etc., for Foundry Workers and Welders for protecting their eyes from Glass, dust, etc.

(G.O.Ms.No.659, Transport, dt. 3rd December 1975.)

166. Dungry Cloth.— The Officer incharge of Procurement Section in the Directorate will purchase and supply the dungry cloths in requisition from the unit presses.

(G.O.Ms.No.939, Transport, dt.8th August 1983.)

167. Training of Apprentices (1) Apprentices.— Apprentices shall be trained under the Apprentices Act, 1961. The number of persons to be trained shall be fixed by the Director of Employment and Training, Madras. One of the Assistant Works Manager shall be in-charge of all the apprentices. He shall be sanctioning authority regarding leave and other establishment matters regarding Apprentices. The leave account and other establishment matters will be dealt with by the concerned establishment section.

(2) Recruitment.—The recruitment of Apprentices will be made through Employment Exchanges. The selection of candidates will be by the Committee consisting of the Deputy Director and General Manager. The Deputy Director will be the appointing authority. (O.O.No.34 of 1977).

(3) Contract of apprenticeship.—All persons selected for Apprenticeship Training under Apprenticeship Act, 1961 shall enter into a contract as laid down in the Act and rules made thereunder.

(4) Leave.—The apprentices are eligible for the following leave .—

(i) Casual leave 12 days in a year.
(ii) Leave on Medical Certificate 15 days in a year.
(iii) Extra-ordinary leave 10 days in a year.

(5) Conduct and disicipline.— The apprentices shall be governed by the rules and regulations applicable to the employees in all matters of conduct and discipline applicable to the employees in the Department. Where the work and conduct of the apprentice is not satisfactory, the matter shall be reported to the Apprenticeship Adviser.

(6) Applicability of Factories Act 1948 and Workers Componsation Act, 1923.—The provision of the Factories Act, 1948 and Workers Compensation Act, 1923 are also applicable to the employees to the extent specified in the Apprentices Act.

(7) Hours of work.—The hours of work of the Apprentices shall be in accordance with the Apprentices Rules 1962 as amended.

(8) Stipend.—They shall be paid during the period of Apprenticeship Training stipends at the rates specified in the contracts.

SECTION II

CHAPTER 3

Production Planning and Control

PARAGRAPHS 168 TO 193.

168. General.—All the items of work received for printing and re-binding shall pass through the production planning section. Works of confidential nature or relating to budget shall, however, be planned in the respective sections. The production Planning Section functions under the direct control of the Head of the Unit at the Central Press, Madras. It functions under the immediate charge of an Assistant Works Manager. At the planning stage itself the priorities, processing of operations, programming for execution, forecast of requirement of materials are done to process the work in the production department without any bottleneck with reference to the capacity, importance of the job, work load, time and cost factors.

169. Planning for execution.— The schedule for execution of process and delivery of proofs of final copies shall be indicated by the week numbers. The week numbers shall be assigned for the 52 weeks specifying the dates covered under each week for every year. The work numbers shall be indicated with the year by a stroke after week number. The monthly plans shall be drawn with reference to the weeks covered during the plan period. Overall planning for execution and delivery shall be determined by the production planning section. Detailed scheduling will however be done separately by the staff under the immediate charge of production officers every week. The Officer in charge of production planning will co-ordinate and ensure that the jobs are executed as programmed.

170. Functions of the production planning section.— The production planning section shall attend to the following functions in connection with the jobs received for printing and rebinding :

(1) scrutiny of works received from the departments with reference to—

(i) authorization for printing.

(ii) particulars relating to the specifications for printing.

(iii) particulars relating to the number of copies to be printed.

(iv) instructions for delivery.

(v) conformity to the technical feasibility for block making, etc.

(vi) printing in colours and usage of STATE emblem.

(vii) sanction of Government.

(2) assessment of the time required for execution of the works received;

(3) determination of the probable time for the completion, taking into account commitment already made, availability of men, machinery and materials;

(4) intimation to the indenting officers the probable time for the completion of work received;

(5) determination of priority;

(6) ensuring availability of materials and other production facilities before commencement of the works;

(7) allocation of work to the productive departments on a systematic basis, determining time for commencement and completion of work;

(8) exercising check on the flow of work in the production departments on the basis of pre-planned schedules;

(9) observance of economical ways for the reduction of production costs and time required for processing the jobs.

171. Stages in production planning section.—The works received shall pass through the following stages in the production planning section.—

(*A*) *Correspondence Cell* (*P.P.C.*) - This section shall attend to the correspondence received in the press for printing, rebinding and for offering remarks for under taking printing. After scrutiny by the orderbooking unit and when the requisitions are in order the works shall be entertained. The probable dates for sending proof for approval, for completion of works, issue of reminders for the return of proofs, furnishing stages of the jobs and replies to all correspondence are attended to by this section.

(*B*) *Scrutiny and order booking*-Works referred to by the correspondence cell are scrutinized and remarks offered.

The works comply with the requirements for printing are taken up and the requisite technical instructions are issued. The workload involved in the various technical processes are assessed to arrive at a suitable working programme. After assigning the job order number to each and every job, detailed instructions as to how the job should be progressed, the quality of materials to be utilised for execution, the processes and methods to be adopted are determined and specified.

(*C*) *Planning*-With reference to the workload on the flow-line, the works fit for being pushed into the flow line are released in batches for a specified plan period. Detailed plans with reference to actual situation and the workload, are worked out to adhere to the delivery schedules. At this stage special care shall be bestowed to entertain unanticipated unforeseen requirements at any time to ensure that only minimum dislocation takes place and avoid major failure in the programme.

(*D*) *Monitoring.*— To ensure that the works planned and scheduled are progressing as predetermined despite interventions of rush jobs, unanticipated break downs and other causes, constant checks on the progress of jobs shall be made once a week. Deviations shall be brought to the notice of the production officers concerned for necessary remedial action. Works which require to be replanned shall be listed out by this wing.

172. Scrutiny.—All jobs received shall be scrutinized before entertaining the jobs, for compliance with regard to—

(i) the preparation of manuscripts as laid down in the Tamil Nadu Printing Manual, Part-I.

(ii) suitability of the drawing, photographs, designs, etc., for enlargement, reduction and reproduction,

(iii) competency of the indenting authority, and

(iv) sanction for printing.

173. Priority, Classification.—As and when jobs are received they are classified as periority or as non-priority by the officer in-charge of planning depending upon the importance attached to each job at the planning stage.

174. Order Booking.— The jobs received from the intending officers which comply with the requirements shall be registered in the job order register in chronological order for every calender year and Job Order Number assigned for each job serially.

175. Job order Register.—Job order register shall be maintained furnishing the details of the job order numbers and date of completion of each job. Separate Job

Order Registers shall be maintained for the following items of work.

1. Standardized forms and Registers.

2. Rebinding of books.

3. All jobs other than standardized items and Re-binding.

176. Assessment.-The operations involved in the execution of the jobs shall be analysed and the operations determined. The probable man hours and machine hours required for each process with reference to the norms shall be assessed. A record of the workload as assessed in respect of each process shall be recorded in the Assessment form.

177. Routing and programming.-The processes to be adopted and the sequences of such processes to be followed shall be indicated in the Job Order Docket and Job Cards. The processes involved in production shall be indicated by process numbers as follows:-

Process No.	*Nature of process.*
1	Lino.
2	Mono.
3	Hand Setting.
4	Adler Typewriting.
5	Rough Reading.
6	Rough Corrections.
7	Block Making.
8	Stereo.
9	Making up.
10	Fair Reading.
11	Fair Corrections.
12	Author Corrections.
13	Imposing.
14	Forme Reading.
15	Forme Corrections.
16	Strike Order Reading.
17	Strike Order Corrections.
18	Letter Press Printing.
19	Offset Printing.
	(a) Planeta.
	(b) Rota Print.
20	Cutting.
21	Ruling.
22	Machine folding.
23	Hand folding.
24	Machine sewing.
25	Hand sewing.
26	Wire stitching.
27	Numbering.
	(a) Type High.
	(b) Rotary.
	(c) Hand.
28	Forwarding operations.
29	Embosing.
30	Envelope making.
31	Guilding.
32	Packaging.

178. Job Order Docket.—Job Order numbers shall be assigned to each job in serial order for each calendar year. Each job order will be identified by the serial number and year in which the work was received in the Press. The serial numbers shall be assigned in sequence irrespective of the department from which the work has been received.

179. Standardized forms and Registers.—Separate serial numbers shall be assigned for the standardized items of work executed indicating the serial number and the year preceded by the letter 'S'

180. Rebinding of Books.—Separate serial numbers shall be assigned for the jobs involving rebinding operations indicating the serial number of the job received during the year preceded by the letter 'RB'.

181. Work Book.—The job orders shall be recorded in the Work Book furnishing the following details:

1. Date of receipt.

2. Number and date of requisitions from whom received.

3. Office and Job No.

4. Description of work.

5. How distributed.

6. How to be dealt with urgent, very emergency, special or ordinary.

7. Date of sending proof.

8. Date of return of proof.

9. Date of despatch.

10. Remarks.

If the work is cost recoverable it shall be distinguished by a letter 'C' in red ink in remarks column.

182. Job Card.—A separate job card shall be maintained in respect of each job furnishing the programme for execution, the processes to be adopted, the sequence of operations, the probable weeks for commencement and completion of the processes. The job cards immediately on preparation shall be handed over to the monitoring section after indicating the week numbers for the processes by the Planning Wing for following up the progress of the jobs.

183. Feed Back Slips.—Feed back information slip in the prescribed form shall be prepared in respect of each job and sent along with the Job Order Dockets to the production departments. The scheduling wings of the production departments on completion of the each processes involved in the job shall arrange to detach the slip and forward it to the Monitoring Section of the Production Planning Section after indicating the date of completion of particular operation. The monitoring Wing shall record the particulars in the respective Job Card.

184. Monthly Programme.— The programme for the execution of jobs other than time specified items shall be arranged for delivery by the end of specified weeks. The list of such job shall be prepared monthwise 7 days before commencement of the month.

The list shall furnish all the requisite date relating to the jobs. It enables the production Officers to schedule job in respect of each work. The respective Job Order Dockets shall also be sent to the production departments together with the work load assessment and feed back information slips. The work load sent to the production department shall be so regulated providing sufficient cushion to undertake unanticipated and priority items of work.

Execution of time specified jobs which are important and classified as "Priority" by the Planning Section shall be sent to production sections for execution against the provisions made in logging and scheduling sections for this purpose.

185. Planning for Execution shall be done in two stages as follows :

The jobs which do not require the approval of proofs shall be planned for delivery of final copies. In cases where the proofs have to be approved by the concerned departments, the Planning shall be done in two stages. In the first stage delivery of proofs shall be determined. On receipt of approved proofs planning of subsequent operations and processes upto delivery shall be done.

186. Weekly Scheduling.— The work load included in the monthly programme shall be distributed and executed by the production officers specifying the week numbers for execution in respect of each process. The commencement and completion of the processes shall be in accordance with the week numbers by the scheduling section depending upon the availability of capacity in each process. Suffient capacity in each processes shall be apart to execute priority jobs received at any time. Instances warranting provisioning of capacity in excess of average requirements for priority jobs and non-adherence of scheduled jobs shall be brought to the notice of the officer-in-charge in planning and arrangements made for rescheduling such jobs during the Weekly Review Meetings.

187. Weekly Review.—The progress of the jobs planned for execution shall be reviewed every week by the Officer-in-charge of planning and production Officers. The reason for held up, if any, shall be analysed and steps evolved to ensure timely

delivery. Wherever necessary, rescheduling to adhere to the delivery dates shall be done. Replanning, if necessary, shall be done and for this purpose the Job Order Docket shall be returned to the planning section.

188. Monitoring Wing.—This wing shall record in the Job Card all the information received from the production section regarding the completion of the process in respect of the each job. All instances of non-jobs adherence of schedules and the held up in the various processes as indicated in the job cards shall be listed out and the office of planning intimated every day. This section shall also intimate to Correspondence Cell about the non-receipt of the proofs without being approved by the departments concerned. Based on the information recorded on the job cards upto date, the location and stage of each job shall be furnished to the officer-in-charge and also to enable the correspondence cell to send the suitable reply to the correspondence received. This section shall send a list of jobs completed and despatched with all the particulars to Correspondence Cell for closure of correspondence every day. All the proofs submitted for approval shall be forwarded through monitoring section and necessary entries made in the job cards under intimation to the Correspondence Cell.

189. Return of Proof.—A close watch on the return of proofs shall be maintained by the monitoring section to reduce held up of works in the Composing sections. For this purpose, the departments concerned shall be reminded two weeks after the despatch of proofs and by another reminder again after another two weeks. Should there be no response and the proofs are not returned even after four weeks, the departments concerned should be intimated demi-officially that the matter will be dismantled after two weeks from the date of the D.O. reminder. (G.O.Ms.No.195, Transport Department, dated 14th March 1972).

190. Forms and Registers.—The following forms and registers shall be maintained by the Production Planning Section.

Serial number.	*P.S Form number.*	*Description of the form/ Register.*
1	1	Requisition for sending work to Government Press.
2	2(a)	Intimation form.
3	2(b)	Intimation form.
4	2(c)	Intimation form.
5	2(d)	Intimation Regarding Gazette Notifications.
6	2(e)	Intimation Regar-ding Gazette notifica-tions.
7	2(f)	Intimation to Sales Officer, Anna Salai, Publication Depot for supply of Gazette copies.
8	3	Work Assessment form.
9	4	Job Order Register.
10	5	Job Order Docket.
11	6	Log Card capacity Logging.
12	7	Job Card.
13	8(a)	Feed Back Information.
14	8(b)	Feed Back Information continued.
15	9	Consolidated stage book.
16	10	Monthly schedule Intimation Form.
17	11	Revision of capacity.
18	12	Non-adherence of Scheduled form.

191. Disposal of Job Order Dockets.—All the Job Order Dockets on completion of the jobs and delivery of final copies shall be received back together with despatch particulars and printed specimen. Necessary particulars shall be collected from Job Order Docket for the purpose of preparing Annual Administration Report by the computing Section. The Job Order/

Docket shall be disposed after one year after the despatch of copies.

192. Functional Responsibilities-(A) Officer in-charge *of Production Planning.—*

1. To determine priorities.

2. To plan for the optimum utilization of capacity of the resources.

3. To ensure on execution of jobs as planned.

4. To approve the processes, sequences and other details contained in the Job Order Docket.

5. To attend to the correspondence relating to printing of jobs.

6. To reschedule and replan jobs facing difficulties in the flow line.

(B) ***Overseers*** *with the assistance of the staff reporting to them shall attend to the following functions:—*

1. Scrutiny of all the jobs received.

2. Arranging for the proper entry in the job order register and assigning the work number in respect of each department.

3. Ensure that the orders comply with all the requirements such as sanction of Government, size, preparations of manuscripts in conformity with the instructions laid down Tamil Nadu Printing Manual-Part-I, number of copies to be printed, style of binding, competency of indenting authority to place orders for printing, etc.

4. Preparation and placing block orders for the manufacture of blocks.

5. Furnishing the technical details required for fixation of price for publications intended for sale.

6. Furnishing remarks on the papers referred to by the Cell Section for offering remarks to Government.

7. Submission of returns on the daily inflow and outflow of jobs to the planning officer.

8. Assess properly the work load of all the jobs taken up for printing.

9. Determine quality of paper suitable for the job and arrange for the availability of paper in time to process the work.

10. Transfer of Job Order Docket's to Composing scheduling section and letter file to the concerned subject Assistant in the Correspondence Cell.

11. Transmission of the approved proofs to the Composing Department, with detailed instructions to proceed with the work.

12. Transmission of Job Order Dockets of completed jobs received from Binding to the Computing Section within a week.

13. Examine the competency for use and adoption of State Emblems in letter-head and invitation cards.

14. To ensure that the Job Order Docket prepared in accordance with the instructions contained in the covering letter.

15. To ensure that the jobs received are in confirmity with instructions contained in the Tamil Nadu Printing Manual, Part I.

16. Work out and arrive at the capacity of all the processes in the Production wings.

17. Allotment of jobs to the production wings, according to the availability of capacity.

18. Ensure correctness in determining the completion of processes and determination for execution.

19. Re-scheduling of non-adhered jobs in the various production units in consultation with the production officers.

20. Prepare and furnish the various records pertaining to the pendency list, monthly reviews and pendency of proofs pending with indenting departments.

21. Monitor the progress of all the Jobs taken up for execution.

22. Arrange for sending proofs to the departments as per the schedule fixed.

23. Arrange for getting the feed back information of jobs which are under

execution in the various departments and see that they are properly entered in job cards concurrently.

24. Arrange for the proper maintenance of the job cards.

25. Prepare reports on the adhered and non-adhered jobs every week and furnish the requisite date for weekly planning and review.

26. Arrange to furnish the stage and progress of works to the correspondence cell for furnishing replies as and when the paper are referred to him.

27.Report the progress of "Top Priority Jobs" and any deviation in the production schedules to the Officer-in-charge of production planning.

(C) Head Reader*-The Head Reader shall attend to the following.—*

1. Edit the manuscripts before sending them for execution in the production wing.

2. Analyse each and every job considering the nature of work involved before execution and ensure conformity to the style of the house and other aspects as laid down in the Printing Manuals, Parts I and II.

The following categories of staff shall assist Overseer and others in discharging the above functions.—

1. Top Senior Foreman.
2. Senior Foreman.
3. Junior Foreman.
4. Technical Assistant.
5. Head Computor.
6. Computor.

193. Proofs.— Proofs called for by the departments concerned will be sent through this section along with the manuscripts received. The receipt of the proof shall be watched through the Proofs Despatch Book. The monitoring wing shall keep a close watch on the proof sent and their return.

CHAPTER 4

OVERSEER

PARAGRAPHS 194 TO 198.

194. Overseer.—*General* : 1.—(a) He shall be in general charge and responsible for the care of the Press Buildings.

(*b*) He shall ensure that all doors and windows and skylight and ventillators of rooms are kept open always when workers are at work in their rooms and obtain permission for keeping them closed during working hours. He is responsible to see that all doors and windows are closed and securely fastened the day before public holidays and Sundays.

(*c*) He shall arrange to clean the factory premises and ensure that the cobwebs and dust are removed from atleast one room daily in addition to usual sweeping and a few windows cleaned daily so that all are cleaned atleast once in three months.

(*d*) He shall ensure that sufficient supply of water fit for drinking is provided to workers at suitable place.

(*e*) He shall attend to the opening and closing of the press; lock up the work rooms and see that all the keys are put in the almirah at the gate retaining its key in his possession. see that all officers' room are securely locked.

(*f*) He shall assist the officers in general supervision and expedite the progress of urgent and priority jobs.

(*g*) He shall supervise the work of the Top Senior Time Keepers and their staff and issue necessary instructions in the proper and correct maintenance of register and other records.

(*h*) He shall supervise and ensure that employees do not waste time or unnecessarily loiter outside their department and shall report cases where necessary to the concerned officers.

(*i*) He shall particularly go round the departments and bring to the notice of the Officer-in-chage any improvements required for better security.

(*j*) He shall take necessary action with refernce to covers, etc., marked 'Special' or Very 'Urgent', received on Sundays or Holidays.

(*k*) He shall open special covers and telegrams received out of office hours and see that they are attended to informing the Works Manager and Officer-in-charge of the action taken on them.

(*l*) He shall arrange for the safe storage of all inflammable articles.

(*m*) He shall take necessary precaution against fire by keeping in all important places of the press buildings fire pumps in working condition and fire extinquishers

duly charged and the fire buckets filled with clean water and sand.

(*n*) He shall check the readings of the metre (water) with that of the Corporation or Municipal authorities.

(*o*) He shall arrange, cases of accidents, if any to the employees in the course of duty, are immediately sent to the Medical Room for giving them First aid and arrange to send them to the nearest Government Hospital for further treatment with an emergency requisition letter.

(*p*) He shall arrange to renew the licences of the vehicles and wireless equipments in time.

Note.—One of the messengers provided with quarters shall assist the overseer to attend to the delivery of urgent messages, tappals and press released to the newspaper offices out of office hours.

195. Holiday and urgent works.— Overseer shall open and arrange to work the press during holidays requisitioning the services of the electricity and other men to be engaged on the work. A list of addresses of the employees shall be kept at the gate to select men residing near by for duty. He shall immediately send a messenger to the officer concerned for instructions in cases of doubt. He shall keep the Works Manager informed of the full details of such work done.

196. Care of Premises.—The premises shall be kept clean swept. The waste paper from departments shall be collected at frequent intervals and it shall not be allowed to accumulate. The latrines shall be kept clean and disinflected. Types and other articles found on the floor of a particular department while sweeping shall be handed over to the Overseer for being returned to the Departments concerned. The types found in the compound or other places should be returned to the Type store.

Note.—At Central Press, the Health Inspector will attend to the cleanliness of the premises and hygeine.

197. Waste Papers.—The overseer shall arrange to keep the waste paper, press cuttings, etc., according to the classification in separate rooms set apart for them. He shall carefully examine whether any unused formes, covers, have been mixed up with waste paper in the godown and see that all papers mixed up with are torn up into small bits, before allowing the same to be removed by the Contractor's coolies and ensures that sheets of proceedings and book work torn before they are removed to the waste paper godowns, and weight of waste paper entered in the waste paper book. He shall arrange to conduct weighments of the waste paper bundles before the consignments are taken delivery by the contractors. He shall issue necessary permits to the contractors to remove the weighed waste paper, press cuttings, etc., after satisfying that entries have been made in the records duly getting the approval of the officer present for the weighment.

198. Office Lorry .— The overseer shall maintain the log books and other records prescribed under the Tamil Nadu Departmental Vehicles Control rules, 1976. He shall be responsible for the Road worthiness of the Departmental vehicles under his control.

CHAPTER 5

COMPOSING

PARAGRAPHS 199 TO 239

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

(i) Hand Composition.

(ii) Mechanical Composition-Lino.

(iii) Mechanical Composition-Mono.

(iv) typesetting on Adler/Varitype Machines.

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

(G.O.Ms.No.113, Transport Department, dated 3rd February 1983.)

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

202. Instruction for the maintenance and distribution of work according to turn book.—The Compositors as they finish each "take" get proofs pulled in duplicate. One proof should be attached to the outturn sheet as voucher which should be attested both by the Compositors and Section heads concerned and the other sent to Reading section for correction and further necessary action. The Compositors as they finish each "Take" should immediately enter their name in this book and interest themselves to get further "take" as and when work is received in the section. They should engage themselves in the interval in the distribution of matter, correction to rough proofs, etc. It is left to the section head to distribute more than a "take" to the employees in cases of urgent work requird to be done in time. The Section Head shall see to fair distribution work to all employees without

allowing scope for slackness. He shall further be responsible for the expected consolidated outturn on the scale prescribed in Chapter 14 of this Manual in respect of the total strength of his section.

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

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

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

2. Following the rules prescribed for standing matter.

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

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

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

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

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

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

9. Taking moulds or casting plates for future use.

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

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

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

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

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

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

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

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

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

1. (*a*) Tamil Nadu Government Gazete Parts I to III with sub-sections and Supplements, Part V and Part VI with sub-sections.	8 point type for the text and for schedules tables and tabular matters.
Tamil Nadu Government Gazette Part IV Section-1 to 4.	10 point.
(*b*) District Gazette, Police C.I.D. and Excise intelligence Gazettes and Registration Gazettes.	8 point type for the text and for schedule tables and tabular matter.
(*c*) Gazette Extraordinary	Do.

2. Proceedings of Government and Secretariat notes.	10 point type, enclosures and statements to be printed in sizes smaller than 11 point.
3. Administration Reports and special reports.	10 point type for the text of the reports. and 10 points, 8 points or 6 point as may be convenient in each case for statements and appendices. In the case of reports such as those of the Public Accounts Commitiee. 12 points type may be used where necessary in order to distinguish between the report proper and extract from notes already set in 11 point type. When Administration Reports are printed in A4 size, the text of the matter should be set in two columns.
4. Codes and Manuals.	Unless there are special reasons to the contrary, 11 point type should be regarded as maximum.
5. Madras Legislative Council Proceedings.	10 Point.
6. Indian Law Reports	10 Point.
7. (*a*) Records of Fort St. George and other old records.	12 Point.
(*b*) Acts of the Legislature	10 Point.
8. Index to the old records	10 Point.

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

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

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

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

Name	*Size of Paper*		*Standard size of*	*Margins*	
	Untrimmed	*Trimmed*	*type page.*	*Head*	*Foot*
	c.m.	c.m.	Ems.	Ems	Ems.
A4	21.5x30.5	21.00x29.50	35x56	6	9
A5	15.25x21.50	14.75x20.50	24x38	5	7
A6	10.75x15.25	10.25x14.25	18x26	4	6

When trimmed			*Percentage of trimmed paper of*	
Back	*Front*	*Type width*	*Type depth*	*Type matter.*
Ems.	Ems.			
5	7	73	81	59
4	6	75	76	57
2½	3½	75	74	55

206. Style.—The Style of the house to be observed in setting both by compositors and operators of mechanical composing machines shall be as given in the Tamil Nadu Printing Manual, Part—II. In the case of Linotype composition odd spaces shall not be used in a line for filling out. If space bands will not justify an extra space shall be placed between every word.

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

Note: 1. All important changes or queries shall be settled by a reference to author by an authorised note through proper channel.

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

3. Operators shall on no account use overwide spaces when setting corrections. Normal space shall be used and over-running carried on to a break if necessary, possibility or running back being also considered.

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

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

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

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

8. When a compositor leaves the press or is transferred to another section, he must handover all his matter, proofs, sticks, galleys, etc., in good order to the Junior Foreman.

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

209. Proofs.— The instructions contained in paragraph 55 to 58 of the Printing Manual shall be followed with reference to the supply of proofs. Proofs of Government Orders, Notes, Resolutions, etc., shall not be sent to the Author for approval except to settle queries. When proofs of simple reprints are asked for, orders shall be obtained before putting the works in hand. Proofs shall be pulled on the smooth side of the paper and bear good impressions. They shall not be creased or folded. More than 3 copies of the second or subsequent proofs shall be treated as copies and charged.

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

210. Making Up.—Rough proofs of each take are read separately. After finishing the rough corrections the Imposer will make up matter into pages set by Compositors. Language and other compositors whose out-turn is fixed as per page, make up their pages to exact depths, justify notes, etc. The Imposer making up the page is responsible for the fair proof and copy being given to the Foreman. Making up of matter set on machine shall also be carried out by an Imposer. Corrections of all kinds take precedence of composing and making-up unless instructions to the contrary are given. With regard to fair proofs and made-up pages, the Compositor whose matter is first, is responsible for the galley and proofs being given immediately to the person next in turn, the second to the third and so on to the last who has corrections to make and he shall see that a clean proof is pulled and

given with all the copy and proofs, to the Foreman. It is not the duty of the Imposers or Foreman to wait on the compositors to get clean proofs, matter, etc., the copy, proofs, etc., should be delivered to them at once by the Compositors when ready. Before making up or correcting made-up pages, the compositors should obtain the lists of persons on the same work, hand over the slip to the next person when finished, and to avoid delay, report if there is any absentee.

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

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

213. Arrangement of pages in Book Work.— In imposing the several portions of a work shall be arranged in the following order:—

Bastard title
Frontispiece
Title
Printers imprint
Dedication
Preface
Table of contents
List of illustrations
Introduction
Errata
Text Body of the work-pagination shall be in arabic figures beginning with the first page
Appendices
Index

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

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

216. Forme Proofs.—Before a forme proof is given to the Head Reader for revision by a reader it is the duty of the Imposer to write the description of the work on the first page, (*e.g.*) whether imposed, standing, re-imposed, altered, remade-up, etc., inorder that the Reader may revise or

read through such matter as may be necessary. Portions pied should be encircled and noted for the infomation of the Reader.

217. Care of Forme.—After the formes have been properly locked up and proofs pulled, they shall be in charge of the Junior Foreman attending to sending of forme proofs to Reading section. The charge Imposer shall arrange to place them in the forme racks and remove them to the Imposing stone whenever necessary for carrying out corrections and lastly to be sent to the machine department for striking clean copies. If any type drops down in their movements, it shall be the duty of the charge Imposer to replace it.

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

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

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

2. When giving strike order, unless otherwise ordered, these extra copies of each work in the style in which it is to be finally got up should be added to the press order and printed for office record and valuation. This will not apply to confidential or 'care' papers, not to permits, cheques, work on special Water marked paper or rial such as parchment, silk, etc.

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

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

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

Note:—The Works Manager shall obtain orders from the Secretariat or Head of the Department concerned before breaking up the type of long technical reports.

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

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

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

(b) All notifications(except) personal shall be kept standing for ten days after the issue of the District Gazette, care being taken to distribute the oldest first. Draft rules of

more than half a page to be confirmed later on are to be kept for the final publication. Bills will be kept standing till they are passed into Act form or cancelled. Police notifications are kept standing for the police Gazette. The Sales Officer, Publication Depot should be consulted as to striking extra copies before distributing the type of notifications and rules which may have a large sale, before setting notification, rules, etc., which appear in Government orders, it is the duty of section head to enquire whether the matter is standing in the Composing section before the Gazette is made up.

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

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

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

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

222. Transfers of Type, Etc.—Matter transferred from one section to another section or branch should be handed over with all rules and leads in it on galley or on chases as it stands. The date of receipt and return must be entered in the register of transferred matter and enquiries should be made if the matter is not returned within the time allowed for it to be standing. Matter should be returned in the same state as received if it is to be used against in that form by the lending section. If for distribution, the leads, chase, etc., can be returned separately. Matter should not be bundled if it can be avoided, and type must never be sent to the confidential section in bundles.

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

FIRST LINE SUPERVISORS.

1. To get the work executed from the Imposers Compositors, Lino, Mono according to the instructions contained in the job Order Dockets.

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

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

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

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

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

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

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

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

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

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

12. To maintain discipline within his units.

13. To recommend, refuse leave on the leave application received from his men.

14. To watch for the return of the formes sent for printing.

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

16. To furnish feed back particulars to the Scheduling Section.

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

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

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

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

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

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

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

1. To print on the title page (or wrapper if there is one) (*a*) the selling price in the case of saleable publications; (*b*) 'gratis' for free publications; (*c*) "for official use only" for departmental publications not intended for sale.

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

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

4. To maintain only the authorised books.

5. To observe the rules of this manual.

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

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

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

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

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

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

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

226. Imposer's Monthly Abstract of out-turn.— The form and other instructions for abstracting the out-turn hours of compositors and operators as contained in paragraph (362) shall apply in all respects for work done by Imposers. Those found to be not up to the mark in imposing work shall be liable for disciplinary action according to Civil Service (Classification, Control and Appeal) Rules.

227. Departmental Plant Register (W.M.G.P. No.120).—A plant register in this form shall be maintained in every section using plant articles. On receipt of these articles from stores, the section head concerned shall verify as to the correctness of the description, size and quantity and enter these details immediately in the plant register. The articles will then pass on to his custody. Breakages and condemnations shall be brought to the notice of the Works Manager through the officer-in-charge and orders taken for condemnation. Necessary entries shall be made in this register and the unserviceable articles returned to stores and acknowledgement obtained. The articles are subject to periodical verification. The section head shall account for any deficiency in stock. It shall be the duty of the section head to keep sufficient stock of distribution types, sorts, chases, furniture, etc., in order that the work may not be held up. When there are excesses of these materials they shall be transferred to type store and acknowledgement obtained.

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

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

1. Electrical and Mechanical Breakdowns.

2. Replacement of worn out or defective parts.

3. Overhauls where operators are asked to assist.

4. Magazine changes in the case of lino type composition involving removal from the machine but no time account shall be paid for any changes in type.

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

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

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

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

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

office orders will be pasted in a file for permanent reference. When handing over charge of a section, the Foreman should be careful to see that the receipt of these books and scales is acknowledged in the order book by his successor or he will be held responsible for them.

234. Instructions special to sections.— (Gazette— Time of publication)—THE TAMIL NADU GOVERNMENT GAZETTE shall issue on Wednesdays, the help of other sections being obtained if necessary. The formes shall be ready for machine before the section is closed on Tuesday night. The District Gazettes shall issue monthly on the dates as noted in paragraph 157 of the Printing Manual. The dates of Gazettes which must be kept are:-

Tamil Nadu Government Gazette and District Gazette Extraordinary.	*Specified date of earliest date possible.*
Spare copies of notifications.	Wednesday and Thursday.
District Gazette Supplements.	Due date of despatch of Gazette.
Gazette Notices ..	Within three days of Gazette issue.
General Index (Half-yearly)	Last issue in July and January at latest.
Police Gazette (proofs on Thursday)	Saturday after-noon.

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

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

237. Price Fixation.—The officer-in-charge of Composing shall be responsible for fixation of sale prices, for the different parts, section and supplements of the Tamil Nadu Government Gazette as per the rates indicated in Paragraph (375).

In respect of other saleable publications, the sale prices as furnished by the costing section shall be adopted.

238. Book Work.— The following instructions as a general rule shall be followed in composing book work. Separate instructions shall be obtained for any special work.

These instructions are subject to variation as may be specifically ordered in each case either for reasons of economy or convenience.

(*a*) *Bastard title page* shall be set in the same series to type as the title page but a size or two smaller not exceeding three lines and in making up to be placed in the optical centre of the page.

(*b*) *Tittle Page.*—The composition of style of type be used shall be simple, legible and dignified consistent with the text and confined mostly to one type family. Ornamentation, if necessary, shall sparingly be used.

The copy right symbol © with the words Government of Tamil Nadu and the year of publication shall be included in the title page.

(*c*) *Dedication.*—The name of the person to whom the book has been dedicated shall be in capitals of the text type and the other lines in lower case or small capitals.

(*d*) *The preface.*—The type to be used shall be a size larger than the text or italic. The word 'Preface' at the beginning shall be in the same type as the other sections of the preliminary matter.

(*e*) *Contents* shall be set in the same type as the text but two sizes smaller. It should present the title of parts, chapter headings, sub-headings and display, their relationship to each other by means of indention, grouping or use of smaller type.

(*f*) *List of illustrations* shall confirm to the style of the table of contents. The illustrations in the text may be both figures and inserted plates.

(*g*) *Introduction.*— Same type as the text or one size smaller according to the quantity of matter, but never larger.

(*h*) *The Errata* shall be set in 2 to 3 sizes smaller than the text. The word denoting instructions such as for, read, omit, insert, etc., shall be in italics. The matter to be corrected and the correction shall be within quotation marks.

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

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

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

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

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

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

(*l*) Paragraphs should be uniformly indented, as follows:—

Measures, 22 ems and under 1 em.

Measures, 23 ems to 33 ems, 1½ ems.

Measures, 34 ems to 44 ems, 2 ems.

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

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

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

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

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

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

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

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

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

(*o*) *Tables* shall be set in type at least two sizes smaller than that used for the text. They shall be composed to the

width of the type matter and if reduced it shall be centred. The headings of the tables shall be of smaller type than those used for the body. Headings shall be entered, if they are less than a line and if more, the first line shall be longer than the second and subsequent lines.

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

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

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

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

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

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

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

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

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

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

CHAPTER 6

MACHINE COMPOSITION —LINO TYPE

PARAGRAPHS 240 TO 253

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

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

He shall also maintain:

1. (*a*) Work Book—Setting.

(*b*) Work Book—Correction.

(*c*) Work Distribution Register.

(*d*) Daily chart of shop floor information in the black board with the following information:—

(i) Date and shift.

(ii) Machine numbers.

(iii) Sick List.

(iv) Work Allocation.

(v) Abstract of strength of the section.

(*e*) Machine card for each machine.

(*f*) To have sick report on such machine.

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

243. Change of Shift.—Leave for ordinary purposes shall not be granted when a change of shift may meet the case. Change of shits between two operators may be mutually agreed upon before the end of the previous working period a slip signed by both the Operators shall handed over to the Foreman who shall take note of the alteration, and hand over the slip to the Officer-in-charge for signature.

Mutual change of shift shall not be permitted to any employee. For the administrative convenience, the administration reserves the right to ask any employee to work in any shift at any time.

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

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

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

(1) To place all unfinished copies in a safe place.

(2) To place on the copyholder the unfinished portion or uncorrected proof to enable his partner to take them up first.

(3) To clear off all matrices.

(4) To clear the magazine entrance from matrices.

(5) Either to return or place in safe custody all sorts, liners and tools used by the Operator.

(6) To shut off the motor and light.

(7) To put in the pots control as instructed.

(8) To leave necessary instructions regarding, condition of machine, etc., to the Operator of the next shift on the assembler front plate.

Note:—1. All bent, broken, damaged, worn or otherwise unworkable matrices or space bands shall be returned to the Officer daily wrapped in paper with the machine number written on it eligibly for repair or replacement. Operators are expected to look after their own matrices as far as possible keeping the founts at full strength.

2. Operators shall not interfere with founts or parts of machines not in their charge unless specially instructed.

3. The cost of matrices, space bands, etc. damaged by careless handling of the Operators shall be recovered from them under orders of the Works Manager.

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

1. To switch off the main in the meter room.

2. To shut the cooling water mains attached to remelting furnace and stop the exhaust fans.

3. To put away safely any loose metal.

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

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

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

246. Composition.—The general rules contained in Paragraph 199 to 207 regarding receipt, registration and serving out copy shall apply to this Section to the extent they can be applied to it. Generally, no work, the setting of which by machine is considered likely to retard the progress of the economic working of the machines for the reason of the copy or corrections being illegible, unintelligible or of insufficient instructions regarding setting, etc., shall be served to Operators without specific orders of the Officer-in-charge. Tabular matter other than those which can admit of setting by the use of more than one slug in a line and columns matter of less than 10 ems of its own body shall not be taken up for setting in this section. The Operators shall carry out instructions implicitly in regard to works given to them. No work shall be given to a machine not properly equipped or in a fit state immediately to proceed with the work. Corrections shall usually be carried out on the machine on which the job was originally set. If they are set in another machine, the correction slugs shall be examined to see whether they are of the same length and height of the original ones. With reference to the exigencies and nature of work on hand, the Operators may be transferred from one machine to another temporarily by the Foreman-in-charge and any permanent transfer shall be brought to the notice of the Officer-in-charge. Every operator shall keep his copy in a clean state. When more than one machine is engaged in a particular work, it shall be the duty of each Operator engaged on it to satisfy himself that his slugs are identical with the slugs from other machines as to length, body, type size, indention and the height. The Operator shall place at the head of every galley of matter, a slug bearing the office number, J.O.D. number a brief description of proofs regarding the size of the type, length of the line, date and his own name and number. He shall sign the first or top sheet of every batch of proofs sent to Reader and the Computor for valuation.

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

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

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

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

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

1. Loosening of mould body screws.

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

3. Back-Knife thrown out of adjustment by heavy splash.

4. Back-knife wear.

5. Screws holding back-knife working loose.

6. Film of metal adhering to back of mould.

7. Film of metal on face of mould.

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

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

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

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

Also, the film of metal does not allow the matrices to bed properly on the mould face, and a slug is thus created over type-height. This may be prevented by seeing that the wiper on the vice is in the correct working position, just bearing on the mould face in the ejecting or home position, with not more than 1/16 th inch clearance between the adjusting nut and vice frame. Should the felt wiper wear or become damaged in any way, it should be reported at once and put in order. The most common causes of damage to this wiper are loose mould cap screws allowing liner to come out-with slug, and subsequent turning of moulding wheel forcing liner into wiper and so damaging it; or the adjusting nuts become loose and allow wiper to dip too far into face between moulds, the following mould catching it. The front wiper should be carefully attended to and examined frequently to see that it is in order. It should be oiled lightly atleast twice a shift; too much oil will leave a heavy film of oil on mould face, which will adhere to matrices during lock-up and casting, and making them sticky in the magazine.

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

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

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

See also that the stud on knife slide is face to face with the adjusting stud on the circular plate. As these studs have rounded faces, if the change is carelessly effected,

the rounded edge only may be engaged, in which case not sufficient metal will be trimmed off, and slugs will be out of truth.

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

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

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

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

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

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

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

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

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

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

6. Without the permission of the Officer incharge the founts of matrices and other parts shall not be removed from the machines.

After any repair or cleaning operation have been done, the person in charge of the machine shall satisfy himself that no loose tools or implements have been left in or on the machine that may be liable to cause damage to working parts. Any repair work shall first be tested by moving the machine by hand before striking on.

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 7

MACHINE COMPOSITION —MONO TYPE

PARAGRAPHS 254 TO 267

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

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

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

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

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

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

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

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

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

257. Keyboard.—Operators before starting work in the morning shall carefully examine their keyboards and clean them with the air pipe provided. On Saturday, they shall be thoroughly cleaned and oils. Breakages or losses shall be reported as

and when they occur to the Officer-in-charge who shall arrange for their renewals after getting necessary sanction of the Officer-in-charge. Operators, as they take the charge of the machine shall make a brief survey of its condition and any unreport breakages or damages to justification drums or other parts shall immediately brought to the notice of the Officer or all the operators in-charge of a machine shall equally or all be held responsible for all such losses. Except mechanics none shall be allowed to interfere with the machine while in charge of operators. Any defect in the electrial fittings or wiring shall be left to be attended to by the Maintenance staff (electrical).

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

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

1. to place all unfinished copy in a safe place.

2. to clean the keyboard,

3. either to return or place in safe custody, tools, etc., used by the opertors,

4. To shut off the motor and light,

5. to leave necessary instructions regarding condition of machine, etc., with the Section Head for communication to the next shift operator,

6. to keep the keyboard covered.

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

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

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

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

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

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

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

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

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

Clean the mould cross block.

Examine the matrix-case.

See that the two matrix-case draw rods are not loose.

Makes certain that the centring pin is entering the matrix cone hold exactly in the centre.

See that the matrices are clean and free from oil and that there is no dirt or particles of lead on the sides of the bottom of the

cone holes. Dirt in these holes will cause bad alignment.

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

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

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

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

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

Always keep the metal up to correct quality.

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

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

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

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

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

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

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

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

The compressor should be lubricated daily.

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

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

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

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

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

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

be well conversant with the correct fingering of the keyboard and follow all instructions which facilitate maximum production.

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

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

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

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

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

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

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

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

266. Repairs.— The machanics attached to this section shall work under the directions of the officer-in-charge and carry out all minor repairs but shall not take up work involving readjustments of the machine, etc., in the absence of specific instructions from the Officer.

267. Mechanics duties described.— The Chief Mechanic shall supervise the work of the other mechanics and carry out major repairs.

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

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

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

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

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

(v) To assist generally cleaning work, etc.

CHAPTER 8

READING

PARAGRAPHS 268 TO 287

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

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

2. Unless otherwise ordered, all machine set matter, reprints and standing matter (altered or make up) shall be read only once with copy in rough slip and revised in forms or page proof with headings, etc., from the first proof and treated in the subsequent stages in a manner similar to that followed for hand setting.

3. Acts, bills, Legislative Assembly Council proceedings, agreements, notifications and such other works in which mistakes might cause loss to Government shall be read with copy three times. To ensure that this is done, the number of readings shall be noted on each proof. The strike order of these works shall also be revised by a Senior Reader with the first sheet pulled on press or machine and a note left to that effect in Tamil for the information of the machine order revises of this nature shall be given preference over all other work to avoid idling machines.

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

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

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

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

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

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

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

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

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

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

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

275. Top Senior Readers.—They shall attend to the editing of special and improtant works, the unformity of style of all current work in addition to weekly Tamil Nadu Government Gazette and settle queries of the Readers and Composing Sections. They shall distribute work in their respective shifts and also arrange for the prompt return of read proofs of the respective Composing Sections. The senior most Top Senior Reader present shall be in charge of the shift.

276. Senior Readers.—Shall read the fair and all proofs of 'care' papers and be responsible for the accuracy of all papers read by them. They shall see to the uniformity of style, spelling, use of capitals, punctuations, division of words, equal spacing, leading out, bad breaks in text tables etc., In case of exigency the senior most among them coming in each shift will be entrusted with uniformity and editing work.

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

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

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

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

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

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

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

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

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

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

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

2. Reader or reviser attending to the final reading or revising shall endorse on

left-hand corner of the proofs with his dated initials as "Read" or Revd.", as the case may be. Style, unintelligible copy etc., shall be referred to the Top Senior Reader and if necessary to the composing section concerned with query for being clarified. A query shall be made when an enclosure or a statement referred to in the text is missing.

281. Duties of Supervising staff in Shift work—Top Senior Reader-in-charge.—Top Senior Reader-in-charge-in each shift shall be responsible for the smooth and efficient working of the department. The Top Senior Reader in-charge will discharge the following duties during shift work:

1. To receive works from the composing sections and distribute them, then and there, to the Readers specifying the nature of urgency of each item of work.

2. To return the finished items of work to the respective composing groups without any delay in the Reading Department.

3. The Top Senior Reader-in-charge shall also maintain the movement register and see that the employees do not waste their time unnecessarily.

4. To effectively supervise the staff working under his control.

5. All the leave memos shall be dealt with by the Top Senior Reader in shift.

282 Gazette Indexing.—The indexing of the *'Tamil Nadu Government Gazette'* shall be done by a Senior Reader attached to the Central Numbering cell (hours of attendance shall be from 9.00 a.m. to 5.30 p.m. with an interval of one hour on all days from 1 p.m. to 2 p.m.)

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

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

Day and date:

Time and hours:

Number and name of Copy Holder:

Description of. (1)	Page size and type (2)	Full or open. (3)	Rough (4)
Fair. (5)	Third Reading. (6)	Revise (7)	Forme. (8)
Strike Order (9)	Time Commenced. (10)		Time finished. (11)

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

284. Conversion Rates.—For purpose of conversion (i) 1 page 12 point solid A4 will be taken as the standard page, 11 Point solid A4 as 1/3 extra, 10 Point solid A4 as ½ extra, 8 point solid A4 as 1 extra and 6 point solid A4 as 3 extra, (2) If page A 5 will be treated 3/5 A4 and so on in proportion to the area of the type matter.

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

The time taken by a Reader on works other than proof-reading such as translation, edition etc., shall also be entered in the outturn book noting the time of commencement and finishing of each item of work. Total time engaged on such items of work in a day shall also be entered against the day's total as plus (engaged) hours.

285. Monthly outturn.—The hours worked daily by each Readers, the number of pages read by him under the different categories of "rough", "fair", etc., and the hours shown by him as having been engaged in editing of manuscripts and looking into arrangment of matter, translation of petitions, etc., shall be posted in the Monthly Outtern Register and totalled at the end of each month. The Top Senior Reader shall then have the pages shown under each item converted into hours and to allowed according to the scale given below:—

Rough—5 ½ pages of 12 point soild matter per hour.	
Fair— 4 page or	Do.
3rd reading—5 1/3 page of	Do.
Forme—6 ½ pages of	Do.
Strike Order of machine proof—40	Do.

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

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

Abstract showing the outturn for the month of *19*

Token number and name.

	Rough pp.	*Fair pp.*	*3rd Reading pp.*	*Revised pp.*	*Forme pp.*	*Strike order pp.*
Total outturn for 19 ..						
Total in hours ..						
Outturn shown by officiating Junior Reader. ..						
Outturn shown by officiating Junior Reader in hours. ..						

Total number of hours (+)or(–) for the month of 19

286.Central Numbering Cell.—All the notification received for publication in the *Tamil Nadu Government Gazette*, both from Secretariat as well as from the Heads of Departments will be edited following the Style of the House and the date of publication of the publications indicated to avoid unnecessary hold up of notification and delay in the publication of *Tamil Nadu Government Gazette*. This work will be attended to by the Central Numbering cell. *(G.O. Ms. No. 514, Transport, dated 25th August 1976.)*

2. The Cell will consist of one Head Reader, One Top Senior Reader, two Senior Readers and a copy-holder along with one Senior Reader working as indexer.

287. Duties.—(i) *Head Reader.*—He will be in overall charge of Central Numbering Cell. He will edit the copies received from Secretariat departments besides vernacular notifications so that the same may be handed over to A.I. unit, to be published in the *Tamil Nadu Government Gazette* every Wednesday.

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

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

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

CHAPTER 9

TOP SECRET

PARAGRAPHS 288 TO 303

288. Confidential Section (General).— There are two sections viz. Top Secret and Budget (Confidential).

Top Secret Section.—Section executes confidential and special work for all Government Departmental and offices and is under the personal supervision of the Works Manager. Men of long years of service with good antecedents are being allowed to work in this section. The Senior Foreman and the Senior Reader are jointly responsible for the care of all papers. The Senior Reader enters the paper account book, checks the contents of covers and otherwise assists the Senior Foreman as directed from time to time.

289. Seven Days Work Compensatory Allowance.—The Top Secret section shall work on all days excepting public holidays. The employees avail their weekly holidays in turns on specified days.

The employees working in the Top Secret section will be paid a compensatory allowance at the rate of Rs. 5 for those getting Rs. 300 and above per mensum and Rs. 3 for those getting below Rs. 300 per mensum.

(G.O. Ms. No. 25, Transport Department, dated 19th January 1976.)

Note .— Seven Day week compensatory allowance shall be as follows :

Scale of Pay	Rates of Seven Day week Compensatory allowance
1. Rs. 780-35-1025-40-1385 2. Rs.705-20-745-25-1230	Rs.15/- per mensum
3. Rs.555-15-615-20-795-25-970 4. Rs.505-10-555-16-615-20-795-25-845	Rs.12/- per mensum

(Vide G.O. Ms. No.880, Transport dated 29.5.1986)

290. Opening and Closing the Section.—The Senior Foreman and the Senior Reader are to be present when the section is opened or closed . They shall ensure that all papers and matter are carefully put away every evening and that the keys of the section are given to the Overseer in a located box, placed in a bag and sealed with personal seal of the Foreman, the key of which is retained by the Senior Foreman. The Senior Foreman is responsible for all almirahs and racks which have locks being locked every evening and at other times when out of use. The Senior Foreman and the Senior Reader are responsible that every person, on entering or leaving the room at any time during the day when the section is closed is searched carefully in addition to the usual search at the gate no one being exempt and that they bring no pencils or other writing materials into the section. No hats, turbans of coats belonging to Compositors, Machine Minders, Binders, etc. or other unnecessary articles of clothing, umbrellas, etc. belonging to any employee are allowed inside the section.

291. Compliance of Factory Act.—To maintain tight security measures and to ensure Secrecy, only the employees working in the section shall enter the section. The Senior Foreman and Junior Foreman shall not permit any outsider to have access to the section. The section shall and exempted from the provisions of the Factories Act regarding inspection by the Inspector of Factories. However, the Works Manager will inspect the section once a year and send a report regarding the compliance on the points raised in the questionnaire by the Inspector of Factories.

(G.O. Ms. No. 358, Transport, dated 29th June 1977).

292. Charging works.—To facilitate check of outturn, supply of copies for Volumes and charging of work to departments, "Care" and ordinary papers should be distinguished in the work book by a letter "C" When work is given must be carefully entered in work book. When binding or other work is sent for special reasons to other sections, the proofs, copies, etc., should be brought back to the section every evening but as a rule only the work which can be completed during a day should be sent.

When a care or other paper is marked for "Press", distribution copy should be shown at once to the Works Manager for orders.

293. Compositor's Outturn.—The Compositors and Imposers enter the work done by them in the daily outturn sheets, which is checked and initialled by the Senior Foreman. The Outturn sheets are given to the Computers for further necessary action. Ten per cent of the entries should be checked by the Works Manager or the Officer-in-charge. No proof shall be attached to the outturn sheets.

294. Ordinary Work.—Any ordinary work done in the Top Secret Section will be taken in to account in the outturn sheets of the employees concerned in the usual course under the initial of the Senior Foreman of this section. He will also note in his work the section in which the work is to be charged and obtained the initials of the Foreman of that section on giving him the vouchers.

296, Messages.—In all books, Telephone messages, upto the details of brief so as to give no clue to its purpose, (i.e.) the number only and not the subject of a Government order should be entered.

The hours so engaged on these jobs shall be charged to the respective sections.

297. Reading Indian Languages—English compositors may be asked to work as copy holders. Extra readers required and the hours so spent shall be charged to the reading section. When additional readers are required, order passed by the Works Manager should be sent to the Head Reader.

Indian Language Compositors will at times read proofs of their own matter. They can count for their outturn hours on the following scale to the nearest one fourth hour.

Serial Numbers and nature of proof.	A4 size solid, all languages Number of pages.	A5 size solid	
		Hindustani, Sankrit and Marathi Number of pages.	Other language Number of pages.
(1)	(2)	(3)	(4)
1. Rough and Fair Proof per hour.	2	4	6
2. Author's revise formes and Press Order Proofs Per hour.	3½	7	10

298. Despatch of Work.—The Senior Foreman will see that no confidental paper is sent out of the section except in an inner sealed cover marked 'Confidential' superscribed with the name only of the addresses and double sealed, enclosed in an outer, over bearing the name and official designation of the adressee with single seal and he will see that receipts are obtained for all proofs and copies sent out and send reminders if not acknowledged within a week from the mofussil or three days from Madras. Invoices should bear time as well as date of despatch.

299. Records and Reference Books.—All covers in which work is received (if sent to the section) and letters, slips, etc., about work will as soon as the instructions have been entered fully in the workbook, be

returned to the Works Manager. No files or reference book of any kind are to be kept in the section. They can be kept in the Works Manager's Room.

The pages of all registers, outturn sheets, etc., must be numbered and the employees incharge are responsible for any missing pages or slips.

300. Paper Account.—The Senior Reader keeps an account of all paper sent for printing and see that all press proofs, spoils, waste sheets and other paper, no matter how small, is accounted for, and destroyed after check. The quantities required and the total consumption will be rechecked by a Gazetted Assistant deputed by the Works Manager once in three months.

(*a*) The exact quantity of paper required for each work will be estimated by the Senior Reader and indicated for separately. Indents should specify name of office, number of description of work, number of pages and number of copies to enable the Store-keeper to charge the office for which paper is supplied. The paper, required for proofs, tympan, etc., shall be indented for in small quantities daily.

(*b*) The Senior Reader is in-charge of the printing paper and will enter it in the paper account book immediately it is issued by the Top Senior Binder to the Press or Machine men and see that the daily balance agrees with the quantity in hand.

(*c*) The Top Senior Binder will issue and keep an account of the covers, brown oiled and binding paper received or issued. Entries must be made at the time the paper is received or issued.

The entries will be checked up by the Senior Reader and balanced Paper and covers of all descriptions must be kept in locked almirahs. No paper is to pass the binder's table unless it is actually required for printing or make ready.

(*d*) No paper is to be given to the Minders for friskets sheets, string must be used. Ordinary paper is not to be issued to the Machine man for set-off sheets. He will be given one quire of well oiled paper to be used over and over again for this purpose. No new paper is to be issued except for sheets returend, so that he will always have 24 of such sheets with him to be delivered to the Senior Foreman every evening. This applies to the Minder also, but he is allowed only 12 sheets of set off paper.

(*e*) All paper sent to the section by the Store-keeper should be conveyed without ream wrappers.

(*f*) The use of blotting paper is prohibited.

301. Disposal of Proofs.—The proofs of the Top Secret work after execution will be sealed and kept in a locked almirah by the Senior Reader in-charge. They will be destroyed in the section incinerator after obtaining permission from the Works Manager.

302. Selection of Men.—(*a*) The Top Secret Section with its Supervising, Reading, Binding, Machine, Composing, etc., staff is under the personal supervision and control of the Works Manager and is a separate unit by itself. Appointments and promotions will be solely guided by suitability of an employee and not by any other consideration. For example, if a Senior Reader has to be appointed in that section a Reader from the Reading Department or a Transcriber from Top Secret Department, may be chosen, who in the Works Manager's opinion is most suitable to do confidential works, and not the senior most of the Readers although seniority will also be considered where other things are equal. Senior Foreman and Senior Reader of the Top Secret Section will submit all papers relating to appointment, promotion, selection of staff, leave memoranda, Readers out-turn books, etc., direct to the Works Manager.

(*b*) When additional hands are to be employed in the section, the Senior Foreman and the Senior Reader will be careful that names are submitted for the Works Manager's approval other than those of men of good antecedents and long services. When there is no work on hand, the men selected latest are to rejoin their respective departments immediately.

303. Standing Matter.— No ordinary matter is to be kept in type longer than a week after despatch of copies. The type of question papers and special demi-officials, etc., will be distributed the same day as they are printed. Matter likely to be required by other sections will be kept in locked forme racks for one month and the Works Manager's order taken there. When the type of other papers cannot be distributed at once, headings should be taken away and lines transposed, etc.

No compositor is to keep matter bundled in paper under this frame or any matter or galley on his frame except that, on which he is actually working. All others must be placed in galley racks or in the places allotted to them immediately proofs has been pulled. Excess distribution must be returned at once to the Imposer.

CHAPTER 10

BUDGET

PARAGRAPHS 304 TO 319

304. Budget (Confidential) Section (General).—This section is mainly intended for the printing of the Budget Publications. It consists of Top Senior foreman, a Top Senior Reader, a Computer and skeleton staff to attend to the work relating to the Budget and other special publications allied to the Budget. This section is responsible for the timely publication of the Budget, and for this purpose the section takes necessary additional men from the General Sections of the Press during the peak season of the Budget work. When ever the section is free, work of non-confidential nature will be taken up from the main sections of the Press. The section shall be under the personal supervision of the Works Manager. A Senior Foreman shall be in-charge of each shift. Only men of long service and good antecedent will be allowed to work in this section.

305. Opening and closing.—The section shall not be opened or closed except in the presence of the Senior Foremen in-charge of the shift. In the absence of Senior Foreman the Junior Foreman in-charge of the shift shall close the section in his presence.

306. Working days.—This section works in three shifts on all days including Sundays. The employees working in this section avail their weekly holidays in turns on specified day. The employees are paid Seven Day Compensatory Allowance.

307. Special Compensatory Allowance.— To maintain utmost secrecy and security in the printing of budget documents, the staff directly connected with the work will be interned. The entire period of internment of officers and employees will be treated as 'on duty'.

The staff so interned will be granted two days off excluding holidays and the days of relief.

The staff will also be paid a special compensatory allowance at the following rates :

Deputy Works Manager Assistant Works Manager	Rs.15 per day
Employees	Rs. 8 per day.

(G.O. Ms. No.34, Transport, dated 20th January 1978.)

308. Supervision.—The Senior Foremen is responsible to ensure that almirahs, racks, etc., are locked carefully in each shift at other times when not in use.

The Senior Forman is also responsible to see that every person entering or leaving the section at any time is searched carefully in addition to the usual search at the gate, no one being exempt and that they bring no pencils or other writing materials into the section. No hats, turbans or coats belonging to the Compositors, Minders, Binders etc., or other unnecessary articles of clothing, umbrellas, etc., belonging to any employees allowed inside the section.

The employees who leave or enter the section should record their timings of incoming and out going and the purpose of movement in the movement register for this purpose.

Similarly the persons coming from Secretariat should also record in the outsider's register their names, the timings of incoming and out going and the purpose for which they have come.

309. Charging works.—When Binding or other work is sent for special reasons to other sections the proofs, copies, etc., should be brought back to the section as soon as the work is completed.

When a care or other paper is marked for "Press" distribution, copy should be shown at once to the Works Manager for orders.

310. Compositor's Outturn.—The Compositors, Imposers and Mono Operators enter the work done by them in the daily outturn sheets, which is checked and initialled by the Foreman. The outturn sheets are given to the Computors for further necessary action. Ten per cent of the entries should be checked by the Works Manager or by the Officer-in-charge of the section.

311. Ordinary Work.—Any ordinary work done in the confidential (Budget) section will be taken into account in the outturn sheets of the employees concerned in usual course under the initials of the Foreman of this section. He will also note in his work book the section in which the work is to be charged and obtain the initials of the Foreman of that section on giving him the voucher.

312. Messages.—In all books, telephone messages receipt, etc., the details of work must be brief so as to give no clue to its purport, (e.g.) the number only and not the subject of a Government order should be entered.

313. Imposing.—Compositors may be required to pull proofs, wash formes and strikes off copies of confidential work and all the men in the sections are responsible for the secrecy of papers.

The hours to be engaged on these jobs shall be charged to the respective sections.

314. Reading.—Compositors may be asked to work, as Copy holders to extra readers when required and the hours so spent shall be charged to the Reading section. When additional Readers are required an order passed by the Works Manager should be sent to the Head Reader.

315. Despatch of Work.—The Junior Foreman will see that no confidential paper is sent out of the section except in an inner sealed cover marked "Confidential" superscribed with the name only of the addressee and double sealed, enclosed in an outer cover bearing the name and official designation of the addressee with single seal and he will see that receipts are obtained for all proofs and copies sent out and sent reminders if not received within a week from the mofussil or three days from Madras. Invoices should bear the time as well as the date of despatch.

316. Records and Reference Books.—The pages of all registers, outturn sheets, etc., must be numbered and the employees in-charge are responsible for any missing pages or slips.

317. Paper Account.—The Top Senior Reader keeps an account of all paper sent for printing and see that all press proofs, spoils, waste sheets and other paper, no matter how small, is accounted for and destroyed after check. The quantities required and total consumption will be rechecked by an Officer deputed by the Works Manager once in three months.

(*a*) The exact quantity of paper required for each work will be estimated by the Top Senior Reader and indented for separately. Indents should specify name of office, number, description of work, number of pages and number of copies, to enable the paper Store-keeper charge the office for which paper is supplied. The paper required for proofs, tympan, etc., shall be indented for in small quantities daily.

(*b*) The Top Senior Reader is in-charge of the printing paper and will enter it in the paper account book immediately it is issued

by the Junior Binder to the Press or Machine-men and see that the daily balance agrees with the quantity in hand.

(*c*) The Junior Binder will issue and keep an account of the covers, brown, oiled and binding paper received and used. Entries must be made at the time the paper is received or issued. The entries will be checked by the Top Senior Reader and balanced. Paper and covers of all descriptions must be kept in locked almirahs. No paper is to pass the Binder's table unless it is actually required for printing or make ready.

(*d*) No paper is to be given to the Minder for frisket sheets, string must be used. Ordinary paper is not to be issued to the Machine-man for set off sheets. He will be given one quire of well oiled paper to be used over and over again for this purpose. No new paper is to be is used except for sheets returned, So that he will always have 24 of such sheets with him to be delivered to the Foreman each evening. This applies to the Minder also, but he is allowed only 12 sheets of set off paper.

(*e*) All paper sent to the Section by the paper Store-keeper should be without ream wrappers.

(*f*) The use of blotting paper is prohibited.

318. Selection of Men.— (*a*) The Budget (Confidential) section with its Supervising, Reading, Binding, Machine, Composing, Computing, etc., is under the personal supervision and control of the Works Manager and is a separate unit by itself. Appointments and promotions will be solely guided by an employee's suitability and not by any other consideration. For example, if a Top Senior Reader has to be appointed in that Section, a Top Senior Reader from the Reading Department may be chosen, who in the opinion of the Works Manager is most fitted to do confidential work, and not the senior most, although seniority will also be considered where other things are equal. Top Senior Foreman and Top Senior Reader of the Confidential (Budget) Section will submit all papers relating to appointment, promotion, selection of staff, leave memoranda, reader's outturn books, etc., direct to the Works Manager.

(*b*) When additional hands are to be employed in the Section, the Top Senior Foreman and the Top Senior Reader will be careful that no names are submitted for the Works Manager's approval other than those of men of good antecedents and long service.

When there is no work on hand, the men selected latest are to rejoin their respective departments immediately.

319. Standing Matter.—The type matter of the Budget publication is kept standing for alternation purposes every year.

No Compositor is to keep matter bundled in paper under his frame, or any matter or galley on his frame except that on which he is actually working. All others must be placed in galley racks or in the places allotted to them immediately proof has been pulled. If excess distribution must be returned at once to the Imposer.

CHAPTER 11

RAFFLE TICKET PRINTING

PARAGRAPHS 320 TO 331

320. General.—This section deals with the printing and other allied operations involved in the execution of Raffle Tickets. The Works Manager is in overall charge of this section. The Assistant Works Manager (Raffles) who is in direct charge of this section is responsbible for the maintenance of secrecy of the operations and processes involved and security of the production involving monetary value. All the requisite production facilities shall be provided within the section. The production in each shift is under the direct control of a Top Senior Foreman. 100 per cent check shall be effected before the tickets leave the press premises by the staff of this section and by the staff deputed by the Director of Raffles exclusively for this purpose.

321. Security Arrangements.—To maintain strict security round the clock vigil shall be exercised with the help of Police Guard. Movement of printed materials if and when taken out to other departments of the Press shall be escorted by Police and shall be brought back before the end of the shift. One Gate Surgeant exclusively posted to the section in each shift shall exercise strict vigil on the employees entering and leaving the section. A movement register shall be maintained by the Gate Sergeant and entries made whenever the employees leave the department while on duty.

Utmost secrecy about the processes and sequences in operations shall be observed by all the employees in the section. The employees shall not disclose any detail or information to persons not connected with the work.

The Supervisory staff shall keep all the record under their personal custody. No record shall be kept openly and accessible to others.

322. Overseer (Raffles)-Assists the Assistant Works Manager in discharging the duties as follows :-

(i) Maintenance or records of production in the shifts.

(ii) Co-ordination of production in the shifts.

(iii) Forecasting requirements of paper, inks and other materials.

(iv) Production programming including utilisation of spare capacity in the various operations during lean periods.

(v) Co-ordination with the production and maintenance staff for optimum utilisation of men and machinery.

323. Supervision in Shifts.—A Top Senior Foreman shall be in-charge of the shift. He shall assist the Overseer in the discharge of the duties as follows :-

(i) exercising control over the utilisation of manpower, machinery and materials ;

(ii) exercising security measures during production ;

(iii) accounting for the materials drawn, consumed in production ;

(iv) arranging for the quantity to be printed within the permissible tolerance limit for the delivery requirments without resorting to reprinting and accounting for the tolerance ;

(v) appraising the management of all data required on production and allied matters through prescribed returns and records.

324. Stores— (*a*) ***Consumable Stores***.— The consumable stores shall be procured sufficiently in advance and kept in safe custody till issues are made.

(*b*) ***Paper***.—The paper required for printing shall be checked and counted by the Binders deputed for the purpose in the paper stores itself. Sheets, torn, wavy edged or otherwise not suitable for being fed on the printing machines shall be removed and handed over to the Paper Store-Keeper. Usable quantity of paper alone shall be separately recounted, bundled, sealed and kept under the custody of the Paper Store-Keeper. The requisite quantity of paper shall be drawn by the Ware House Clerk not exceeding the quantity indicated in the respective job orders. The quantity required to be printed alone shall be supplied with out any excess or shortage. For this purpose the officer-in-charge shall arange to draw paper additionally not exceeding 6 per cent over the actual requirements. Specific orders of the Director of Stationery and Printing shall be obtained where the tolerance limit of 6 per cent is not considered as sufficient. The Ware House Clerk shall maintain the stock accounts for the paper drawn and issued and render accounts in respect of each job order.

325. Custoy of Spoiled and Excess Copies.—All defectively printed sheets, spoiled or damaged during the printing and binding operations, discarded by the staff authorised for taking delivery, including those which have been printed within the tolerance limit but not delivered shall be kept in safe custody by the Overseer till the work is completed.

326. Despatch.—The Raffle Tickets which are ready for delivery shall be handed over to the Chief Despatcher by the Senior Foreman, Binding. The register maintained for the purpose of handing over shall be scrutinized by the Overseer for details and accuracy and attested by the Officer-in-charge every day.

No rectification of defects of any nature shall be undertaken after the tickets are accepted by movement staff deputed by the Director of Raffles for the purpose. The staff under the control of the Chief Despatcher shall render assistance in packing for the delivery of the sealed boxes to the Movement staff of the Director of Tamil Nadu Raffle for personal delivery of the boxes to all the districts with Police escort.

327. Destruction of unused papers, tickets, etc.— Immediately on handing over the quantity ordered to be printed and on settlement of the paper account, all the quantity of unused papers, tickets, etc., shall be destroyed by fire, in the presence of the officer-in-charge and a completion report sent to Government.

328. Spare Capacity.—The spare capacity available during the lean seasons shall be estimated in advance and intimated to the Planning Section by the Officer-in-charge and arrangements made to utilise the spare capacity available in the several processes to the best advantage.

329. Opening and closing of the section.—The section shall be opened by the Top Senior Foreman on duty in the presence of the Gate Sergeant and the security staff. After closure of the section, the main entrance shall be locked and sealed. The key shall be kept in a sealed box and handed over to the Overseer on duty at the Gate under acknowledgement in the key Register.

330. Selection of Men.—Men of long service with good antecedents who are considered fit to do work maintaining secrecy and security alone will be considered and seniority considered where other things are equal.

331. Assistant Works Manager (Raffle).—The Officer-in-charge of Raffle shall assist the Works Manager in the discharge of the following functions :

(i) To arrange for printing the Raffle Tickets with secrecy.

(ii) To plan and deliver the required quantity according to the pre-determined dates.

(iii) To keep under his personal custody unused papers, tickets and other documents involving secrecy till they are destroyed by fire.

(iv) To furnish reports on production and working and the section to the higher authorities on all aspects relating to the printing of Raffle tickets.

(v) To offer technical opinion on the genuineness or otherwise of the prize winning tickets referred to by the Director of Raffles.

(vi) To print the tickets maintaining quality specifications and designs prescribed.

CHAPTER 12

TYPE STORES

PARAGRAPHS 332 TO 343

332. General.—The reserve stock of all types, leads, printing materials, etc., is held in this section. The main functions of the type stores are—

1. To receive duly checked stock of types, etc., and issue them on indents.

2. To issue materials such as type, high numbering boxes, frames, galleys, imposing stones, etc., to the Composing Section.

3. To receive unserviceable types, etc. (Old metal) from the Composing Sections and issue metal to the foundry for being cast into fresh types.

4. To keep in safe custody moulds, matrices, and punches used in hand casting machines, stereo types, blocks, etc.

5. To sort out irregular furniture received from the Composing Section, cut them to regular size for reissue.

333. Opening and Closing.—The Store shall be opened and closed by the Junior Foreman incharge of each shift.

334. Casting order for types.—The storage of types, etc. shall be kept at a minimum to avoid locking up of capital. The last order shall be regulated with reference to stock balances and the requirements of the pending indents. The order for casting shall be made out of Form No.W.M.G.P.181 and sanctioned by the Officer-in-charge.

335. Receipt and issue of types, etc.—The types received from the foundry shall be examined carefully (especially) as to height, line, size and finish any defective casting being reported to the Officer-in-charge for being rejected, if necessary. If correct, they shall be weighed and added to stock. No material however urgently wanted shall be sent direct to a composing section from the foundry. The types and other materials shall be issued on properly made out indents passed by the Officer-in-charge (and countersigned by the Works Manager). Every issue shall be supported by vouchers acknowledging the quantity. Both issues shall be accounted for in the register 'Receipt and issues of types'.

336. Unserviceable materials.—The receipt of broken and unserviceable types and other materials received in the Type store shall be acknowledged in Form No.W.M.G.P.184. The old type as received shall be weighed and brought to receipt. An account of the quantity received from the different sections and its issue to foundry and no other accounts as dead stock for Lino type and Mono type departments shall be maintained in the register of "old metals received and issued". Other unserviceable articles such as chases which are irrepairable shall be handed over to the Store-keeper.

337. Metal issues to Foundry.—The unserviceable types, leads, etc., shall be issued to the foundry by this section on

indents passed by the Officer-in-charge of Composing. The quantity of metal issued shall not generally be in excess of weight sanctioned by the Officer-in-charge to be cast to avoid accumulation of balances in the foundry.

338. Blocks.—The half-tone and line blocks used in the publications received after printing shall be returned to the concerned offices from whom the printing order were received, together with the blocks. The blocks manufactured by the press for future use shall be kept in safe custody. Blocks which are not required or work out shall be sent to the Stores for disposal.

339. Moulds, Matrices and punches.—They shall be kept under lock and key and issued to the foundry on signed requisition having first ascertained that they are required for an order for type passed by the Officer-in-charge. Their return after the work in the foundry is finished shall carefully be watched.

340. Issues to Outside Offices.—When types sent to other offices on loan, it shall be the responsibility of the Type Store-Keeper to keeps watch over their return and sent reminders, if necessary. Any delay in their return shall be reported to the Works Manager or to the Officer-in-charge for necessary action.

341. Works for Private Presses.—The Tamil Nadu State emblem shall be made available to the departments of Secretariat and other Government departments for printing Government works and not for private presses. The M.L.A and M.L.C. emblems shall also be made available to the Legislature Secretariat.

The Stereos shall be made available at the following rates :—

Stereos whether plate or Stereos of any description.—	Rs. 5.75 per 100 square c.m.	(G.O.Ms. No. 483, Transport, dated 16th June 1978.)

342. Disposal of Old Types and Leads.—Old types and leads shall be collected by the Senior Foreman, Type Stores from the composing section and issued to type foundry for recasting. The total of such receipt and the quantity of types and leads cast shall be accounted for in the register maintained for the purpose.

343. Duties of the Senior Foreman, Type Stores.—Senior Foreman, shall be in-charge of the type store and be responsible for the receipt of all types, till they are issued. He shall also assist the store-keeper in testing the accuracy and quality of all chases and other composing materials before they are accepted, initialling the receipts in token of verification by him. He shall personally see to the examination and weighing of all types, plates, metal, etc. received into or issued to the Type store or the Composing section. He shall be in-charge of the Technical Library maintaining a regiser and a catalogue of available books duly corrected and regulating the receipt and issue of books, magazines, etc. in accordance with the rules in appendix XVI of this Manual. He shall be assisted by a Junior Foreman in three shifts. He shall be in overall charge of the Type Foundry also.

CHAPTER 13

FOUNDRY

PARAGRAPHS 344 TO 356

344. General.—The work done in this section shall consist of type casting by hand, stereo typing, engraving and rubber stamp making. This section shall be under the overall charge of the Type Store-keeper. The Junior Foremen who are in-charge of the section in the shifts shall be responsible for (i) metal issued for casting, etc., (ii) care and custody of all implements, moulds, matrices and punches obtained for use in the section, (iii) for the condition of all machines, (iv) Precautionary and safety measures for guarding against fire. Their duties are :

1. To examine the accuracy of types, cast, cut or made ;

2. To see that the department is kept clean and that no accumulation of metal is allowed anywhere in the room.

3. To indent for old metal on the type stores and for other articles on the General Stores on properly made out indents.

345. Opening and closing.—The Foundry shall be opened by a Caster in turn and shall attend at the same time to light the fires, etc., for commencing work in time.

346. Work orders.—No type or other material shall be cast except under the authority of a requisition signed by the Officer-in-charge. The orders for casting of special types other than produced by the Mono Casting machines shall be made out in the Type-Stores in accordance with the instructions contained in paragraph (334) of this Manual. Orders for the manufacture of engravings and stereos shall be prepared by the department concerned in W.M.G.P. Form No.182 under the sanction of the Officer-in-charge.

The work orders for rubber stamps shall be made out by the Rubber Stamp Clerk. These orders on receipt in the foundry shall be field chronologically and the work taken up in the order of receipt preference being given to the urgent requirements indicated in the orders.

The details of despatch of finished materials to the Type-store together with the date of completion of the order shall be kept noted on the reverse of the cast orders or indents and verified with the entries in the Type store register, "Receipt and issue of types". When taking stereos of standardized forms, an extra flong of each of them, unless otherwise ordered, shall be taken and stored carefully a register being maintained for the same. The flongs shall be kept in a special rack.

347. Approval of work.—The final proofs of the type formes for the manufacture of stereos and rubber stamps shall be approved by the Officer-in-charge of Composing before the manufacture is taken up. The proofs of the diagrams cut, stereotypes cast and rubber stamps made and other work done in the foundry shall be passed by the Officer-in-charge of the Foundry.

348. Despatch of finished work.—Before delivery, the materials shall be carefully examined by the Junior Foreman as to the accuracy and finish of the product and delivered to the Type Store, after obtaining necessary acknowledgement. All materials shall be weighed before deliver and again rechecked before receipt in the Type Store. No material shall be sent direct to the Composing Department. In cases of extreme urgency, this may be done after carefully weighing the materials and sending a note to the Type Stores keeper for entry in his books.

The rubber stamps shall be delivered to the Rubber stamp clerk obtaining necessary acknowledgement.

349. Care of moulds, matrices and punches.—They shall be obtained, as and when required from the Type Store, and returned immediately after use. Only those required for a day's work shall be kept in the Foundry.

350. Requisition for Metal and other articles.—The required quantity of metal with reference to the casting orders, etc., on hand, shall be computed by the Foreman and a requisition sent to in the case of old metal to the Type Store in W.M.G.P. Form No.101 and in the case of fresh and other materials, in the usual store requisition form. The indents shall be passed by the Officer-in-charge.

351. Clerical Work.—The Junior Foreman working in the Type Store Section shall render necessary help in this respect. He shall check the receipt of metal and issue of types, stereos etc., from this section, prepare monthly statements of the receipt and issue of types together with the yearly abstract of the same and the details required for the Proforma account "Type Foundry" to be appended to the Annual Administration Report regarding foundry manufacture. The unit cost of types, etc., manufactured and exhibited under the PROFORMA account shall be worked out in accordance with the instructions contained in Chapter (II) paragraph (127) Type Foundry.

352. Rubber Stamp.—All requisitions shall be recorded in the "Work Register of Rubber Stamps". Indents either for repairs and renewals or for fresh supply in W.M.G.P. 224 shall be prepared and sanctioned by the Officer-in-charge. The work requiring fresh composition shall be sent to the Composing Department for setting and in other cases direct to the Foundry. The proof of the matter set up shall first be approved by the Officer-in-charge,before sending the work to the Foundry.

353. Indent-Rubber Stamps.—Indent for the rubber stamps shall be received from the officers authorised to place such indents. The indents on receipt shall be scrutinized by the G.P.R. Section to ensure confirmity of the sizes to anyone of the standardised sizes, before placing orders for the manufacture of rubber stamps by the Foundry.

354. Use of Old Materials.—The old rubber stamp as received shall first be examined and if they are worthy repairing, they shall be dealt with accordingly. Otherwise they shall be dismantled and useful parts retained and the rest returned to Stores as unserviceable for being sold in auction.

355. Requisition for Rubber Stamp Materials.—The quantity and quality of rubber stamp materials required on each indent shall be computed by the Foreman and a requisition in the prescribed form and sanction obtained from the Officer-in-charge to draw the required articles from the Stores. On the reverse of the indent, full particulars of the materials required on each of the indents, and the old materials proposed to be used shall be kept noted. The total of new and old materials shall be tallied with the total of the materials required on indents covered in the requisition.

356. Supply of Face Masks and Gum-Boots to Employees Working in Metal Melting Sections.—The employees working in the Lino, Mono metal melting sections and casting of types and stereos in the Type foundry section will be provided with face masks and gum boots once in two years to protect themselves from danger fumes and injury from metal particles.

(G.O. Ms. No.1377, Public Works, dated 19th June 1978.)

CHAPTER 14

COMPUTING SECTION

PARAGRAPHS 357 TO 380

357. General.—The functions of the Computing Section mainly relate to the assessment of the performance of the employees involved in the direct production units, working out the cost of work executed for the various Government Offices; rendering technical advise and settlement of bills relating to the works done at the Private Press. The functions are attended to by the following sub-sections.

358. Standards Section.—(i) Scrutinizing the performance recorded in the outturn sheets furnished by the employees and assessment of performance with reference to the norms laid down in Appendix XI and accepted.

(ii) Arriving at the variations in performances of each employee in Hand and Machine Composition Sections.

(iii) Assessing the excess of production turned out by compositors, Lino and Mono Operators over and above the norms prescribed.

(iv) Declaring Bonus for such employees turning out excess production at the rates prescribed.

(v) Furnishing the requisite data relating to the production to the management.

(vi) Furnishing the list of employees who have not furnished the prescribed minimum output to the Administration Section for taking necessary administrative action.

359. Costing.—(i) Furnishing the cost of printing work including binding to the heads of departments on request.

(ii) Furnishing periodical return on the expenditure incurred towards the printing and binding work done in connection with election work.

(iii) Furnishing the estimated cost of printing on probable orders for obtaining sanction of Government to the heads of departments.

(iv) Pre-determining the cost of products.

(v) Determining the actual cost of the job and fixing the price of all salable publications.

(vi) Furnishing the particulars for recovery from cost recoverable departments in respect of the jobs executed.

(vii) Compilation of the cost of composition, printing and binding of each job.

(viii) Arriving at the toal cost of printing and services rendered in respect of each department every year under the respective budget heads.

(ix) To raise bills of cost from the departments either for prepayment or for necessary book adjustments. (O.O.No.22 of 1977).

360. Bills Section.—(i) Scrutinizing the bills received from private printers in respect of the works entrusted by the heads of departments for which the expenditure is borne under the relevant budget heads other than Stationery and Printing Department.

(ii) Scrutinizing the bills received from private printers and to authorise payments to the private printers meeting from the Budget head of the Stationery and Printing Department for works authorised by Government to be entrusted to be printed at private presses.

(iii) Scrutinizing the bills received from the private printers for the work entrusted by the Autonomous bodies, whenever referred to by Government for settlement and to raise commission charges as contemplated under paragraph 234 of Printing Manual, Part I.

(iv) Rendering technical advice to Government for according financial sanction to incur expenditure for local printing whenever required.

(v) Scrutinizing tenders relating to the printing and binding work.

(vi) Rendering technical opinion on the objections raised by Local Fund Audit regarding settlement of bill relating to local bodies.

(vii) Revision and pre-determination of dates and rates for the printing of Electoral Rolls and Judgements of the Sessions Courts and notification of such rates under orders of Government for adoption by private printers.

361. Computing.—The outturn of compositors including Imposers shall be recorded individually in the form prescribed and shall be collected every day and sent to the Computing (Standards) Section, where these outturn sheets shall be scrutinized with reference to actual 'cast up' of work done and the labour equivalent hours allowed. The daily shortage or excess outturn of each compositor shall be kept noted in the outturn sheets. The file of rough proofs with initials of the Compositors and the Foreman concerned together with all vouchers duly attached should be sent along with the outturn sheets. The scale of outturn for setting work done for different grades of employees is dealt with in Chapter [ ] under "scale of outturn". The employees are personally responsible to see that their respective outturn sheets are duly handed over to persons responsible for receiving them and if any are not forthcoming or traceable, such losses shall be reported to the individual concerned to put up duplicate if they can. If the outturn sheets are still omitted to be produced, the hours shall be treated as loss in outturn of the individual concerned. Foreman, being responsible for the collective outturn of their respective sections, shall also take interest in the collection of the outturn sheets of the employees under them and see that they are duly and properly handed over to the Computing (Standards) Section.

In respect of outturn by machine Composition prescribed daily outturn sheet shall be used. Hours on account of defect in machine or other reasons should be included in the outturn accounts only under attested authorisation of Gazetted Officers. In respect of computation of hour value for work done, the principles given in paragraph above will equally apply in this case also.

362. Monthly Abstract.—The daily hours of outturn allowed to each Compositor, Imposer or Operator as labour equivalent on their respective daily outturn sheets shall be posted in the Monthly Abstract form by dates and totalled at the end of each month. The total number of hours worked by the Compositor, Imposer or Operator shall be extracted the attendance register and the difference as between labour equivalent hours and the hours worked will be registered as excess or deficiency in the monthly abstracts against each employee. A statement of excess or deficiency in outturn shall be separately made out and circulated to Officers for necessary administrative action.

363. Work Valuation.—The ordinary hours allowed in respect of each job in the outturn sheets shall be taken as labour equivalent and valued with reference to the average cost of the scale of pay of Compositors or Operators doing the work. Similar procedure is adopted for an operator.

As for the time spent on indirect operations, it shall similarly be valued and totalled at the end of each month and distributed to various jobs on a pro-rata basis with reference to the cost of production of each job.

364. Valuation of individual work.—The valuation allowed in the out-turn sheets as per instructions above will be abstracted in the work. Valuation Sheet and shall be maintained with reference to each work. The entries in these sheets shall be totalled at the end of each month and posted in the existing ledgers both State and other cost recoverable offices under different heads.

365. Computing Slip.—The slips printed in different colour papers to differeniate between the State, Central and Cost Recoverable Offices (W.M.G.P. New No.30, 29 and 28 respectively). Complete details showing the budget head, name of office, description of work, authority, etc., charges on account of composition, machinery, binding, value of paper and binding materials, etc., used on each job shall be posted concurrently by the respective departments with the progress of work at each stage till it is despatched. The work charges for the various processes shall be computed in accordance with the instructions contained in the respective chapter. The entries shall finally be checked with the specimen of completed work and work valuation voucher.

366. Ledgers.—The personal accounts of each office for work done shall be maintained in this book., arranged in the order of serial numbers assigned to it. Two ledgers shall be opened, one for State Offices and the other for Union and Cost Recoverable Offices. The details in the former shall be confined to the total cost of composition and machinery and that for the latter with full description of work charges on account of composition, mechining, binding, value of materials used, diagrams, etc., forwarding charges, addition of percentage over actuals, etc., to be posted and closed either monthly quarterly or half-yearly to effect recovery on pre-payment in accordance with the rules or other instructions on the subject. The ledgers shall be posted direct from work valuation voucher and Computing slips.

367. Calculation of Charges.—The total cost of printing shall includes :

(i) Operative's wages

(ii) Overhead charges

(iii) Cost of paper and binding materials

(iv) Cost of diagrams, etc.

The overhead charges for each year is worked out in the Analysis of Press Costs, Statement I appended to the Administration Report of the Department. In cases where figures of valuation for work done are required in advance, (eg. monthly statement of claims for work done for the offices of the Central Government) where the cost is to be recovered then and there (eg. claims for work in respect of local bodies and other cost recoverable offices of the State Government) the calculation of overhead charges shall be in the percentage of the preceding year.

368. Bills (W.M.G.P. 10).—These forms are used as invoices to give details of charges and supplies made. Particulars regarding the heads of credit should be noted on the reverse of the invoice to facilitate remittances by the parties concerned to the Treasury or Bank under correct heads of account of Stationery and Printing Department.

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

370. Head Computers.—Shall check the cost of printing worked out by computors for State, Central and cost recoverable officers, and then post them in the ledgers under different offices according to Budget heads, prepare the work sheet and the bill of cost for the work done for Central and cost recoverable and certain State officers, local bodies for necessary adjustment of accounts either monthly, quarterly, half-yearly or annually in accordance with the standing instructions, scrutinize and check the private press bills, advice bills, University Bills, scrutinize tenders for the printing work to be done by private presses for local bodies, Police and Registration Departments.

They should work out cost of forms to be supplied to cost recoverable departments and furnish cost to enable departments to remit cost in advance. They shall also sent periodical intimation of printing cost for Hospitals, P.W. Workshops, Election expenditure Statements, etc., check bills and offer remarks on disputes referred to by the Municipalities, prepare and submit the Bonus amount payable to the Lino and Mono Opertors. Compositors, prepare certain paragraphs and the distribution of work charges in Statement II appended to the Annual Administration Report, assist the Chief Computor, in supervising the section and in checking the trip sheets of the computing Section.

371. Computers.—Shall be solely responsible for assessing the production of the operators of the Lino, Mono, Hand Composing and Binding Sections, correct cast up of all lino accounts, observing the instructions laid down in the various chapters of the Office Manual and orders issued by the Government as well as Director, Valuation of hour accounts, alterations, etc. They shall also be responsible for preparing the daily minus or plus out-turn of each of the above said operators and maintain the monthly day sheet abstract. (The valuation allowed in the out-turn sheets as per instructions above will be abstracted in the work valuation slip and maintain with reference to each work both State and cost recoverable offices inclusive of central Officers under different heads of Accounts). They shall check the valuation files received along with the Computing slip and with work charges entered by the respective departments with work register book maintained by the respective Composing groups, checking the charges furnished by the concerned department with the specimen of the completed work, fixing the prices of saleable publications and working out the estimations for new publications.

372. Book Debit Ledger (W.M.G.P. No.9).— All credit supplies made to and printing work done for the several departments of the State Government brought under the Commercial concerns, other State Governments, Government of India and Quasi Government institutions shall be noted in this book. The claims as settled shall be noted against respective items. Reminders shall be sent out to expedite recoveries. Long outstanding accounts shall be reported to Government for orders.

373. Claims.—The settlement of the claim may be either by (1) remittances into the treasury or bank accompanied by chalans, (2) cash payment by means of money orders, cheques or (3) by book transfer through the Accountant-General Tamil Nadu.

Note. (i) In the case of payments by book transfers, bill will be prepared in triplicate of which the original shall be returned duly accepted and countersigned by the Officer supplied. These bills will then be forwarded to the Accountant-General either separately or in groups as it best suits the Accountant-General's procedure of sectional audit with endorsements showing the detailed heads of credit under "508"Stationery and Printing to which they should be credited. A separate register is kept in manuscript with details as to the dates of despatch to the Accountant-General, the month of adjustment and the number and date of his Memorandum advising adjustment.

Note (ii) to paragraph '373 - CLAIMS' of the Government Press Office Manual.

The Offices entitled to the supply of Stationery and forms on payment of cast, by book adjustments, or cash payment, shall pay in advance, the cost of articles and forms in respect of the transaction detailed below:

(i) Printing of non-standardised forms

(ii) Publication of Gazette notification and

(iii) Supply of rubber stamps.

The accounts procedure shall be modified as follows:

When requisitions for printing work etc. are received from the cost recoverable offices, the stationery and printing department will prepare bills of cost and send to the officers concerned by Calculating composing, machinery and binding charges together with overhead charges at the rate given in the analysis to the press cost statement plus 15% to cover any possible increase in the rates due to wage increase etc. besides adding the cost of paper and binding materials, if any, as soon as the intimation of payment or adjustment is received from the indenting officers, Services may be rendered and supplies made.

(b) The mode of payment of the bill of cost may be adopted as indicated below as the case may be.

i) Payment by cheques or Draft drawn in favour of Works Manager, Government Central Press, Chennai or by remitting the cash at the cash counter of the Govt. Central Press, Chennai between 11.00 am and 3.00 pm on working days.

(ii) By remitting the amount into the treasury under the head of account 0058 Stationery and Printing - 200 Other Press receipts - AD. Misc. receipts D.P. Code No. 0058 00 200 AD 0008.

(iii) By presenting ad adjustment bill into the Pay and Accounts Office, Chennai to the credit head of account "2058 - Stationery and Printing - I - Non - Plan 103 Govt. Presses AH Recoveries from other Govt. Departments towards the cost of printing work done for them 71 Printing charges (2) Cost of printing work done for other Govt. Departments of Tamil Nadu.

(D.P. Code No. 2058 00 103 AH 7107)

(c) In case of urgency and unaviodable circumstances, the above procedure may be relaxed by the Works Manager, Government Central Press, Chennai on an undertaking given by the Identing Officer that the bill of cost will be settled within a month, immediately on the completion of the work and on receipt of bill of cost from the Works Manager, Government Central Press, Chennai.

(d) If there is any slight variation in the number of lines actually printed against estimation it may be ignored whether it is more or less.

(Vide G.O. Ms. No. 665 Transport dated 27.10.1973 G.O. Ms. No. 1127 Transport dated 16.9.1983)

374. Costing.—This section shall attend to—

(1) Periodical revision of subscription rates, and page rates of *Tamil Nadu Government Gazette*, District Gazette, Indian Law Reports and other Publications for which subscriptions are collected;

(2) Fixation of prices of publication printed at the Branch and Regional Presses.

(3) Publication of the Administration Report of the department of Stationery and Printing.

(4) Periodical revision of rates for adopt on by Private Printers for the work done by them (Appendix 'J' rates included in Printing Manual Part I).

375. Sale Prices.— The selling prices of publications, correction slips to Codes and Manuals, Calenders, Act, etc., shall be fixed in accordance with the special or general instructions contained in paragraph 191 of the Printing Manual I. Generally the selling price of any publication not covered by exceptions shall be worked out as follows :-

Details of Costs	Rs. P.
Total number of copies printed ..	
Cost of Composition (Fresh setting hours account, author's corrections, etc).	
Plus overhead charges ..	
Cost of striking (including make ready the minimum number of impressions to be charged shall be 250 including make ready hours). ..	
Binding charges (including overhead) ..	
Cost of paper and binding materials ..	
Plus 21 per cent ..	
Cost of diagram, etc. ..	
And extra 50 per cent to cover commission to Agents, etc. ..	
Sale Price ..	

Note 1.—"In cases where a report is printed primarily for offical use, and a few copies for which are placed for sale, the pricing of copies for sale shall be fixed without the element of the composition charges".

Note 2.—In cases where more than 2,000 copies for any books are published of which a certain number of copies are placed for sale, the composition charges

shall be taken into account while working out the cost price and sale price of the book.

(G.O.Ms. No. 729, Transport, dated 12th September 1972).

Note 3.—Selling price of Acts shall be fixed at 10 paise per leaf of 2 pages in A4 size or 4 pages in A5 size or part thereof.

(G.O.Ms. No.40,Transport, dated 24th January 1978).

Note 4.—Fixation of rate for sale price of Government Publications shall be revised once in two years.

(G.O.Ms. No.32, I&T (S&P3) dated 12th February 1992).

Note 5.—The basis of pricing be revised inclusive of the Composition charges irrespective of the number of copies printed.

Note 6.—A reduction in price or discount (to be fixed by Government) be allowed in respect of publications released to the promotion of Education, Public Health, Family Planning, Adi-Dravidar and Tribal Welfare etc., and these for which Government issue specific orders at the time of issue of printing orders.

(G.O.Ms. No.329, Transport, dated 15th March 1982).

Note 7.—Page rate in A5 size shall be fixed at Rs.0.12 per page and page rate in A-4 size shall be fixed at Rs.0.22 per page.

(G.O. Ms. No.32, I&T (S&P3) dated 12th February 1992).

376. Principles to be Adopted in Price fixation.— The prices of publications, periodicals printed in the Government presses and cost recoverable notifications published in the Gazettes, etc., shall be revised in the month of February once in two years by adopting one or more of the following methods.

(i) Price per copy on the basis of job wise cost in the case of Codes Manuals, etc.

(ii) Price per issue or copy on the basis of a page rate calculated on the average number of pages or per issue for periodical Publications.

(iii) Rate per line or per page as the case may be in regard to cost recoverable and private advertisements published in the Gazettes.

(G.O.Ms. No.273,Transport Department, dated 17th May 1973.)

The cost should be realistic and project the trend in the increase of Labour charges, materials and over heads for the three years preceding the official year.

377. Private Printing and Recoveries.— The list of works for private and other local bodies, the printing of which at the Government press has been sanctioned by Government subject to the exigencies of Government works is contained in Appendix-J of the printing Manual I. The recovery of cost is to be regulated in accordance with the instructions given in paragraph 232 of the Printing Manual I and as noted against each item in the appendix itself.

378. Printing works done for Local Bodies, etc.—Tenders for the printing to be executed shall be called for and contract entered into after obtaining the advice of the Director of Stationery and Printing (vide Paragraph 226, Printing Manual I) A fee at 3 per cent shall be levied on the claim preferred for checking bills for printing and other work done on behalf of the other Local Bodies (Vide paragraph 233, Printing Manual I).

Note : The commission for technical scrutiny of the bills of the Private printers, entrusted by the Municipalities, Corporation and Market Committees and other Local bodies with the Director of Stationery and Printing, Madras be increased from 3 per cent to 5 per cent.

(Vide G.O. Ms. No.453, I&T (S&P II) dated 5th October 1990).

379. Entrustment of work to other Units.—(i) The Press branch will divert suitable items of work to Amrit Nagar Colony Press, Tambaram and keep it engaged. The requisite printing materials for the Amrit Nagar Colony Press, Tambaram shall be supplied by the Press branch and the cost of articles shall be recovered including cost of paper.

(G.O. Ms. No.2684, Health, dated 28th September 1954.)

(G.O. Ms. No.2552 (Health) Health and Family Planning Department, dated 16th November 1974.)

The manufacture of History sheets, pads and flat file cases, binding of all kinds, wire stitching, page numbering, etc., may be entrusted to the "Envelope making unit" of the Madras City Police lines as and when considered necessary, at the rates calculated at 75 per cent of the actual cost of work if done at the Government Press, Madras.

(G.O. Ms. No.1641, P.W., dated 27 June 1971.)

The manufacture of covers may be entrusted to the "Pattinapakkam Magalir Mandram" Madras-28 at the rates calculated at 75 per cent of the actual cost of work if done at the Government Press, Madras.

(G.O. Ms. No.583, Transport, dated 13th October 1976.)

Note.—80 per cent of the rates of Appendix 'J' shall be adopted for the printing and binding works entrusted to the Police Welfare Units and Social Welfare Units etc., by the Director of Stationery and Printing, subject to the following conditions :

(i) Since the number of Welfare Units demanding work from the Stationery and Printing Department, has of last increased, it is left to the discretion of the Director of Stationery and Printing to entrust any work to the Welfare Units which will depend upon the exigencies of circumstances only. No work can be claimed from the Stationery and Printing Department, as a matter of right with reference, to the above orders of the Government.

(ii) The bills of Welfare Units for the printing and binding work entrusted by the Stationery and printing Department will be scrutinised by the Director of Stationery and Printing, before payment is made.

(iii) The Director of Stationery and Printing, will entrust works of printing and binding of the Stationery and printing Department only to those welfare units recognised by him with reference to norms and guidelines approved in G.O. MS. No.1183, Transport, dated 27th September 1983.)

(Vide G.O. Ms. No.906, Transport, dated 31st July 1984.)

380. The Chief Computer.—Shall be in-charge of Computing (Bills) and be responsible for its efficient working. He shall scrutinise the bills received from the printers and advice the admissible rates for payment against the claims and the paper accounts furnished by the private printers.

He shall examine the rates quoted by the private printers and advice the Heads of departments for the acceptance of rates and for the settlement of tenders.

CHAPTER 15

PRESS AND MACHINE

PARAGRAPHS 381 TO 406

381. General.—This Department deals with the pulling of proofs for corrections and final striking of copies. The hand presses are distributed to the several composing sections for pulling proofs.

382. Receipt of work.—All the items of work without exception shall be registered in the work Receipt Register W.M.G.P. (153) and a separate number in serial order of receipt assigned for each job. Separate registers shall be maintained for standardized items of work and another for Non-Standardized items of work.

383. Scheduling section.—The Scheduling section shall function under the direct control of the Production Officer. Instructions shall be received directly from the Production Planning and Control Section regarding programme for execution priority and work load. On receipt of the J.O.Ds. the works shall be registered and the work load analysed with the probables indicated in the Assessment Form furnished by the Production Planning and Control Section. Taking the availability of the machines into consideration, the nature of the work and the time available for the execution, the type forms received shall be distributed to the various machines and their progress watched. Immediately on completion of printing, the Scheduling Section shall communicate the completion of Printing to the Production Planning and Control Section and intimate the Binding Section about the completion of work at the printing stage.

384. Forms and registers.—The following records shall be maintained by the Scheduling Section for the purpose of documentation, logging, scheduling and for monitoring the progress of works in the Printing Section-

(i) Work Register.

(ii) Work Log Sheet.

(iii) Work Load Chart.

(iv) Feed Back information Book.

385. Assistant Works Manager (Shop-Floor Officer).—The Assistant Works Manager (Shop-Floor Officer) in each shift shall be in over all charge of the Machine Deaprtment and shall be directly responsible to the Production Officer-in-charge. It shall be his ultimate responsiblity to ensure that the department is managed efficiently and all urgent works executed promptly during his shift. He shall also be responsible for the care of all printing machines and hand presses and see that they are kept in a clean and serviceable condition, immediately reporting cases of breakdowns, to the Production Officer-in-charge. He shall in addition to general supervision of the Machine Department, attend to the following duties:-

1. To pass the first sheet of every work with his dated initials except minor items to be passed by machine maistries, special work being passed by the Production Officer-in-charge or Works Manager.

2. To bring to the notice of the Officer-in-charge any shortage of work of full formes for large machines or when machines run short of work and also report formes sent in a bad condition for printing or incorrectly imposed.

3. To instruct men in the best method of producing good work.

4. To investigate cases of derelictions of duty on the part of any subordinate and report cases to the Production Officer-in-charge where necessary.

5. To test the suitability of inks, paper and other tendered articles and submit reports.

6. To maintain the departmental plant and petty plant registers up to date and also watch that the unserviceable plant and petty plant articles are condemned observing the formalities.

7. To maintain the Machine Breakdown Register up to date with all particulars and connected files of the various machines and pursue action promptly in cases of repair work inside the press.

8. To furnish periodical returns and information required by the management.

9. To ensure that all the prescribed registers are maintained with entries posted promptly and correctly.

386. Duties and responsibilities of Higher Level Co-ordinating Supervisor (Top Senior Foreman).—

1. To arrange for the receipt of formes from the Composing sections, arranges to clear them and provide them ready for printing.

2. To arrange to have the printed formes washed and returned to the respective Composing sections.

3. To co-ordinate production in the shifts and for the timely execution of all works entrusted.

4. To provide all the materials required in the shifts including good quality rollers.

5. To co-ordinate the production and the maintenance wings for rendering optimum machines available for production.

6. To arrange for the Pre-make-ready operations.

7. To furnish the feed back particulars and other particulars to the Scheduling section.

8. To recommend/refuse leave for the men working under his command.

9. To initiate disciplinary action.

10. To depute men to the Composing Department for pulling proofs on galley and hand presses in rotation once in three months.

11. To exercise control and supervision over the cutters working on the paper cutting machines in the machine department.

12. To reallocate men between the groups in respect of the excesses or shortages in man power reported by the first line supervisor.

387. Duties and responsibilities of the First Line Supervisors (Senior Foreman/Junior Foreman/Maistry).—

1. To maintain discipline within his group.

2. To maintain regularity in attendance of the employees under his control.

3. To allocate men to the machines within his group.

4. To allocate work to the machines as directed by the Scheduling section.

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

6. To furnish Time Sheets in triplicate of the production turned out in respect of each machine under his control.

7. To furnish production records to the computing section attached to the Planning section (one copy to the scheduling section, another to the computing section and another to be retained in the Department for communication in between the shifts).

8. To ensure quality of production.

9. To provide paper and pulp boards required for printing.

10. To account for paper and boards drawn and issued to men under his control.

11. To arrange for the safety of the printed sheets till they are handed over to the Binding Department.

12. To account for all the J.O.Ds. entrusted for execution.

13. to recommend/refuse leave application of the employees working under him.

14. To furnish feed back particulars to the Scheduling Section.

15. To furnish the returns prescribed for the first line supervisor at the end of each shift under intimation to his successor.

16. To execute the jobs as per schedule.

388. Care of Machines.—The operatives working on the machines shall report immediately all breakdowns to the First Line Supervising staff. Specific requests in the prescribed form shall be sent through the First Line Supervisor requisitioning the services of mechanics to attend to the repairs. The mechanics shall start repairs without any loss of time on receipt of the requisition. The responsibility for the breakdowns should be fixed and the question of recovery of cost wherever necessary should be decided and recorded.

389. Breakdown Register.—A register indicating the details of all breakdowns shall be maintained in W.M.G.P. No. and a monthly summary shall be struck in respect of each machine.

390. Classification of the operatives and their duties.—Operatives shall be classified departmentally as :

(a) Machine Operators.

(b) Machine Minders.

(c) Machine Minders working on hand presses.

(d) Machine Minders working on Galley presses.

(e) Machine Minders working as Forme carriers.

(f) Machine Minders working in Roller Casting section.

391. Machine Operators/Machine Minders.—shall be responsible for the printing of the work done by them and for the condition of the machines under their charge. They shall be liable to pay the cost of repairs or for any damage done to the machines, which may be due to carelessness or wrongful use, allowance being made for fair wear and tear.

1. Before commencing work, every machine operator /minder should carefully scrutinize the particulars, examined the condition of the machine, countersign the shift sheet and hand it over to the first line supervisor. Any incorrect entry, disagreement, doubt or matters of controversy in regard to the details recorded in the shift sheet should be immediately brought to the notice of the supervising staff.

2. It shall be the duty of the Machine Operators/Minder in each shift to continue the work, from the point at which it has been left by his predecessor in the other shift. There may be occasions when the make-ready of a forme my be half done at the close of a shift. The work should be continued in the following shift and no remake-ready or operations involving work for which time has already been claimed in other shift should be done without the specified written approval of the Top Senior Foreman on the outturn copy. As far as possible, when work is distributed, it should be done in such a way such a time that make-ready will be completed within the shift. In other words, half finished make-ready should be avoided.

3. Each Machine Operator/Minders shall be responsible for the work done by him in his shift and also any repair or breakages to machines due to his carelessness or negligence. In cases where the breakage is traced to the carelessness or negligence of the operatives such operatives shall be jointly held responsible for the breakage, damage or loss through bad work. It is, therefore, imperative that the machine operator/minder should furnish correct information in the outturn sheet and also scrutinize the predecessor's outturn sheet carefully before taking over.

4. Machine operator/Minders at the close of the shift should invariably leave the machine in its home position. Care should be taken to see that the duct feed roller is free of contact either with the slab or the ink duct. All the other rollers should be lifted clear off contact with the slab or the forme. The machine Operator/minder in the first shift must invariably check the

machine properly set the rollers in position, watch for any extraneous material and carefully remove from the machine by hand and ensure that everything is alright before switching on power. If any wilful foul play is suspected it should be immediately brought to the notice of the Top Senior Foreman.

5. They shall also examine to see that all parts of the machines are properly adjusted and they are throughly cleaned and all working parts and bearings carefully oiled; parts subject to excessive friction being oiled as frequently as may be necessary. They shall report immediately on noticing any defect in the machines to the Top Senior Foreman for necessary action.

They shall make ready each forme, watch the sheets as they are printed for register, spaces rising up, etc., compare them with a colour sheet of the work, regulate the ink, etc. Before striking commences, they shall briefly survey the machine to see that everything is in order to avoid any possibility of damages.

6. Electric motors attached to the machines shall be under the direct charge of the Electrical and Mechanical Engineer who shall see to their being kept in working order and minders shall not interfere with them. Motors shall be stopped immediately on finishing work.

392. Machine Minders working on hand presses and galley presses.—shall be incharge of hand presses and be responsible for their upkeep in good and clean condition with liability to pay the cost of repair or for any damage done to the presses, if caused by their carelessness, allowance being made for fair wear and tear. They shall see to the neat execution of printing work done by them. they shall attend to the prompt and clean pulling of proofs required by the Composing and Reading Departments. They shall return the formes either to the Foreman or the Imposer after printing copies and the galley either to the Compositor who brought them or to the rack from which they were taken before pulling proofs. They shall be responsible for the care of proof and other papers entrusted to them. They shall see that paper in their custody is not wasted and that Compositors and others do not make improper use of them. Capable pressmen may also be required to work at time on machines.

393. (1) Machine Minders.—(1) shall feed the sheets on machine, load papers on the feed board on automatic printing machines, carry formes, wash rollers and formes and assist the operators in keeping the machine well oiled and cleaned. Machine Minder in addition to their duties will also help machine operators generaly with a view to get themselves trained in the work so that they may work on such machines.

(2) They shall also assist the machine operators on automatic printing machines by watching the printed copies for colour and correctness of quality. It shall be their duty to implicitly obey the instructions given to them by the machine operator in charge and other superiors.

(3) It shall be the duty of the Machine Minder to watch the printing when he is not feeding the machine and look out for defects such as bad colour, spaces rising and other inaccuracies.

394. Machine Minders working as forme carriers.—shall bring all formes as directed by the Top Senior Foreman incharge of the shift from the composing sections and deliver them to Machines.

They shall wash the formes before and after printing and return them to the respective composing sections. They shall be held responsible for any damage to formes and formes reported as not received either by machine minders or the composing department.

395. Machine Minders working in presses in shifts.—shall see that all the formes and galleys received during their shift period are printed and handed over. Any complaint from composing department regarding carelessness or inefficiency against them will be severely dealt with.

396. Machine Minders working in Roller Casting Section.—shall cast and keep the presses, etc., well supplied with good rollers. They shall be responsible to keep all machines and presses well equipped with good and seasoned rollers. They shall be responsible to keep spare rollers on hand ready for the machines.

397. Machine Computors.—They shall render clerical assistance by maintaining the outturn registers, and other production records of the department. They shall fill in the strike order, the hours taken on each work. Statistics regarding machine averages shall be kept noted in the Register No.W.M.G.P.151. The total outturn of each minder including particulars regarding make-ready hours and other delays shall be abstracted in the Register No.W.M.G.P.146 and totalled monthly to show the outturn hours engaged on make ready and other delays. The strike order files and the Memorandum given by the Section Heads for composing delays are carefully pasted and bundled to make them easily available for audit and the Machine Computors shall be responsible for their safe custody. They shall bring to the notice of the Officer-in-charge all delays alleged to have been caused to Machine Minders by Compositors, Readers and Maistries. They shall arrange to obtain a signed memorandum from the section heads for the time delayed for corrections, etc.

398. Strike Orders.—No work shall be taken up for printing until a 'strike order proof bearing the forme reviser's initials and the number of copies sign above, spare, etc., has been received. The Top Senior Foreman or the first line Supervisors shall when distributing the strike orders, write the names of the machine minders to whom the work is given and the number of the machine. The machine operator/minder, while the previous forme is being washed and copies counted, shall present the strike order proof or docket with the original, if any, to the warehousemen attached to the paper stores who shall arrange for the issue of paper, posting the entries in the issue book, at the same time noting on the strike order proof or docket, the description and quantity of paper issued together with the date of issue under his initials. The machine operator/minder shall present the strike order proof or docket to the maistry of the section to note the time of beginning and finishings. After the printing work is furnished the strike order slips together with proof sheets with the entries of time on various processes like make-ready, printing, etc., for each work shall be recorded in the consolidated book under the guidance of the Top Senior Foreman. The original, if any and other proof shall be returned with printed copies after obtaining acknowledgement on the strike order proof of docket.

399. Machine Revises.—When types fallout, the Compositor or Imposer shall be called to replace them and the first proof of the forme printed shall be taken to the Head Reader to arrange for the extra revision with the strike order when make-ready is in progress. Revises shall also be taken for accounts, bills and other special works when instructed on the strike order. The cost of re-striking, if any, consequent on men neglecting to carry out this instruction shall be liable to be recovered from those at fault.

400. "Care" Papers.—A slip initialled by the Foreman takes the place of the strike order given to the maistry and this strike order together with all make-ready and spoilt copies and tympon sheets shall be returned to the Section Head. NO FILE COPY IS TO BE KEPT BY ANYONE.

401. Passing First Sheets.—The make-ready copy of proceedings and forms work shall be shown to the maistry for marking the defects. Other work shall be dealt with by the Top Senior Foreman, the first sheet or half tone blocks and the best book and job works, etc., being passed by the Officer-on-duty before proceeding with printing.

402. Outturn.—The machine operators/minders of machine Department shall enter the time taken for printing each work analysed under the various processes (viz.), make-ready, running time, waiting for forme, delay by Composing Department, cleaning machines or roller washing, motor, machine or belt repairs. A scale fixing the approximate minimum time for make-ready and the number of impressions per hour is appended to this Chapter. Any variation between the time taken and time shown in the appendix for make-ready and in the production of the number of impressions shall be explained in the outturn sheets giving out clearly the reasons for extra time taken and for the short outturn, which should be duly authenticated by the Officer-on-duty.

403. Delay by Compositors charged on the Machine time sheets.—The hours charged on the machine time sheets under

the heading "delay by compositors"shall be kept at a minimum. If long delay can be traced to the carelessness of any particular Compositor or Imposer, he shall do the corrections free of cost and when this is not possible, the charges shall be adjusted against the department.

404. Spoilage.—Proofs sheets and two sheets of paper on which the work is to be printed shall be allowed for make-ready and in striking off copies, spoilages shall be allowed as under :-

(1) Jobs requiring operations in Machine room only, that is, loose copies of all classes of work under 1,000 impressions 1 per cent. For every additional 1,000 impression 1/2 per cent.

(2) Jobs requiring operations both in machine room and in Binding :

Under 1,000 impressions	..	2 per cent
For every additional 1,000 impressions	.. ..	1 per cent.

Note.—(a) Rules (1) and (2) shall not be applied in cases of High Court cases and other jobs which are below 50 copies. One full sheet will be allowed for each form of 16 pages or 8 pages or 4 pages or 2 pages. In case of ruled sheets requiring operation of ruling machines and punching machines ½ per cent shall be allowed for every 1,000 impressions.

(b) In case of automatic feed printing machine, the spoilage shall be allowed at the rate of two times the quantity mentioned under rules (1) and (2).

(c) In the case of spoilage in the machine room for half sheet work, fresh sheets shall be supplied only on the return of those spoiled to the limit mentioned above.

(d) Additional sheets to make up the spoilage allowed for binding, and for machine in the case of printing full sheet shall be supplied in advance.

(e) The cost of paper spoiled in excess of what allowed shall be charged to the workmen to blame.

(f) When any special water-marked paper used for printing Cheque Books and Raffle-Ticket is spoilt in printing or binding the spoiled sheets shall immediately be handed over to the Officer-in-charge to write off the value in accordance with paragraph 9 of the Stationery Manual, Volume I and to certify that spoilt sheets equal to the number written off have personally been destroyed by him. The order shall be in the following form.

"Sanction is accorded under Paragraph 9 of the Stationery Manual, Volume I to write off as damaged.....sheets of Special Watermarked Paper value Rs.....which have been spoilt in Printing/Binding."

(3) 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.

When the forms are taken up on Falcon machine half-an-hour extra may be allowed and when takenup on (Automatic printing) machines one hour extra may be allowed for locking up and unlocking of the formes on the machines chase. The extra time spent on colour jobs or off work of special and intricate nature such as printing with of numbering boxes, cheque printing, etc., may be allowed at the discretion of the Officer-in-charge of the Department.

405. Checking of printed sheets in Automatic machine.—Checking of printed sheets at the rate of 7 minutes for every 1,000 copies is being allowed for the formes printed in Heidelberg and other automatic machines installed at the Central Press, Mint and at the Branch Press, Choolai.

406. APPROXIMATE MAKE READY HOURS.

	Type Hand and Machine set	*Electro and Stereo*		*Half tone and line blocks.*	*Impressions.*
	H.M.	*Wooden Mount* H.M.	*Metal Mount* H.M.		
(1)	(2)	(3)	(4)	(5)	(6)
Foolscap folio or under 200 Sq. inches and less	1.00	1.30	1.15	On the merit of each case, the make-ready time to the allowed by the Officer-in-charge of the Department.	Average number of impressions should not be less than the fixed one. The Officer-in-charge of the Department may allow any variation according to the nature of the work involved.
Foolscap and Crown	1.15	1.45	1.30		
Double foolscap, demy royal and double crown.	1.45	3.30	3.00		
Quad foolscap, double royal and quad crown.	2.30	5.00	4.30		

CHAPTER 16

OFFSET AND BLOCK MAKING

PARAGRAPHS 407 TO 417

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

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

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

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

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

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

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

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

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

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

(7) He shall pass the first proof of every finished work with his dated initials except minor items, which shall be done by

the Junior Foreman. Proofs of important and complicated items of work shall, however, be passed by the Officer-in-charge.

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

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

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

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

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

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

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

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

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

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

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

Work Register,

Production Register,

Attendance Register,

Outturn Registers, etc.

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

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

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

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

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

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

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

412. Rotaprint Operatives and Machine Minders.— They shall be responsible for the printing work done by them and for the condition of the machine under their charge. They shall be liable to pay the cost of repairs or for any damage done to the machines, which may be due to carelessness or wrongful use, allowance being made for fair wear and tear. Before starting work, they shall examine and see that all parts of the machines are properly adjusted and they

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

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

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

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

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

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

CHAPTER 17

BINDING

PARAGRAPHS 418 TO 440

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

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

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

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

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

422. Printed Paper Warehouse.—All items of work on completion of printing shall be retained in the printed paper warehouse till the work is taken up for execution as determined by the production Planning and Scheduling Sections.

The Warehouseman in-charge of the printed paper warehouse shall record all receipts, in the register maintained for the purpose and issue the quantity required for production according to the instructions issued by the Scheduling Section under proper acknowledgement from the Binders. The warehouseman in-charge of the printed paper warehouse shall also arrange for the Pre-binding operations like ruling, perforating, etc. as per instructions given in the Job Order Docket following the sequences of operation.

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

423. Priority of Work.—All work promised by a specified time of periodical papers for which due dates have been fixed shall be arranged to be finished and despatched on the dates promised and due. Urgent work shall be specially dealt with. Current papers shall be stitched as soon as received and other book work, proceedings, volumes, etc., taken up as soon as the last sheets as printed off. Preference shall be given to all gazette work and sufficient men shall be kept allotted sufficiently in advance for the work to avoid delay. Repair works except urgent ones shall be taken up in the sequence of their receipt first consideration being given to current work.

424. Care and Confidential Work.—Care and Confidential work shall be executed under the direct supervision of the Top Senior Foreman. He shall exercise personal supervision over the work and prepare himself the tabulation slip and take all waste or spare copies to the officer-in-charge for destruction in his presence. He shall ensure that no file or spare copy of this class of work is kept by anyone. Works of confidential nature shall be entrusted to the senior men in the section.

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

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

He shall maintain the following registers:—

1. Indent for binding materials.
2. Register for articles received.
3. Register of indents.
4. Register for stores—
   (*a*) Consumable.
   (*b*) Spare parts.
   (*c*) Petty plant.
   (*d*) Dead stock.
5. Paper indents.

427. Indents for Materials.—The exact quantity of binding materials required for each work received shall be computed by the Junior Foreman before the work is put in hand and the indents made out in W.M.G.P. No. 167. The indents shall be scrutinized and approved by the Top Senior Foreman. At convenient intervals and as necessity arises the requirements of these indents shall be consolidated and an indent in the usual form put up to Stores for issue to materials.

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

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

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

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

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

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

Cloth, book binders	Skin Skiver	
Eyelet boxes	Sheep Royal	
Foil books	Straw Board	3 lbs.
Gold leaf books	Do.	2½ lbs.
Head band, cotton	Do.	2 lbs.
Head band, silk	Do.	1½ lbs.
Khadi cloth	Do.	½ lb.
Khadi mull, lining Tape, Europe red Rexine	Do.	½ lb.

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

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

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

430. Machine work and care of Machines.— No work that can be done economically by machine shall be done by hand without special instructions from the Scheduling Section. The several classes of machines in use in the section are each in charge of a binder who is responsible for its being kept clean and well-oiled. Before starting the machine workmen shall carefully oil and clean the machines and satisfy themselves, that every thing is in order. The machines should be left by the operatives in such a condition that it shall be in a fit and ready condition for work by the next

shift operative, he shall not interfere with machines while in motion on any account. Any breakage shall immediately be reported and the liability to recover the cost from the person responsible adjudged. Any defects noticed in the working of the machine shall atonce be reported to the Foreman who shall send a requisition to the maintenance staff. The maintenance staff shall personally see that no time is lost to spare the services of a mechanic to avoid stoppage of machines.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. To furnish monthly abstract of daily work turned out by the several machines together with the names of the operatives working on them.

14.To furnish necessary figures required from the Binding Section for incorporation in the annual administration report.

15.To attend to the Sectional correspondence.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) To initiate disciplinary action.

(5) To re-allocate men between the groups with reference to the availability of machines and execution of work.

(6) To make random checking of the jobs under progress to maintain uniform quality.

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

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

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

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

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

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

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

(1) To maintain discipline within his group.

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

(3) To allocate men to machines and tables.

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

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

(6) To maintain production time-sheets of production turned out in his group.

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

(8) To ensure quality of production.

(9) To provide materials required for binding.

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

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

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

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

(14) To furnish feedback information to scheduling Section.

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

(16) To execute jobs as per schedule.

CHAPTER 18

MAINTENANCE

PARAGRAPHS 441 TO 463

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

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

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

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

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

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

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

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

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

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

(9) Erection of machinery.

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

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

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

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

(4) Recommend machines for condemnation.

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

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

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

(8) Fix responsibility for the breakdowns.

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

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

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

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

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

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

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

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

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

In the case of simple and straight forward repairs to machinery, repairs to electrical equipment, rewinding of motors, etc.

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

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

(G.O. Ms. No. 412, Transport, dated 6th July 1973.)
(Rule 7 under Appendix 8-M.F.C.—Volume II.)

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

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

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

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

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

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

455. Foreman (Mechanical).—The Machanical section is under the direct

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

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

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

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

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

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

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

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

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

(O.O. No. 9 of 1963, dated 30th March 1963.)

(O.O. No. 1979, dated 3rd March 1979.)

CHAPTER 19

STORES

PARAGRAPHS 464 TO 485

464. Stores-General.—All items of Stores are received in this section and issues are made after entries are made in the registers maintained for the purpose. The main work of the Stores shall be as follows:-

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

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

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

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

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

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

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

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

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

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

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

(i) Consumable Stores for production.

(ii) Renewals and repairs for machinery.

(iii) Maintenance of stores for building, etc., other than those for repairs to machinery.

(iv) Tools and petty plant and

(v) Plant and Machinery.

(G.O. Ms. No. 604, Social Welfare, dated 15th May 1979.)

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

(G.O. Ms.No.604, Social Welfare, dated 15th May 1979.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note: (5) Requisitions for articles other than those metioned above will be passed by the Officer-in-charge.

470. Stock Book.—Entries in this book shall be posted from the Goods Received Sheets and Requisitions for Stores. Separate books shall be maintained for the various classification of stores mentioned in paragraph 100 and each transaction of receipts and issue shall be signed by the Storekeeper.

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

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

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

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

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

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

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

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

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

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

found in deficit are stocked for the use of a particular department then the deficit value shall be added to the cost of that department.

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

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

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

(G.O. Ms. No. 799, Social Welfare, dated 5th July 1971.)

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

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

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

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

(*d*) As regards the proposals for condemnation of unserviceable articles, if the book value exceeds Rs.5,000/- sanction of Government for condemnation shall be obtained by the Commercial Accounts section.

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

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

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

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

(G.O. Ms. No. 3177, P.W.D., dated 13th November 1965.)

CHAPTER 20

PAPER STORES

PARAGRAPHS 486 TO 500

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

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

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

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

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

1. Paper for printing.
2. Paper for Binding.
3. Paper for proof-pulling.
4. paper for make-ready spoilage, shortage in the contents of the ream.

491. Issue of paper for printing.—Paper shall be issued to the machine department on receipt of strike order proofs accompanied by the Job Order Docket, signed by the Foreman in the Composing Department. For jobs which do not have dockets, a separate requisition for paper

issue containing the following details shall be sent by the composing foreman.

(i) No. of formes (Text).

(ii) Group No.

(iii) Office No.

(iv) Job No.

(v) No. of copies required.

(vi) Colour of wrapper, if required.

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

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

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

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

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

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

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

496. Record of issues.—Three Day Books are maintained (1) for standardised forms; (2) for State work and (3) Saleable, Cost Recoverable Central, Stationery and Printing and Transfers. From the Press orders entries shall be made in the respective Paper Issue Day Books according to Budget Heads.

497. Issues to Top Secret, Budget and Raffle Sections.— Paper shall be supplied without ream wrappers to these sections only on indents passed by the Officer-in-charge after the physical count by Store-keeper. Before issue paper shall be cut to size to exclude waste. Torn and wavy edged papers shall be removed. No spoilage or waste sheets shall be allowed.

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

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

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

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

(G.O.Ms. No. 611, S.W., dated 15th May 1971.)

CHAPTER 21

FORMS

PARAGRAPHS 501 TO 505

501. Forms Section Functions.—This section shall attend to :-

(1) Standardization of Forms and Registers.

(2) Assessment of work load involved therein.

(3) Determination of style of binding specification for paper, size, reduction of enlargement depending upon the usage of forms in consultation with the Heads of Departments.

(4) Periodical revision of forms taking care for the removal of obsolete forms, introduction of new forms, conversion of non-standardized of voluminous nature and those required to be printed frequently.

(5) Re-distribution of work to various units depending upon the work load.

(6) Revision of the quantity to be printed in respect of each standardized forms at regular intervals in consultation with the consuming departments and the Heads of Departments concerned.

To discharge the above functions this section shall maintain :

(1) An up-to-date list of standardized forms section, incorporating forms newly standardized deleting all the obsolete forms.

(2) An up-to-date list of addresses of all the units for the despatch of forms, correspondence, etc., shall also be maintained in this section duly corrected up-to-date.

(3) A file of permanent instructions issued on the subject.

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

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

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

(1) annual average requirements;

(2) intimation if any received from the consuming officers regarding the stock availability;

(3) the supplies effected previously;

(4) stock availability in the sections of the press;

(5) utility of the forms:

(6) reports received from the Stock Verification Officer.

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

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

CHAPTER 22

DESPATCH

PARAGRAPHS 506 TO 521

506. Despatch Section.—This section attends to :

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

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

(iii) receipt of consignments from the Railways/Roadways

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

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

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

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

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

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

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

be sent through the cart contractors through the office lorry as the case may be depending on the urgency.

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

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

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

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

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

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

515. Cartage Rates.—Consignments delivered to the Offices situated within the city of Madras through the Contractors appointed for the purpose shall be paid at the rates of 15 paise per 20 kgs. The rates furnished in Appendix XVII shall be adopted.

(G.O. Ms. No.32. Transport. dated 24th January 1977.)

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

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

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

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

517. (ii) Head Despatchers. (I).—The Head Despatchers shall be general charge of the entire Despatch Sections of standardised groups of forms and registers. He shall be responsible for the supply of all kinds of forms and registers of standardised items to all Government Officers, weighment and booking of parcel thorugh Roadways or Railways, maintenance of Work Book, Specimen and Stock Books and dealing with the Correspondence pertaining to the

above subjects. He shall also be responsible for maintaining proper accounts for standardised items of forms and registers. The Head Despatchers shall see that all parcels are cleared up daily and no arrears are allowed to be accumulated. All additions and corrections to the list of addresses shall be communicated by him to the despatchers in the Central Press and the branches in the Madras City and mofussil.

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

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

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

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

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

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

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

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

SECTION III

CHAPTER 23

PUBLICATION BRANCH

PARAGRAPHS 522 TO 545

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

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

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

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

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

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

(ii) replenishment of publications to avoid stockouts.

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

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

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

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

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

Publication Depot.—(Anna Salai)-

Monday to Friday .. 10 am to 1.30 pm
.. 2 p.m. to 5.30 p.m.

Saturday, Sunday & other Government Holidays are Holidays.

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

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

Note.—The Ministerial staff will attend office from 10.00 a.m. to 5.45 p.m. with lunch on interval of half an hour between 1.30 p.m. and 2 p.m.

525. Cash transactions at the Sales Sub-Depot.—The Cash transactions relating to the Sales Sub-Depot shall be reflected in the Cash Book maintained by the Branch Managr. Causelist Press, High Court. The Branch Manager, Causelist Press shall at the specified intervals intimate the Sales Officer on the sale proceeds, and particulars of remittances.

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

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

528. Issue vouchers.—They can be classified as-

(1) Sales at the counter.

(2) Sales on receipt of money in advance.

(3) Sales by V.P.P.

(4) Free issues.

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

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

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

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

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

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

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

536. Disposal of Superseded/Surplus publications.—All the superseded and surplus publications shall be disposed off as laid down under this Tamil Nadu Disposal of Surplus Publications Rules, 1977. (Appendix XIV).

537. Defalcation or Fradulant loss of publications.—The rule applicable to general stores contained in paragraph 480 shall apply *mutatis mutandis*.

538. Miscellaneous.—Despatch of Publications to the High Commissioner of India, London, etc., Instructions as given in the relevant Paragraphs in Printing Manual shall be followed.

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

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

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

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

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

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

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

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

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

APPENDIX I

DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DIRECTOR OF STATIONERY AND PRINTING.

(Vide Paragraph 6)

Serial number (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
1.	To sanction Ex-gratia Refunds	---	Appendix 2, M.F.C. Volume II under Article 32 of M.F.C. Volume I.
2.	To sanction refunds to which a claimant is legally entitled	---	Appendix 2, M.F.C. Volume II, under article 32 of M.F.C. Volume I.
3.	To execute contract, agreement, mortgage deeds, security bonds, lease of lands and buildings, etc. Bond and agreement extend with Government servants and other instruments, etc.	---	Appendix 3, M.F.C. Volume II, under article 51(b) of M.F.C. Volume I.
4.	To purchase apparatus instruments, machinery and equipments (including spare parts and accessories) and repairs thereto subject to budget provision.	---	Item 4, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
5.	To accord sanction for the initial supply of bicycles and for the purchase of new bicycles in the place of condemned ones and for expenditure on repairs.	---	Item 6, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
6.	To purchase official priced publications for the supply such publications to the very important persons.	---	Item 8, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
7.	To purchase copies of Administration Reports and the like issued by the corresponding departments of other State Governments on an exchange basis, or if the department of the other Government does not agree to exchage, on payment.	---	Item 8 (3), Appendix 5 M.F.C. Volume II, under article 93 of M.F.C. Volume I.
8.	To sanction purchase of books in respect of Non Government publication for official use.	---	Item 8-B (1) Appendix 5 of M.F.C. Volume II, under Article 93 of M.F.C. Volume I.
9.	To sanction purchase of periodicals and newspapers.	---	Item 8-B(2) I (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
10.	To subscribe newspapers at Government cost.	Any four of the approved list of Newspapers.	Item 8-B (2) I (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
11.	To sanction the payment of actual conveyance charges to A&B Officers in the city and mofussil.	---	Item 11 (a), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.

APPENDIX I—cont.

Serial number (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
12.	To sanction conveyance charges to the C&D Officer.	---	Item 11 (b), Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
13.	To sanction expenditure on the pruchase and repairs of furnitures (including Record racks, Coir mats, blinds table clocks, table cloths and time pieces, fire fighting equipments, office scales and weights and portable traffic umbrellas).	---	Item 20-I, Appendix 5 of M.F.C. Volume II, under article 93 of M.F.C. Volume I.
14.	To incur expenditure for the departmental meeting, annual conferences, Press conferences Advisory Committee meetings.	---	Item 31 of Appendix 5, M.F.C. Volume II, under article 93 of M.F.C. Volume I.
15.	To hire private lorries for use in Government Stationery Stores whenever the departmental lorries are either under repairs or not sufficient to attend to the clearance of paper wagons and other articles of stationery and for transport of consignments to the Railway Stores for despatch and for transport of paper to the Government Press.		Item 33-A, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
16.	To sanction expenditure on hiring of office furniture, electric fans, heaters, coolers, clocks, call bells.	---	Item 20-III, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
17.	To incur expenditure on repairs to motor vehicles including the cost of purchase of spare parts, tyres and tubes.	---	Item 33-3, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
18.	To sanction hot and cold weather charges according the scales of the supply.	---	Item 25, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
19.	To incur charges on office expenditure.	---	Item 34 (1), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
20.	To incur advertisement charges.	---	Item 34(2), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
21.	To incur Money Order charges.	---	Item 34 (2) (iv), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.

APPENDIX I—*cont.*

Serial number (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
22.	To purchase portraits.	---	Item 39, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
23.	To incur expenditure towards postal charges in connection with the franking machines.	---	Item 40, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
24.	To sanction advance payment for the settlement of bills of Police Department.	---	Item 41, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
25.	To rent private buildings for office accommodation in the city or mofussil.	---	Item 44-II (a), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
26.	To incur expenditure towards installation of telephone sanctioned by the Government in Madras City and mofussil and shifting telephones one place to another.	---	Item 49(2), Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
27.	To incur expenditure in connection with inaugural function and foundation stone laying ceremony.	---	Item 55, Appendix 5 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
28.	To draw a temporary advance of Rs.5,000 each month for the purchase of 20 bags of maida flour on the basis of the permit issued by the Commissioner of Civil Supplies.	---	Rule 1, Appendix 6 of M.F.C. Volume II under article 93 of M.F.C. Volume I.
29.	To sanction purchase of spare parts.	Rs.30,000 with the approval of local purchase Committee.	Rule 7 (b) II-2 (i) Appendix 8 of M.F.C. Vol.II & G.O. No.78, I & T (S& P II), dated 3rd March 1993.
30.	To sanction estimate for expenditure on the construction and repairs of buildings.	---	Appendix II, part I of M.F.C. Vol. II, under articles 158 and 185 of M.F.C. Vol.I.
31.	To sanction addition, improvement and alterations to existing electrical installations.	---	Appendix 13, M.F.C. Vol. II, under article 201 of M.F.C. Vol. I.
32.	To sanction repairs to machines.	Rs.5,000 with the approval of the purchase committee.	Rule 7 (b) II-2 (i) Appendix 89 M.F.C. Vol.II and Government Letter No.321, I & T, (S&PII)/ 93-4, dated 10th February 1994.

APPENDIX I—*cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
33.	To sanction payment of claim to compensation under the Workman Compensation Act, 1923.	---	Item 3 (B), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.
34.	To sanction compensation for accidents in which Government vehicles are involved for the settlement of cases quickly out of court.	---	Item 3(C), Appendix 14 of M.F.C. Vol.II, under article 209 of M.F.C. Vol.I.
35.	To incur expenditure on any single Exhibition, Seminar or fair.	---	Item 9, Appendix 14 of M.F.C. Vol.II, under article 209 of M.F.C. Vol.I.
36.	To sanction fees to private council engaged for defence of Government servants in criminal cases.	---	Item 10(E), Appendix 14 of M.F.C. Vol. II, under article 209 of M.F.C. Vol. I.
37.	To sanction fees to the Lawyer for the defence of Government servant on civil cases.	---	Note under item 10 (E) (iii) (a), Appendix 14 of M.F.C. Vol.II, under article 209 of M.F.C. Vol.I.
38.	To write off the losses on account of non-realisation of sums due to the Government in respect of irrecoverable cost awarded to the Government servants in civil suits in which their defence has been sanctioned at public expenses.	---	Item 31 (b), Appendix 21, M.F.C. Vol. II, under article 279 of M.F.C. Vol. I.
39.	To sanction awards for best suggestions made by any employee for the prevention of accidents.	Up to Rs.500 per annum	Item 18 (1) in Appendix 14 of M.F.C. Vol. II.
40.	To write off losses on account of non-realisation of sums due to the Government relating to the irrecoverable compensation awarded by Courts to Government servants in which their defence has been sanctioned at the public expenses.	---	Item 31 (c) Appendix 21, M.F.C. Vol. II, under article 279 of M.F.C. Vol. I.
41.	To exercise the functions as a Head of the Department.	---	Appendix 2 of M.F.C. Vol. II, Appendix II, Part I of F.R.
42.	To sanction all petty claims against Government.	---	Article 52 of M.F.C. Vol. I
43.	To authorise the Accountant-General to investigate and sanction payment of arrear claims.	For a period not exceeding six years.	Article 54 of M.F.C. Vol.I
44.	To dispose off appeals.	---	C.C.A. Rules.
45.	To grant leave to all Gazetted Officers under his control.	Provided the sanction does not involve extra cost to	Appendix II, Part I of F.R.66.

APPENDIX I—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
46.	To sanction and pay for repairs to typewriters, duplicators including cyclo-style machines and Calculating machines.	Government. Not exceeding the cost of the machine at a single instance or in the aggregate.	Para 6 of the Stationery Manual Volume I.
47.	To supply new typewriters in place of an existing one of the same size or lesser size to any office.	---	Para 74 of the Stationery Manual Volume I.
48.	To condemn old typewriters and replace them by new typewriters.	---	Para 74 of the Stationery Manual Vol.I
49.	To condemn unserviceable machines	1. Upto the book value of Rs.25,000 with the approval of the purchase committee. 2. With the approval of Government for machinery with book value exceeding Rs.25,000.	G.O. Ms. No.992, Transport, dated 22nd August 1983. G.O. Ms. No.992, Transport, dated 22nd August 1983.
50.	To condemn unserviceable stores	Rs.6,000 for each issue	G.O. Ms. No.790, S.W.D., dated 3rd July 1971.
51.	To sanction repairs to the printing machinery in the capacity of the Chairman of the Purchase Committee.	Provided the cost of repairs does not exceed the book value of the machines.	G.O. Ms. No.721, S.W.D., dated 18th June 1971.
52.	To post and transfer members borne in the Tamil Nadu Stationery and Printing Service.	---	G.O. Ms. No.410, Transport, dated 5th July 1973.
53.	Pension-Sanction of provisional pension and Death-*cum*-Retirement Gratuity to Gazetted Officers	All unit Officers are delegated with power.	Government Memo. 25862/Pension 75-3, Finance (Pension) Department, dated 2nd August 1975.
54.	To sanction initial supply of uniforms of last Grade Government Servants and Drivers.	---	G.O. Ms. No.659, Transport, dated 3rd December 1975.
55.	To purchase paper and boards from local market (excepting carbon and stencil papers).	Empowered to purchase outside the rate contract subject to the approval of the purchase committee.	G.O. Ms. No.930, Finance (Salaries), dated 23rd August 1976.
56.	To purchase on the recommendation of the Local Purchase Committee.	Upto Rs. 30,000 per annum.	G.O. Ms. No.78, I&T (S&P II), dated 3rd March 1993.
57.	To purchase stores annually for the Government Press, Madras in the capacity of the Chairman of the Five-men Purchase Committee.	Without monetary limit, subject to budget	G.O. Ms. No.930, Finance (Salaries), dated 23rd August 1976.

APPENDIX I—cont.

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
58.	To write off the irrecoverable value of stationery articles lost or damage.	provision. Up to Rs.10,000 in each case subject to the condition that the total amount written off does not exceed Rs.1 lakh in a year.	G.O. Ms. No.986, Finance, (Salaries), dated 14th September 1976.
59.	To write off the irrecoverable value of stores or Public money lost thorough fraud, negligence or other causes and unprofitable outlay or work.	Up to Rs.10,000 in each case subject to the condition that the total amount written off does not exceed Rs.1 lakh in a year.	G.O. Ms. No.986, Finance, (Salaries), dated 14th September 1976.
60.	To sanction purchase of paper and boards on the recommendation of the Local Purchase Committee.	Upto Rs.5,000 without calling for tenders.	Government Memo. 24635/E1/75-II, Transport, dated 5th May 1976.
61.	To grant ex-gratia payment to meet the funeral expenses of the employees.	Rs.100 in each case.	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
62.	To forward applications of Non-Gazetted Officers under his control to posts under another State Government or the Government of India.	---	G.O. Ms. No.677, Transport Department, dated 7th December 1976.
63.	To purchase all Stationery articles except paper, boards, carbon and stencil papers, type writters, duplicators, cyclostyle machines and calculating machines.	Unlimited ..	G.O. Ms. No.930, Finance, (Salaries), dated 23rd August 1976.
64.	To purchase carbon paper and stencil paper	Powers unlimited, Subject to the condition that the cost does not exceed 10 per cent over and above the previous years purchase and subject to the approval of the Fiveman Purchase Committee.	G.O. Ms. No.930, Finance, (Salaries) Department, dated 23rd August 1976.
65.	To purchase typewritters, duplicators and calculators.	1. Unlimited. Powers to purchase on rate contract subject to the approval of the Fiveman Purchase Committee.	G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.
		2. Outside the rate contract with prior sanction of the	G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.

APPENDIX I—*cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
66.	To purchase paper and boards from Local market (excepting carbon and stencil papers).	Government. Empowered to purchase outside the rate contract subject to the approval of the Purchase Committee.	G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.
67.	To sanction part final withdrawals from General Provident Fund.	---	G.O. Ms. No.865, Finance Department, dated 6th August 1976.
68.	To impose punishments of Censure, and withholding of increments and recovery from pay on officers except General Manager and Works Manager.	---	G.O. Ms. No.469, Transport Department, dated 2nd August 1976.
69.	To purchase inks for printing of Raffle Tickets without calling for tenders.	Rs.30,000 for each draw.	G.O. Ms. No.1446, Transport Department, dated 16th December 1980.
70.	To purchase type metal	No monetary limit. Purchase not exceeding 15 M.T. in a year subject to budget provision with the approval of Purchase Committee.	G.O. Ms. No.70, Transport Department, dated 10th February 1977.
71.	To purchase Plant and Dead stock items.	1.Director upto Rs.3,000 2. Value exceeding Rs.3000/- but not exceeding Rs. 30,000 at a time subject to budget provision with the approval of Fiveman Purchase Committee.	G.O. Ms. No.70, Transport Department, dated 10th February 1977.
72.	To open letters of credit in favour of foreign supplier towards import of spare parts for machinery of foreign origin.	Not exceeding Rs. 1 lakh per year.	G.O. Ms. No.912, Transport, dated 23rd October 1978.
73.	To sanction advance payment to Indian Oil Corporation towards purchase of oil, petrol, etc.	---	Government Memorandum No. 153063-IV-72-7, dated
74.	To sanction fee in advance from office expenses to officer who are deputed to Seminar and Conferences.	---	G.O. Ms. No.978, Finance, dated 7th October 1977.
75.	To declare probation of Assistant Works Managers, Assistant Directors.	---	G.O. Ms. No.121, Transport Department, dated 19th January 1977.
76.	To incur expenditure towards servicing charges once in a year for water coolers.	No limit ..	G.O. Ms. No.81, Transport Department, dated 13th February 1978.

APPENDIX I—*cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (if any)* (3)	*Authority.* (4)
77.	To sanction maintenance charges of "intercom".	Rs.5,000/-annum	G.O. Ms. No.331, Transport Department, dated 17th March 1981.
78.	To pay annual inspection fees for all Electrical installations.	No limit	G.O. Ms. No.330, Transport, Dated 10th May 1978.
79.	To sanction expenditure for the servicing of lifts.	Rs.1,000 per lift per annum	Do.
80.	To incur expenditure towards meals, tiffin, etc., for employees attending to Budget work.	Not exceeding Rs.850	G.O. Ms. No.34, Transport Department, dated 20th January 1978.
81.	To incur expenditure for the payment of fresh factory licences and for renewals.	No limit	G.O. Ms. No.1056, Transport Department, dated 1st December 1978.
82.	To purchase shoes, sandals, raincoats from the nearest Khadi or Handloom, Co-operative department.	---	G.O. Ms. No.177, Transport Department, dated 20th March 1978.
83.	To impose suspension on all officers of the Tamil Nadu Stationery and Printing Service excepting General Manager and Works Manager.	---	G.O. M.s No.177, Transport Department, dated 20th March 1978.
84.	To payment of cash allowance in lieu of milk to employees who are exposed to hazards of lead poisoning.	At the rates approved by Government.	G.O. Ms. No.1056, Transport Department, dated 1st December 1978.
85.	To sanction initial raincoats with cover to the messengers and watch and ward staff.	---	Government Memorandum No.64748/E-2/78-1, Transport Department, dated 8th January 1978.

APPENDIX II

DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO JOINT DIRECTOR OF PRINTING.

(Vide Paragraph 6)

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
1.	To sanction condemnation retrospectively the periods of absence without leave into leave without allowances for the purpose of sanctioning pension.	---	Article 421 of Tamil Nadu Financial Code.
2.	To function as the appointing authority in respect of all categories of posts in the department.	Other than those governed by Stationery and Printing Service.	Services Manual Volume III. section 14, categories IV, paragraph 2 and Annexure II at page 452.
3.	To issue credit notes in payment of freight charges on articles transmitted by Railways.	For charges exceeding Rs.25 No limit	Local ruling 2 under Article 69 MFC, Vol.I.
4.	To sanction bonus to press employees for minimum work done over the prescribed settling outturn.	---	Art.214, Tamil Nadu Financial Code, Vol.I.
5.	To sanction refund of excess receipt of charges for advertisement in the *Fort St. George Gazette* and other official publications from the permanent advance by presenting bills.	---	Instruction 16 under T.R.16 of Tamil Nadu Treasury Code, Vol. I.
6.	To sanction petty purchase of stationery in the case of each article and also be sanction local purchase of articles required by binding department not stocked by stationery department.	Upto Rs.50	Rule 7 Chapter II of T.N. Stationery Manual, Volume-I.
7.	To dispose off appeals on disciplinary cases relating to press branch	---	G.O.Ms.No. 726, Public Works Department, dated 20th March 1964.
8.	To sanction pension, gratuity in respect of cases of the press branch.	---	Do.
9.	To function as the appointing authority.	For all categories of posts in the Government Press Subordinate Service including posts in Ministerial Service.	Do.
10.	To function as the appellate authority	---	Do.
11.	To sanction increment to the Ministerial Staff working in the Press and Stationery branches.	---	G.O.No. 65 Public Works Department, dated 8th January 1965.
12.	To maintain the personal files in respect of the ministerial staff of the Press and Stationery branches coming under the categories of Superintendents and Assistants.	---	Do.

APPENDIX II—cont.

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
13.	To function as the Head of the Office at the Directorate.	---	G.O.No. 65, Public Works Department, dated 8th January 1965.
14.	To sanction the refund of Sales Tax collected on the sales of official publications in cases.	Where the cost of publication is refunded wholly or in part.	G.O.Ms. No.1769, Public Works Department, dated 21st June 1965.
15.	To purchase isolated copies of Newspapers.	Limited to Rs.5 on each occation	Do.
16.	To sanction refunds	In excess of any amount chargeable for the work done, sale effected at and services rendered by the Government Press.	Do.
17.	To sanction rewards	Upto a sum of Rs.15 in each case to Gate Watchman or others who succeed in catching a persons who attempts to steal the articles of the press or who give information leading the detection of thefts in the press.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
18.	To write off irrecoverable value of Stores or public money, lost through fraud negligence or other causes.	Upto a limit of Rs.100 in each case.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
19.	To sanction the write off value of superseded or useless publications and missing stores and publications.	Upto a maximum Rs.100 in each case.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
20.	To endorse contingent bills for payment to a single private party.	Not less than Rs.25.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
21.	To endorse contingent bills for the printing work done by a private press.	Irrespective of the bill amount	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
22.	To exercise the powers of a controlling authority for the purpose of countersigning Travelling Allowances bills of the technical employees of the Press.	---	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
23.	To sanction all kinds of leave to the entire ministerial staff working in the press branch.	Other than special disability leave.	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.
24.	To sanction leave to the following categories of Ministerial Service, Superintendents, Assistants, Clerks, Steno-typists and Typists.	Exceeding one month.	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.
25.	To declare the completion of probation of all the ministerial and technical staff.	---	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.

APPENDIX II—*cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
26.	To sanction special disability leave to all employees.	---	G.O. Ms. No.134, Transport, dated 1st March 1976.
27.	To operate on the Personal Deposit Account in the name of the Director of Stationery and Printing in the Reserve Bank of India in the absence of the Chief Accounts Officer.	---	Government Memorandum No.15967/F1/73-8, Transport Department, dated 29th May 1974.
28.	To waive the recovery of training charges from the apprentices.	Up to Rs.500 in each case.	Government Memorandum No.20324/D1/77-16, Transport Department, dated 24th June 1978.

APPENDIX III

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO GENERAL MANAGER.

(Vide Paragraph 6)

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
1	To execute contracts for printing at private presses	---	G.O. Ms. No.768, Transport Department, dated 25th September 1972.

APPENDIX IV

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO WORKS MANAGER, GOVERNMENT CENTRAL PRESS, MADRAS-600 079.

(Vide Paragraph 6)

1.	Powers of the controlling authority for the purpose of countersigning the travelling allowance bills of the technical employees of the Central Press.	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
2.	To write off recoverable value of stores or public money lost through fraud, negligence or other causes lost, etc.	Upto a limit of Rs.200 in each case and up to an annual limit of Rs.1,000 in a financial year.	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
3.	To write of irrecoverable value of stationery articles lost or damaged.	Up to a limit of Rs.200 in each case and up to an annual limit of R.1,000 in a financial year.	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
4.	To incur contingent expenditure on account of office contingencies.	Unlimited	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
5.	To incur expenditure towards supply of bun and tea to the employees of the Central Press, Madras.	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
6.	To sanction Casual Leave to the Gazetted Officers working in Central Press, Madras	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
7.	To purchase of Spare parts	Upto Rs.1000/-in each case	G.O. Ms. No.78, I & T (S&PII) dated 3rd March 1993.
8.	To repairs to machinery	Rs.1,500/-in each case	G.O. Ms. No.310, Transport, dated 13th March 1981.
9.	To payment of freight charges	Rs.200/-in each case	G.O. Ms. No.310, Transport, dated 13th March 1981.
10.	To petty construction (Civil Work) and cost of laying foundation for errection of machines.	Rs.1000/-	G.O. Ms. No.310, Transport, dated 13th March 1981.

APPENDIX V

DUTIES AND RESPONSIBLITIES OF THE ADDITIONAL WORKS MANAGER, GOVERNMENT CENTRAL PRESS, MADRAS.

(Vide Paragraph 6)

1. To assist the works Manager in the technical work.
2. He is responsible for the efficient functioning of Top Secret, Budget confidential (L.P.) and Budget Modernization sections and for watching the progress of all works excuted in the confidential sections and timely despatch of priorities copies to the Government Departments concerned.
3. To decide priorities of execution of non-routine items received and to approve the programme for execution and to ensure prompt deliveries.
4. To ensure that the machineries installed are well maintained to meet any eventualities of any piont of time.
5. To ensure that the products are turned out in time, maintaining quality at an optimum level.

(Government letter No.30881/S&PI/93-6, Information and Tourism, dated 24-6-1994)

APPENDIX VI

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DEPUTY DIRECTOR OF STATIONERY, GOVERNMENT STATIONERY STORES, MADRAS-600 001.

(Vide Paragraph 6)

Serial number. (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
1.	To endorse cheques payable to order drawn in favour of Director of Stationery and Printing in official designation.	---	T.R. 16 under S.R.44.
2.	To sanction increments in respect of Superintendents, Assistants, Clerks, Steno-Typist, Typists, Attendars, Last Grade Government Servants and all workers.	---	G.O. Ms. No.1632, P.W.D., dated 3rd August 1968.
3.	To exercise the powers as Head of Office.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
4.	To take disciplinary action and impose nor penalties on all the categories of staff under his control according to rules.	---	Do.
5.	Responsible for the procurement of typewriters duplicators, Calculators, Stationery articles such as paper varieties, straw boards and miscellaneous items, such as carbon paper, Stencil paper and ink for duplicators and Press made articles, etc.		
6.	Responsible for all matters connected with all the transfers and postings of all categories of staff and workers in the stationery Stores.		
7.	To sanction of all kinds of leave exceeding one month to the Staff and workers.		

APPENDIX VI—cont.

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DEPUTY DIRECTOR OF STATIONERY, GOVERNMENT STATIONERY STORES, MADRAS-600 001.

(Vide Paragraph 6)

S.No. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
8.	To sanction of loans and advances except Festival, Khadi and Handloom Advance to all staff and workers.		
9.	To be Chairman of the Stores Committee with regard to the accpetance of suplies made by the contractors (G.O. Ms. No.355, Transport, dated 25-2-72).		
10.	Incharge of Accounts and Budget.		
11.	In charge of all matters connected with Election.		
12.	Responsible for disposal of waste paper, etc.		
13.	All correspondence concerning policy matters of the Unit.		
14.	Overall control of the Unit as Head of Office.		
15.	To conduct auction for the disposal of unserviceable and condemned articles (Rule 153 of Stationery Manual Vol. I).		
16.	To certify once a quarter in the Register of unserviceable and condemned articles that all the articles have been disposed off in accordance with rule (Rule 154 of Stationery Office Manual Vol. I).		
17.	Surprise checking up of Cash Balance and remittance Chalan etc. once in month.		

APPENDIX VII

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR (STATIONERY), GOVERNMENT STATIONERY STORES, MADRAS-600 001.

(Vide Paragraph 6)

1. He shall be the Bill drawing Officer and shall be responsible for the pay bill and Cash Section also.

2. For the issue of Stationery Stores including typewriters, duplicators, etc. to the Indenting Officers according to the Cycle of indent prescribed (Rule 31 of Stationery Manual Volume I).

3. To pass the indents for Stationery Stores including typewriters, duplicators, etc. received from the Indenting Officers according to the Cycle of Indent prescribed (Rule 133 of Stationery Manual Vol. I).

APPENDIX VII—cont.

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR (STATIONERY), GOVERNMENT STATIONERY STORES, MADRAS-600 001.

S. No. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
4.	For the Stock of Stores in the Godown as well as in the Stock Sections of Stores Wing.		
5.	To sanction Casual Leave, Compensation Leave and Hour Permission in respect of Staff and Workers.		
6.	To Sanction all kinds of leave including Surrender Leave and excluding disability leave not exceeding one Month in respect of all staff and workers.		
7.	To attest all entries in the Service Registers of Staff and Workers.		
8.	To attest all the Fair Copies (including all sanction proceedings).		
9.	To approve all routine correspondence and reminders in respect of the Sections under his control.		
10.	To issue N.G.O., Medical Concession Certificate, Pay Certificate, etc,		
11.	Incharge of Fair Copy and Despatch Sections.		
12.	He is nominated to the Stores Committee which examine the supplies received from the contractors before taking into account.		
13.	To sanction the Festival Advance, Khadi Advance and handloom advance to the Staff and Workers.		
14.	Incharge of Tappal Section and Telephone		
15.	To open the tappals in the absence of the Deputy Director.		
16.	Any other matter as and when entrusted by Deputy Director (Stationery).		

APPENDIX VIII

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR, GOVERNMENT PUBLICATIONS DEPOT, MADRAS-600 002.

(Vide Paragraph 6)

1.	To exercise the powers as Head of Office.	---	G.O. Ms. No.134, Tranport Department, dated 1st March 1976.
2.	To endorse cheques payable to order, drawn in favour of the Director of Stationery and Printing in the official designation.	---	Proc. Pr. No.33031/G.E. 1976, dated 15th and T.R. 16 under S.R. 44.

APPENDIX VIII—cont.

DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR, GOVERNMENT PUBLICATIONS DEPOT, MADRAS-600 002.

S. No. (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
3.	To sanction increments to all the categories of employees working under his control.	---	Proc. Pr. No.33031/ G.E.1976, dated 15th April 1976.
4.	To grant earned leave not exceeding one month for the ministerial service and sanction of all kinds of leave other than special disability leave to the number of the general Subordinate Service and Last Grade Government Servants.	---	Proc. Pr. No.33031G.E./ 1976, dated 15th April 1976.
5.	To sanction Casual Leave and Compensation leave to the members of the ministerial service, General Subordinate Service and Last Grade Government Servants.	---	Proc. Pr. No 33031/G.E./ 1976, dated 15th April 1976.
6.	To take disciplinary action and impose minor penalties on employees working under his control.	---	Proc. Pr. No 33031/G.E./ 1976, dated 15th April 1976.

APPENDIX IX.

DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE DEPUTY WORKS MANAGER, REGIONAL PRESS AT MADURAI.

(Vide Paragraph 6)

I.	DEPUTY WORKS MANAGER		
1.	To sanction leave of all kinds other than special disability leave for periods exceeding one month to the members of the Government Press Subordinate Service.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
2.	To sanction Casual leave to the Gazetted Officers under his control.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
3.	Powers of the controlling authority for the purpose of countersigning the travelling allowance bills of the technical employees of the press.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
4.	Sanction of increments to all the technical employees of the Government Press Subordinate Service.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
5.	To write off irrecoverable value of stores or public make lost through fraud, negligence or other causes, etc.	Upto a limit of Rs.100 in each case and upto an annual limit of Rs.500 in a financial year.	G.O. Ms. No 52, Transport Department, dated 2nd February 1977.
6.	To write off irrecoverable value of stationery articles lost or damaged.	Upto a maximum limit of Rs.100 in each case and upto an annual limit of Rs.500 in a financial year.	G.O. Ms. No 52, Transport Department, dated 2nd February 1977.

APPENDIX IX—cont.

DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE DEPUTY WORKS MANAGER, REGIONAL PRESS AT MADURAI.

S. No. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
7.	To sanction petty purchase of stationery articles and to sanction the local purchase of articles required by the binding department not stocked in the Stationery Stores of the Stationery and Printing Department.	Upto an annual limit of Rs.50 in the case of each article.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
8.	To sanction rewards upto a sum of Rs.15 in each cases to Gate watchman and others who succeed in catching the persons who attempt to steal the articles of the press or who gives informations leading to the detection of thefts in the Press.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
9.	To sanction advance of pay and travelling allowance to all the members of the staff.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977 and under Art. 239 (a) and (b) of the M.F.C. Vol. I.
10.	To incur contingent expenditure on account of office contingencies.	Upto a limit of Rs.100 at a time.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
11.	(*a*) Where the breakdown or maintenance of machine can be attended to by the maintenance staff of the press. Powers to sanction purchase or manufacture of spare parts, etc., required for replacement by local quotation system.	Where the total cost of the items required for each work does not exceed Rs.500.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
	(*b*) Where the breakdown or maintenance of the machine cannot be attended to by maintenance staff.	Incur an expenditure not exceeding Rs.500 in respect of each case of machine repairs when entrusted to private parties subject to approval by sub-committee and in case of entrustment or repairs to Government units without the approval of sub-committee.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
12.	To incur expenditure towards supply of Bun and Tea to the employees.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
13.	To purchase spare parts.	Rs.1000 in each case.	G.O.Ms.No.78, I&T (S&PII) dated 3rd March 1993.
14.	To repair machinery including spare parts.	Rs.750 in each case.	G.O.Rt. 411 I&T (S&PII), dated 30th August 1990.
15.	To purchase Consumable stores.	Rs.100 at a time subject to Rs.5000 per year.	

APPENDIX X

DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO BRANCH MANAGERS, GOVERNMENT BRANCH PRESSES, SALEM, TIRUCHIRAPPALLI, PUDUKKOTTAI AND HIGH COURT, MADRAS-600 104.

(Vide Paragraph 6)

Serial number. (1)	*Items.* (2)	*Restrictions (if any).* (3)	*Authority.* (4)
	A. ADMINISTRATIVE.		
1.	To exercise the functions as a Head of the Office.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
2.	To perform the functions as a Drawing Officers.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
3.	To sanction all kinds of leave other than special disablity leave for periods not exceeding one month to all the category of employees under their control.	---	---
4.	To sanction of increments to all the employees under their control.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
5.	To sanction advance of pay and travelling allowance to all the members of the staff under their control.	---	At 239 (a) and(b) Tamil Nadu Financial Code, Volume I.
6.	To sanction temporary advances from the General Provident Fund to the staff and the employees working under their control.	---	G.O. Ms. No.563, Transport Department, dated 20th September 1976.
7.	To issue pay authorisation, etc., in respect of staff and employees working under their control.	---	---
8.	To sanction arrears of increments upto a period of one year.	---	G.O. Ms. No.265, Finance Department, dated 11th March 1973.
9.	To countersign travelling allowance bills and medical bills.	---	---
10.	To accord sanction for the purchase of the Khadi, Handloom, etc.,	---	---
11.	To impose minor punishments to the staff working under their control.	---	--
12.	To sanction festival advance	---	---
13.	To exercise routine duties such as invitation of tenders, settlement of tenders, signing of agreements, returns and refund of E.M.D. and security deposit, termination of contract and imposition of other penalities in respect of contract for disposal of waste paper, supply of bun and milk and tea and carting contract relaing to the press.	---	G.O. Ms. No.768, Transport Department, dated 25th September 1978

APPENDIX X—*cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
	B. FINANCIAL.		
14.	To draw Pay Bills, O.T.C.A., Bonus, N.S.A. Bills, Travelling Allowance Bills, Contingent Bill and bills for various advance of the respective branches.	---	---
15.	To incur expenditure relating to payment of electric current charges.	No monetary limit	Article 121, Tamil Nadu Financial Code, Vol.I
16.	To incur expenditure relating to the telephone charges.	No monetary limit	Item 49, of Appendix 5 of Tamil Nadu Financial Code, Vol. II.
17.	To incur expenditure relating to service postage and telegrams charges.	---	Item No. 46 of Appendix 5 of Tamil Nadu Financial Code, Vol. II.
18.	To incur expenditure for repairing machines including spare parts.	Limited up to Rs.750/-	G.O. Rt. No.411, I & T (S&P II) Department, dated 30th August 1990.
19.	To incur expenditure in respect of purchase of consumer stores.	Upto Rs.100 at a time in each case. Annual limit Rs.5,000.	Do.
20.	To purchase kerosene.	100 litres per month. Monthly monetary limit Rs.150. Annual monetary limit Rs. 1,800.	G.O.Ms. No.54, Transport Department, dated 28th January 1978.
21.	To sanction the temporary advance towards the purchase of Maida flour.		
	Government Branch Press, Pudukkottai.	Not exceeding Rs.300 per month towards purchase of maida flour as obtaining necessary permit from the local Civil Supply Department.	Article 99 of Tamil Nadu Financial Code, Vol. I in G.O.Ms. No.519, Transport, dated 5th October 1976.
	Government Regional Presses, Salem and Tiruchirappalli.	Not exceeding Rs.300 at a time and one bag at a time but not exceeding 2 bags of maida flour in a month.	G.O.Ms.No 179, Transport, dated 27th March 1977.
	Government Regional Press, Virudhachalam.	Not exceeding Rs.400 at a time and 2 bags at a time but not exceeding 2 bags in a month.	G.O.Ms.No.179, Transport, dated 26th March 1977.
22.	To Purchase of spare parts.	Rs. 1,000 in each case.	G.O. Ms No.78, I & T (S&P II), dated 3rd March 1993.

***APPENDIX - X**—cont.*

Serial number. (1)	*Items.* (2)	*Restrictions (If any).* (3)	*Authority.* (4)
	B. FINANCIAL.—*cont.*		
23.	To purchase the articles required.	Not exceeding Rs.100.	
24.	To purchase contingent stores.	Exceeding Rs.50 should be referred to the Head Office for sanction by the Local Purchase Committee of the Directorate.	Office Order No. 8775, dated 17th August 1975. Proc. Pr.No 98168/P1/75, dated 1st November 1975.
25.	To endorse cheque payable to orders drawn in favour of the Works Manager and Director of Stationery and Printing in the Official designation.	---	T.R. 16, S.R. 44, Tamil Nadu Financial Code, Vol. I.
26.	To incur contingent expenditure on account of Office contingencies.	Up to a limit of Rs.25 at a time.	Article 98 (a) (i) and Tamil Nadu Financial Code, Vol. I.
27.	To incur charges towards transport of articles subject to conditions that payments should be made to the contractor who will be selected for the year by Director of Stationery and Printing, Madras.	No monetary limit.	--
28.	To Sanction rewards up to a sum of Rs. 15 in each cases to Gate Watchman and others, who succeed in catching a person who attempts to steal the articles of the press or who gives information leading to the deletion of thefts in the press.	---	--

APPENDIX - XI

PRODUCTION ACCOUNTING (STANDARDS)

A. HAND COMPOSITION.

(Vide Paragraph 358)

1. General principle.—For purposes of outturn the compositors (hand setting) shall be divided into two classes 'A' and 'B' (i.e) above E.B. and below E.B. They shall give outturn of 1,000 and 800 corrected ens per hour respectively. The time allowed shall also include first corrections and distribution and shall carry with it responsibility for the matter till it is finally imposed.

(G.O.Ms.No.484, Education, dated 7th March 1952)

2. Plain Matter.—The time account for composing solid matter shall be calculated on the basis of 'cast up' of the work as indicated in Annexure. Two Rough proofs shall be pulled in respect of each work composed out of which one shall pass through for corrections and further necessary action. The other proof duly signed by the foremen concerned shall be attached to the outturn sheets of the compositor as voucher. The hours with reference to the entire setting work shall be allowed to be accounted for at the first instance in the outturn account on the scale fixed.

In the case of confidential papers a memorandum giving details of matter set up and initialled by the Officer-in-charge shall take the place of first proof.

3. Casting up.— Number of lines for English work and approximate hour per page as cast up for single page only classified under 'A' and 'B' are given below:-

Size of Type	*35 EMS–A-4*			*26 EMS–A-5*		
	Number of lines	*A Class.*	*B Class.*	*Number of lines.*	*A Class.*	*B Class.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		H.M.	H.M.		H.M.	H.M.
12 point	60	4.30	5.24	45	2.30	3.00
11 point	70	5.45	6.54	53	3.15	3.54
10 point	76	7.00	8.24	58	4.00	4.48
8 point	92	10.00	12.00	70	5.30	6.36
6 point	120	17.00	20.24	90	9.30	11.24

Note.—(1) In respect of body types, pica shall be taken as 12 point, small pica 11 point, long primer 10 point, brevier 8 point, non-pareil 6 point.

(2) The above hours are only for close solid matter. Reduction will be made on merit of labour for open or blank portions.

4. ***Conversion Table.***—Lines longer or shoter than the ordinary page widths are converted which may accure as following for line account purposes only.

35 EMS.

42 and 43 ems pica	wide count.	5 lines	6 lines.
40	do	7 lines	8 lines.
38	do.	12 lines	13 lines.
32	do.	13 lines	12 lines.
30	do.	8 lines	7 lines.
26	do.	8 lines	6 lines.
24	do.	6 lines	4 lines.
22	do.	5 lines	3 lines.
19	do.	11 lines	6 lines.
17 or 18	do.	2 lines	1 line.

28 EMS

32 ems pica wide plus 1/7 or count	7 lines	8 lines.
30 ems pica wide plus 1/14 or count	14 lines	15 lines.
26 ems pica wide minus 1/14 or count	14 lines	13 lines
24 ems pica wide plus 1/7 or count	7 lines.	6 lines.

26 EMS.

30 ems pica wide plus 2/13 or count	13 lines	15 lines.
28 ems pica wide plus 1/13 or count	13 lines	14 lines.
24 ems pica wide minus 1/13 or count	13 lines	12 lines.
22 ems pica wide minus 1/13 or count	13 lines	11 lines.
20 ems pica wide minus 3/13 or count	13 lines	10 lines.
19 ems pica wide minus 2/7 or count	7 lines	5 lines.
18 ems pica wide minus 4/13 or count	6 lines	4 lines.

22 EMS.

20 ems pica wide (-)1/11 or count 11 lines as 10 lines 18 and 19 ems pica wide minus 2/11 or count 9 lines as 7 lines.

Expectional and unusual sizes will be cast up to ens, and divided by the number of ens a (A4 metric size) line of the same type to obtain the number of lines to be as outturn.

5. Marginal References As Side Notes out-side the page or as in-cut notes of all sizes.—Two and a half minutes time shall be allowed for all classes of compositors uniformly for setting and justifying per appearing line for plain matter or per line of measured depth for tabular margins, the text lines opposite such in-cut margins shall be taken as full lines for purposes of 'casting up'.

6. In-Cuts.—In proceedings, etc., remarks (which are not marginal references) cut into the text are recked as lines of the type used at the fractional width of the page they occupy with one line of full measure extra for each in-cut, the appearing text lines being treated as a line of type of the remaining width of measure.

7. *Notes*, etc-In half measure in parellel columns are treated as column matter the appearing lines being calculated at their actual width converted into full measure, plus the following allowance for ranging lines and making up blanks:

Blanks up to 6 picas in depth, 1/2 line pica of column width.

Blanks from 7 to 12 picas in depth, 1 line pica of column width.

Blank from 12 to 24 picas in depth, 2 lines pica of column width.

Blanks from 24 to 40 picas in depth, 3 lines pica of column width.

Blanks from 40 upwards in depth, 4 lines pica of column width.

8. Foot Notes.—Are taken as lines of type in which they are composed and the dividing rules as lines of the text type.

9. Matter or margin overrun from one length of matter to another.—One third of the time permissible for the original setting of the matter shall be allowed for overrunning to new sizes.

10. Justification.—In plain English matter only when exceeding two in the depth of line-address lines in proceedings-Dash and star lines-Standing headings-Greek-Anglo-Saxon and music setting work-Accented and discritical letters when

used along with texts–Old record works and such similar works–Time shall be allowed on the merit of labour in each case.

B. TABULAR WORK.

11. Allowances for tabular matter.—For this discription of work extra hours to the extent noted below in addition to the hours for solid work fixed for the different classes of Co-positors shall be allowed provided the set up matter is fairly solid. In case of open tables of a lighter description reduction in hours shall be made proportionate to the labour involved in each case.

Class 1—Printing lengthways of pages 2 and 3 colums dependent upon each other

and reading across the tables.

with or without headings as plain matter.

4 and 5 with or without headings as plain matter one-eighth extra.

6 and 7 with or without headings as plain matter quarter extra

8 and 10 with or without headings as plain matter one third extra.

above 10 with or without headings as plain matter half extra.

Class 2—Narrow way of page.

2 Columns dependent upon each other.

with or without Readings as plain matter.

3 and 4 with or without headings as plain matter one eighth extra.

5 and 6 with or without headings as plain matter quarter extra.

7 and 8 with or without headings as plain matter one-third extra.

above 8 with or without headings as plain matter half extra.

As and smaller sizes are taken at the rate of class 2 for both ways of page.

Note.—One-eighth extra for tabular matter containing 5 columns and above not separated by rules shall be allowed.

12. Tabular matter with other lines set across the page and rules cut.— The full lines shall be treated as plain matter. The actual depth of the tabular matter sahll be taken into consideration for conversion into hours.

13. Column matter irrespective of the number of columns not dependent upon each other.— shall be treated as plain matter and hours allowed on the 'cast up'.

14. Specimen blank forms i.e.—With headings and blank columns in book and proceedings work : Hours shall be allowed on the merit of labour just line job works.

15. Narrow tables of a measure less than the full width of the page.—Time as for the full width shall be taken and from it proportionate deduction shall be made with the addition of time for making up the blanks at sides caluclated ir lines.

JOB WORKS.

16. General.—Inculdes notices, band bills, circulars, invitations, memoranda, office orders forms standardized and special which are complete in themselves. Each job irrespective of nature of setting shall be treated as single unit and hours allowed on merit of labour based on a standard outturn of 1000 ens per hour for 'A' Class and 800 ens for 'B' Class. The compositors shall be responsible for each job set up until it is struck off. In cases of close tabular work, extra hours shall be allowed with reference to the merit of labour and shall not exceed double the extra hours for tabular work. Title and displayed pages shall be computed into hours on merit of labour involved in these cases.

17. Conversion Table.—Conversion table for estimating time or converting solid lines of other sizes of type to pica under this scale in case 'A' class compositors is given below: In respect of 'B' class compositors add 20 per cent of the cast up time.

Pica 12 point. (1)	*Small pica 1 point.* (2)	*Long primer 10 point.* (3)	*Brevier 8 point.* (4)	*Non pareil 6 point.* (5)	*Value time.* (6)
					H.M.
1 line	1 line	1 line	½ line	½ line	0.10
2 lines	2 lines	2 lines	1 lines	1 lines	0.10
3 lines	3 lines	3 lines	2 lines	..	0.15
4 lines	4 lines	..	..	..	..
4 lines	4 lines	4 lines	3 lines	2 lines	..
				3 lines	0.29
6 lines	5 lines	5 lines	4 lines	..	0.25
7 lines	6 lines	6 lines	5 lines	4 lines	0.30
8 lines	7 lines	7 lines	6 lines	..	0.35
9 lines	8 lines	..	..	..	0.40
10 lines	9 lines	8 lines	7 lines	5 lines	0.45
11 lines	10 lines	9 lines	8 lines	6 lines	0.50
12 linse	11 lines	10 lines	..	..	0.55
13 lines	12 lines	..	..	..	
14 lines	13 lines	11 lines	9 lines	..	1.00
15 lines	14 lines	12 lines	10 lines	7 lines	1 08
				8 lines	
22 lines	20 lines	18 lines	15 lines	12 lines	1.40
30 lines	27 lines	24 lines	21 lines	16 lines	2.15
37 lines	34 lines	31 lines	26 lines	20 lines	2.47
45 lines	41 lines	38 lines	31 lines	24 lines	3.22
52 lines	48 lines	43 lines	36 lines	28 lines	3.55
60 lines	55 lines	49 lines	42 lines	32 lines	4.30
or 4/5 page Pica 1 page 1-1/3 pica		or 5/8 page Pica 1 page 1-5/8 pica	or 1/2 page Pica 1page 2-1/4 pica		or 1/4 page. Pica 1 page 4 pica

For Great Primer 2 lines=pica; for English

9 lines=8 pica ; 1 page English=7/8 pica;

1 page pica thick leaded 4/5 page solid pica.

Note: (i) Envelope addresses of any size containing 6 lines or under are reckoned as 1/8 page, more than 6 lines on their merits as to labour involved.

Works in Indian Language
(Other than Job Works)

18. General.—In this class of work the hours in respect of outturn shall be worked out with reference to the appearing matter in page or eights of a page duducting large blanks.

19. Fractions of pages less than one eighth of page.— The time to be allowed shall be:

(*a*) 5 Minutes per line for A-4 size.

(*b*) 7½ minutes for two lines in A-5 size.

(*c*) 3 minutes for smaller sizes uniformly for compositors.

20. Marginal Lines.—(Plain or tabular), 3 minutes shall be allowed for each line uniformly for all sizes.

21. Tabular Work.—Hours may be allowed extra as per tabular matter in English calculated to the nearest eighth of a page.

22. Standing Matter.—One line of the type used for each full line actually altered shall be allowed and after 'Cast up' conveted into hours. This shall be done only in case where alterations are made on type matter kept standing and recorded in the register of standing matter.

23. Corrections:- The corrections shall be done by the individuals concerned doing the original work and no hours shall be allowed for doing such rough corrections in the outturn account. If the correction work of the matter set by one Compositor is done by another, the hours allowed as labour equivalent to the latter shall be deducted from the hours passed for the original setting work in this connection.

24. Authors corrections, Press Attendance, Alteration in matter kept Standing and Recorded in the Register of Standing Matter.—The labour shall be converted into hours as fair equivalent to the expected outturn per hour in respect of 'A' and 'B' classes of Compositors. 'A' class labour equivalent will be 1,000 ens per hour and 'B' 800 ens per hour. Generally, 50 Corrections in hand composed matter and 45 in case of mono composition shall be considered as equivalent to 1,000 ens or an hour's labour. With imposed matter 15 minutes upto 4 pages and 30 minutes for above 4 pages irrespective of sizes will be allowed and locking up and taking to proof press.

25. Lino Slug Corrections.—In respect of Lino set matter the slugs containing the mistakes as indicated in the proofs shall be replaced by the recast slugs after verification either in galleys or in forme irrespective of the size at the following rates:

Matter in galleys .. 45 slugs per hour.
Matter in forme .. 40 slugs per hour.

27. Time rates for making up and Imposing.

Numbers of pages (1)	Page size. (2)	Making up		Imposing (5)
		Lino (3)	Mono/H.S. (4)	
		Hr.Mts.	Hr. Mts.	
16 ..	A5	3.00	4 00	4 00
8 ..	A4	3 00	4 00	2.30
8 ..	A5	1 30	2 00	2 00
4 ..	A4	1 30	2 00	1 15
4 ..	A5	0 45	1 00	1 00
2 ..	A4	0 45	1 00	0 45
1 ..	A3	0 45	1 00	0 30
1 Page and other size	..	0 30	0 30	0 30

Note:

The norms fixed by O & M Cell for making up and Impostion operation will be as follws:

S.No.	Classification	A4 (Solid) Mono including Hand setting Hrs. M	A4 (Solid) Lino Hr. M	A5 (Solid) Mono including Hand setting Hrs. M.	A5 (Solid) Lino Hrs.M.
Making operation					
1.	Single Column	0-40	0-30	0-20	0-15
2.	Double Column	0-50	0-40	0-25	0-20
Imposition					
1.	4 Page	1-15	1-15	—	—
2.	8 Page	—	—	2.00	2.00

Remaking and Impose - Existing Procedure of allowing 50% of the above norms will be continued.

Searching the Galley matter for correction - Five minutes per Galley

laying hours -

Searching the forms and placing it on the Imposing it on the Imposing stone and unlocking and locking the form. - 30 minutes per forme in RA2 size.

(Vide O.O.No.7/89, date 30th March 1989)
(C.P.22645/GE1/89 date 30the March 1989)

28. LEADED MATTER (Extra time for inserting lead).

	4 Page in A4 Size								8 Page in A5 size			
	Single Column				Double Column				Single Column			
	2 point lead		3 Point lead		2 point lead		3 point lead		2 point lead		3 point lead	
	Lino	Mono	Line	Mono	Lino	Mono	Lino	Mono	Lino	Mono	Lino	Mono
	Hr.		Hr.		Hr.		Hr.		Hr.		Hr.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.
Set in 12 point	15	30	15	30	30	45	30	45	45	60	45	60
Set in 11 point	15	30	15	30	30	45	30	45	45	60	45	60
Set in 10 point	30	45	30	45	45	60	45	60	45	60	45	60
Set in 8 point	30	45	30	45	45	60	45	60	45	60	45	60

1. Other sizes in proportion.
2. Press order attendance 15 minutes perform.
3. Heavy corrections at valuation.
4. Re-imposing 30 minutes per forme less than imposing rates for four pages and 8 pages, one hour per forme less than 16 pages.
5. Make up of irregular or tabeular pages according to labour involved.

B. Lino Type Composition.

26. Making up and Imposing.—The time rates inculde unlocking, collecting chase, furniture etc., tying up or trasferring to gallyes matter released from chase and slight corrections in making up. In the case of line setting 10 per cent of the time allowed shall be deducted for different sizes.

29. Setting work.— The minimum outturn for Lino operators shall be 4,500 corrected ens per hour.

(G.O.Ms.No.2886, Education and public Health, dated 16th November 1948)

For setting works of Assembly debates or other items involving a combination of English and Tamil appearing in the sameline, the minimum outturn shall be 3,600 corrected ens per hour.

(0.0.24 66 dated, 28th April 1966).

The outturn fixed includes all considerations for labour involved in respect of superior figures heading in small capitals, dash and star lines, short slugs, head lines extraneous founts not run on the machines, etc.

30. Setting in corrections.—The hours with reference to the entire setting work shall be allowed to be accounted for at the first instance in the outturn account. The ready reckoners printed for official use for the purpose of valuation shall be adopted by the computors.

31. Corrections.—The corrections shall be done by the individuals concerned doing the original setting work and no hours shall be allowed for doing rough correction work. Corrections other than the initial setting will be valued at 3,700 ens per hour.

If the correction work of the matter set up by one operator is done by another, the hours allowed as labour equivalent to the latter shall be deducted from the hours passed for the original setting work in this connection.

32. Repeat lines.— One minute shall be allowed for every four slugs run on the machine.

Non-setting hours shall be included:-

1. Mechanical and electrical breakdown not due to operator's fault;

2. Change of magazines;

3. Cleaning of machine; and

4. waiting for copy.

33. Tabular Matter.— Works containing four colums or more tabular matter set in solid form 12½ per cent extra time shall be allowed over plain setting.

34. Marginal lines and standing alterations.—They shall be treated as plain matter and time according to the number of ens shall be allowed.

C. Monotype Key Board

35. Setting work.—The minimum outturn for mono type keyboard operators shall be 5,000 corrected ens per hour. The ready reckoners for official use for sizes commonly in use shall be adopted by the computers for the purpose of valuation.

The minimum outturn for setting in Mono 580 series (Tamil) shall be 4500 corrected ens per hour.

(O.O.26/76, dated 7th May 1976).

36. Mono Corrections by Compositors.— An initial deduction of 10 per cent from the total production shall be made to arrive at the outturn in corrected ens. If the number of actual hours taken by the Compositors for the rough correction work exceeds out of proportion to the 10 per cent deduction it shall be left to the discretion of the Officer-in-charge to adjust the excess against hours allowed for Original setting work.

37. Tabular Matter.—All Tabular Matter whether solid or blank shall be treated as plain matter.

38. Cast up.—The cast up of both Lino and Mono setting shall be done as in the case of hand composition by measuring the depth of the matter with the help of point gauges and hours allowed proportionate to the appearing matter in ens.

39. Bonus.—The rate of bonus payable to Linotype operators, Monotype operators and Hand Compositors per 1000 corrected ens in excess of the prescribed outturn in as detailed below against each category:-

Category (1)	*Rate of bonus per 1000 corrected ens.* (2)	*G.O.No. and date.* (3)
1. Lino type Operator ..	0.21	G.O.1121, P.W.D. dated 18th May 1967.
2. Mono type Operator ..	0.18	
3. Hand Compositor (Above EB) ..	0.19	G.O.Ms.No.2886, Education and public Health, dated 16th November 1948.
4. Hand Compositor (Below EB) ..	0 9.5. (800 corrected ens.)	G.O.Ms.No.484, Education, dated 7thMarch 1952.

Bonus will be calculated and paid for on the net excess outturn for each quarter of the financial year. Annual increments shall not be granted to those who are not able to give the prescribed outturn.

D. READING

Engaged in uniformity. editing translation. etc. hours.	*Engaged in Reading as copy holder hour.*	*Total outturn shown in terms of hours.*	*Total number of hours worked*	*Plus or minus hours.*	*Remarks.*

1. Outturn scale in minutes per solid page.

Page dimensions. (1)	*First reading or rough proof.* (2)	*Second Reading of fair proof.* (3)	*Revise reader's and author's* (4)	*Form or reading without copy.* (5)	*strike order or revise.* (6)
	M.S.	M.S.	M.S.	M.S.	M.S.
Pica 12 point one page.—					
A4	11 0	15 0	5 0	9 15	1 30
A5	6 30	9 0	3 0	5 30	0 55
		Small pica or 11 point 1/3 extra			
A4	14 40	20 0	6 40	12 20	2 00
A5	8 40	12 0	4 00	7 20	1 13
		Long primer or 10 point ½ extra			
A4	16 30	22 30	7 30	13 50	2 15
A5	9 45	13 30	4 30	8 15	1 20
		Brevier or 8 point 1 extra			
A4	22 0	30 0	10 0	18 30	3 00
A5	13 0	18 0	6 0	11 00	1 50
		Non Pareil or 6 point 3 extra			
A4	44 0	60 0	20 0	37 0	6 0
A5	26 0	36 0	12 0	22 0	4 0

2. other description.

Leader matter	..	Three-fourths of the time allowed for the same kind of type and page dimensions.	
Full tabular matter	..	One and one-tenth	Do.
Open tabulator matter	..	Two-thirds	Do.
Standing Matter	..	Three-fourths	Do.
Blank form work	..	Half of the time allowed for solid pica page	
Open display, title pages, etc.	..		Do.
Settlement registers rough 5 minutes, fair 7 minutes	..		Do.

APPENDIX XII

MINIMUM OUTTURN FIXED FOR BINDING (MACHINE) OPERATIONS.

(*Para 436*)

FOLDING MACHINE-Auto-Fed 15, A,B, & C.

	2 folds (8pp.)	*3 folds (16 pp.)*	*4 folds (32 PP)*
RA-I ..		1,500 per hour.	1,300 per hour.
RA-II.. ..	1,800 per hour.	1,600 per hour.	1,500 per hour.
RA-III.. ..	2,000 per hour.	1,800 per hour.	..

In the case of Imitation Art and Art paper 25 per cent less outtern to be allowed.

MACHINE SETTING TIME

2 folds .. 30 minutes.
3 folds .. 45 minutes.
4 folds .. 1 hour.

Forms alteration: Signature to Signature-5 minutes

Daily cleaning .. 1 hour.

FOLDING MACHING-Hand Feed No.16-

Size.	*2 folds (8pp)*	*3 folds (16 pp.)*
RA-I	...	1,200 per hour.
RA-II	1,600 per hour	1,400 per hour.
RA-III	1,800 per hour.	1,600 per hour.

In the case of Art Paper (Imitation and Art) 25 per cent less outtern to be allowed.

MACHINE SETTING TIME.

2 folds .. 15 minutes
3 folds .. 30 minutes

Forme alterations: Signature to signature-5 minutes

Daily cleaning .. 30 minutes

NUMBERING

(i)	Straight forward single numbering by treadle or hand machine in a convenient portion on the page.	1,500	Numbers per hour.
(ii)	Numbering at the foot of the page or near the spine or on each page or on small size forms.	900	Do..
(iii)	Numbering single, double or trible or treadle machine or on oblong shape books by hand machine.	1,300	Do.
(iv)	Numbering cheques on treadle machine	800	Do.
(v)	Numbering on big sheets such as foolscap broad Royal foli on treadle machine.	1,000	Do.
(vi)	Numbering on Foolscap long 4 to sheets in tri-fold	1,000	Do.
(vii)	1 to 99	1,000	Do.
(viii)	101 and above	1.300	Do.

RULING OUTTURN (NUMBER OF SHEETS PER HOUR)

Size.	Running length	Disc Machine. Feed edge.	Hand fed Machine.	Auto fed 8A and 8 B.	Pen Ruling. Run through 9 to 13 A.	Stopped work 14
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	CM.	CM.				
Foolscap A(3)	30-5	43	2,500	3,250	2,200	1500
	43	30-5				
Double Foolscap A (2)	43	61				
Double Foolscap A(2)	61	61	2,250	3,000	2,000	1,250
Quad Foolscap A(l)	61	86	1,750	2,250	1,500	1,000
Quad FoolscapA(l)	86	61	1,500	2,250	1,000	

Setting time:

Run through pens or dise.	100 lines per hour.
Stop work	32 lines per hour.
Stops	4 per hour.
Colour (after the first one)	4 per hour.
Two sides machine (Disc.)	3 time the single side time.

Adjustment of the feeding mechanism and delivery mechanism and changing of cams on Auto Disc machine. 2 hours.

Jogging sheets and placing on the feed Board	¼ hour for 12 ream.
Alteration of sizes (form A-1 to A-II, etc.)	1 hour.
Daily cleaning	½ hour.

ENVELOP MAKING

Folding and pasting large or long covers on big machine ..	2,000 covers per hour.
Changing box	10 to 12 hours.
Daily cleaning	½ hour.

PUNCHING MACHING

Light weight paper (upto 7.2 K.g.)	6,000 impressions per hour.
Medium weight paper (upto 9.7 K.g)	5,000 impressions per hour.
Heavier paper like Lancahire Ledger or Azurelaid etc.	3,000 impressions per hour.
Card (3 or 4 sheet thick)	1,000 impressions per hour.
Boards	800 impressions per hour.

EYELETTING MACHINE

Eyeletting on tradle machine when eyelets drop in position automatically	400 per hour
Eyeletting on tradle machine when eyelets are to be placed in position by hand	100 per hour.

CUTTING MACHINE

Cutting paper from larger sheets into smaller sheets or trimming edges of books to the full capacity of the guillotine.	25 cuts per hour.
Trimming edges on (Seybold) 3 side trimmer	40 cuts per hour.
John Perfects, Original Perfecta-3 Sides trimmer	50 cuts per hour.
Alteration time	½ hour for each size.
In case an assistant, is deputed 1½ times the outturn i.e in single side cutting 3 Knife	37 cuts per hour 60 cuts per hour.

Embossing Machine:

(1) Embossing in single colour on hand machine	100 impressions per hour with an assistant.
(ii) Embossing in single colour on auto inking machine	250 impressions per hour with an assistant.
(iii) Embossing in tricolour on hand machine	60 impressions per hour with an assistant.
Make ready	1 hour.

ROTARY PERFORATING MACHINE - (OLD MACHINE)

Run through	1,250 sheets per hour.
Stopped work	1,000 sheets per hour.
Setting time for run through work	½ hour.
Stop work	¼ hour.

N.B.—Reduce 20 per cent in the case of numbered sheets.

MACHINE SEWING.

Brehmer (No.33 model) and Symth Model Section sewing registers	400 sections per hour.
Martin machine (Old model)	300 sections per hour.
Martin machine Daily cleaning	½ hour.
In the case of big sizes such as A 3 Broad and A 2-25 per cent less outtern to be allowed, viz.	300 sections per hour.
In the case of book work of small size such as A 5(with bolts) - 25 per cent extra outturn be given viz.	500 section per hour.

Machine Setting time:

Sewing without tapes	1 hour.
Sewing with tapes	½ hour
Sewing through 4 tapes	2 hour.
Very short runs	½ hour.
Alteration of size from-A-5 to A-3 or to F.C. Broad, A-3 Broad, etc.	1 hour

WIRE STICHING:

Style stitching (1)	*Description of work.* (2)	*Number of sections.* (3)	*Staples per hour* (4)	*Staples per hour.* (5)
Stabstitching ..	Sections folded and made up registers or folded and gathered sections of book work.	1 section	1,000	1,000
		2 to 5 sections	700	500
	or			
	Loose sheets gathered with B.C. Wrapper per or with single sheet ends re-inforced with cloth strips.	6 to 9 sections	600	400
		10 and over	500	300
Saddle. ..	Folded sections with bolts inserted quire-wise (magazines and booklets).	1 section	650	500
		2 to 3 sections	525	400
		4 and over	450	300

OUTTURN FOR DOUBLE HEAD WIRE STITCHING MACHINE.

	Number of books per hour.	
	A-4	A-4
Side stitching		
1 section	650	650
2 to 5 sections	500	350
6 to 9 sections	400	300
10 sections and above	350	250
Saddle-		
1 section	450	400
2 to 3 section	400	300
4 and above	350	250

Outturn for 2 ups. 3 ups.. etc., are fixed in the following scale for double head wire stitching.

For 2 ups.—20 per cent extra outturn to be given invariable for all sizes, sections and style of stitching.

In case of 3 ups. 4 ups and 5 ups.—30 per cent, 50 per cent and 60 per cent respectively to be given.

Board cutting machine Rotary .. .. 200 boards per hour

Setting time .. .. ½ hour

N.B. For operations not included in this list and in the case intricate type of work or when the machine gives trouble due to minor defects the outturn to be fixed by the Foreman in charge.

BINDING HAND OPERATIONS.

Folded size page.	*Folding by hand.* A-5 (2) per hour.	*Folding to print.* A-4 (3) Per hour.
(1)		
4 pages	750	600
8 pages	525	450
16 pages	275	..
32 pages	200	..

FOLDING TO PAPER.

Folded size (1)	A-5 (2) per hour.	A-4 (3) Per hour.
4 pages	800	700
8 pages	600	500
16 pages	325	..
32 pages	..	..

P.S.—Folding sheets into quirewise and pulling up:-1000 per hour.

Quirewise insertion of folded forms:

A-6 (1)	A-5 (2)	A-4. (3)
1,000 per hour.	900 hour.	700 per hour.

If a particular portion is to be found for the sections or sheet inserted, add 50 per cent to the time required.

Pasting of plates or single sheets-

22½ Cm. x 15 Cm.	22½ Cm. x 15 Cm. upto 27½ Cm. X 22½ Cm.	27½ Cm. x 22½ Cm.
A-6 per hour	A-5 per hour	A-4 per hour.
375	300	250

FILE FOLDING AND INSERTING

Book of 10 section	30 books per day.
Book of 15 section	25 books per day.
Book of 25 sections	20 books per day.
Manufacture of hinged file board	5 sets per hour.
Small slips (errata, etc.) tipping	200 per hour.
Pasting of lables on books	150 per hour.
B.C. inserting books	100 books or 200 books per hour.

CLOTH-LINING ON PAPER

Khadi or mill cloth A-3	30 pieces per hour.
Khadi or mill cloth A-2	20 pieces per hour.
Calico A-4	20 pieces per hour.
Calico A-3	15 pieces per hour.
Calico A-5	25 pieces per hour.

SECTION FOLDING

A-6 (1) *per hour.*	A-5 (2) *per hour.*	A-5 (3) *per hour.*	A-3/A-2 (4) *per hour.*
300	250	200	150/100

MAKING UP OF BOOKS

(1)	A-4 (2)	A-3 (3)	A-2 (4)
50 leaves 7 to 10 section	100	50	25
100 leaves 14 to 20 section	50	25	13
200 leaves 21 to 30 sections	25	12	0

Section folding tipping outer sheets and making up-

	A-4	A-3
50 copies	20	8
100 copies	10	6
200 copies	8	4

Post wrappering of journals, magazines, gazette packeting and Law Reports (rolled) 180 per hour.

(1)	A-5 (2)	A-4 (3)	A-3 (4)
Gathering folded forms	1,500	1,400	1,000
Collating of gathered signatures folded forms	1,500	1,400	1,000

In case of sewn books 50 per cent of the outturn is to be allowed.

KNOCKING UP OR JOGGING BY HAND

Sheet size. (1)	*Average number of sheets per hour.* (2)
A-4	15,000 (30 reams).
A-3	7,500 (15 reams).
A-2	4,000 (8 reams).
A-1	2,500 (5 reams).

If the paper is gummed, varnished, very thin (less than 9.7 K.g) or very thick subs[illegible], decrease the output by 20 per cent.

Counting sheets by hand.	*Average number of reams per hour*	
	Counting in 500.	*Couting in 100*
(1)	(2)	(3)
A-4	12	8
A-3	10	7
A-2	8	6
A-1	6	4

MAKING AND PAPERS.

Reinforced, A-4	50 singles with an assistant or (400 per day)
Reinforced, A-3 broad	40 singles (320 per day)
Cloth joints ends A-4	25 singles (200 per day)
Cloth joints ends A-3 broad.. ..	20 singles (160 per day)
Cloth joints ends A-3	15 singles (120 per day)
Cloth joints ends A-2	10 singles (80 per day)

QUARTERS CLOTH, STIFF COLOUR PAPER, SIDES CUT FLUSH, END PAPERING, FORWARDING AND COVERING.

	A-5		A-4		A-3 board.	
	Number of books per day for a group of 6 persons.	*Number of books per head per day*	*Number of books per day for a group of 6 persons*	*Number of books per head per hour.*	*Number of books per day for a group of 6 persons.*	*Number of books per. head per hour.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Books of 50 or 100 pages stitched quirewise with single leaf ends reinforced with cloth strip at the back or stab stitched with single leaf ends reinforced with strio at the sides.	650	14	610	13	515	11
Book of 50 or 100 pages sewn or stab stitched with end paper.	610	13	550	12	465	10
Books of 200 pages stab Stitched or sewn.	550	12	515	11	420	9
Books of 300 to 600 pages, stab stiched or sewn.	465	10	420	9	375	8
Books of 600 to 800 pages sewn.	375	8	325	7	280	6

N.B.—In the case of book work or register with calico book 10 per cent less outturn to be allowed. In the case of books sewn on cords, 12 1/2 per cent less outturn to be allowed for spraying cords.

HAND SEWING

Library books.

	Tape sewing illustrated weekly all along	*4 cords 2-On G.P.L.*	*3 cords2-on I.L.R.*	*4 cords all along secretariat library.*	*3 cords all along secretariat library.*	*Over casting Gazette G.Os. etc.*	*Tape sewing ledger all along*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A3 board	4 tapes 25	40	45	30	..	¾ inch.	40
	3 tapes. 30	50	55	35	40	1 inch.	50
	3 tapes 35	..	60	,,	45	1¼ inch.	60
A6	2 tapes. 40	..	..	..	50	1½ inch.	70
R.A.—2 size	4 tapes. .	.	..	..			25 sec.

Folded sheets and book Work

5 cords 3-on book work.	A cords-2on book work.	3 cords 2-on book work. and register.	2 cords 2-on book work and register.	3 cords all along set work.	2 cords all along book work and register.
(9)	(10)	(11)	(12)	(13)	(14)
60	50	..	..	..	..
70	60	75	..	50	..

N.B.—In the case of books of lesst han 10 sections 21½ per cent extra time to be allowed for separating books in the case of library books of less than 25 section 12 per cent extra time to be allowed for separating books.

MADE ENDS WITH CLOTH JOINTS

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

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

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

Bulk of the book.	*A5 per hour.*	*A4 per hour.*	*A3 per hour.*
0.75 cm	225	190	150
1.25 cm	190	160	125
2.50 cm	150	125	100
5 cm	120	100	70

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

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

HALF BOUND REGISTER-FORWARDING AND COVERNING

Style of binding.	*Bulk.*	*A5*	*A4*	*A3 board.*
Half khaki bound with colour paper sides, hollow back.	upto 2.50 cm	3	2½	2
	upto 5 cm.	2½	2	1½ (Books 3 for 2 hours).
Half kahki bound with colour paper sides, spring back.	Upto 5 cm	2	1½	1
	Upto 7.50 cm.	1½ (3 books for 2 hours).	1	2/3 (2 books for 3 hours).
Half kahki bound file books with colour paper sides cords laced in (no backing and no corners).	..	..	2	..

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

REGISTRATION VOLUMES-FORWARDING, COVERING AND COLLATING

	Bulk.		*Regular Forms A2.*
Full Khaki bound spring back	upto 5 cm.	3/4	(3 books for 4 hours or 6 books per day)
	Upt0 7.5 cm and above	2/3	(2 books for 3 hours of 5 books per day).

In the case of leather bound books allow 33 1/3 per cent.

Registration files-Half khaki and calico cords laced in (no backing and no corner). — 1½ books per hour (3 books for 2 hours).

BINDING IN GOOD STYLE FULL OR HALF MOROCES BOOKS EXCLUDING SEWING–

Thickness of the book	below 2.5 cm	3 hours per book.
	Upto 5 cm	4 hours per book.
	Above 5 cm	5 hours per book.
Cut edges for index and stamping letters.		1 book per hour.
	A5	A4
Full cloth or paper. Cut flush	20 books per hour.	15 books per hour.
Fullcloth or paper cut flush single leaf end paering.	50 books per hour.	40 books per hour.
Fullcloth or paper cut flush single leaf end pearing	30 books per hour.	25 books per hour.

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

Description of work.	A5		A4		A3	
	In books of of 50 sets each	*In books of of 100 sets each*	*In books of of 50 sets each*	*In books of of 100 sets each*	*In books of of 50 sets each*	*In books of of 100 sets each*
(1)	(2) *per hour*	(3) *Per hour*	(4) *Per hour*	(5) *Per hour*	(6) *Per hour*	(7) *Per hour*
Duplicate	820	850	760	800	560	600
Triplicate	510	530	480	500	350	375
Quadruplicate	410	425	380	400	28	300

PLAT FILE MANUFACTURE

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

MANUFACTURE OF COVERS

Large size covers folding and pasting by hand:

No.1 size 16 inches x 11-3¼ inches	.. 100 per hour.
No.2 size 14-½ inches x 10 inches	.. 125 per hour.
No.3 size 16-¼ x 6 inches.	.. 150 per hour
No.4 size 14 inches x 55/8 inches	.. 150 per hour.
No.5 size 10-½ inches x 4½ inches	.. 200 per hour.
No.6 size 9-¼ inches x 4 lines	.. 200 per hour
No.7 size 7-½ inches x 3 inches	.. 200 per hour.

In case of cloth pasted on covers 25 per cent less outturn to be allowed;

1 size	.. 70 per hour.
2 size	.. 80 per hour.
3 size	.. 90 per hour.
4 to 7 size	.. 120 per hour.

NIPPING. OUTER SHEET PASTING AND GLUEING

Number of Section.	*Number of books per hour.*			
	A4 and A5		*A3 bread*	
	¼ bound	*½ bound*	*¼ bound*	*½ bound.*
(1)	(2)	(3)	(4)	(5)
7 sections (without tapes)	60	45	45	35
14 section	25	20	20	15
Above 14 section	20	15	15	13

SHEET CALENDER

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

HALLEY NUMBERING

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

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

APPENDIX - XIII.

PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES—DIRECTORATE OF STATIONERY AND PRINTING.

(Vide Paragraph 110)

	Stationery.	Central Press.	Branch Press, Cause List.	Branch Press, Central Prison Press.	Branch Press, Anaikara Estate.	Branch Press, Pudukkottai.	Publication Depot.	Government Regional Press, Tiruchirappalli.	Government Regional Press, Virudhachalam.	Government Regional Press, Salem.	Government Regional Press, Madurai.	Total.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.	PER CENT.
Officers Group I (Director, Joint Director, Personal Assistant, Chief Accounts Officer, Assistant Director (D), Labour Welfare Officer, Stock Verification Officer).	50	25	1.75	1.75	3.50	3.50	0.50	3.50	3.50	3.50	3.50	100
Officers Group II [General Manager, Management by Objective Adviser, Assistant Works Manager (P), Special Officer (Forms), Electrical and Mechanical Engineer, Cost Accountant].	..	50	3.50	3.50	7	7	1	7	7	7	7	100
Establishment Charges & T.A.	25	37.50	2.63	2.62	5.25	5.25	0.75	5.25	5.25	5.25	5.25	100
Contingencies	50	25	1.75	1.75	3.50	3.50	0.50	3.50	3.50	3.50	3.50	100
Depreciation on Furniture	50	25	1.75	1.75	3.50	3.50	0.50	3.50	3.50	3.50	3.50	100

PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES.

Particulars.	Hand Composing	Lino	Mono	Machine	Binding	Mechanical	Rubber Stamp	Block Making	Supplies	Packing	Out-work	Despatch	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT	PER CENT
Central Press—													
Officers Establishment Supervision Contingencies	52.50	6	1.50	13.25	13.25	2	0.25	2	0.25	2	3.50	3.50	100
Readers and Copyholders	82	14	4	..	..	..	..	..	..	..	..	..	100
Building Expenses—													
Upkeep of building Depreciation on Building Interest on Building	48	7	1	15	14	4	1	1	..	2	..	7	100
Branch Press at Cause List—													
Officers Establishment Supervision Contingencies Building Expenses	54	..	3	..	11	..	..	..	..	..	..	2	100
Readers and Copyholders	95	..	5	..	..	..	..	..	..	..	..	..	100
Branch Press at Central Prison—													
Officers Establishment Supervision Contingencies Building	9	..	..	37	34	..	..	..	..	..	..	20	100
Branch Press at Anaikara Estate—													
Officers Establishment Supervision Contingencies Building Expenses	9	..	5	29	53	..	..	..	..	..	..	4	100
Readers and Copyholders	85	..	15	..	..	..	..	..	..	..	..	..	100

PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES—cont.

Particulars	Hand Composing	Lino	Mono	Machine	Binding	Mechanical	Rubber Stamp	Block Making	Supplies	Packing	Out-work	Despatch	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Government Branch Press, Pudukkottai—													
Officers Establishment Supervision Contingencies Building Expenses	46	4	4	25	14	..	..	1.50		..	..	5.50	100
Readers and Copyholders	87	5	8	..	..	..	..	..	..	..	..	..	100
Government Regional Press, Tiruchirappalli—													
Officers Establishment Supervision Contingencies Building Expenses Building Depreciation	15	..	..	39	34	..	..	3	..	..	..	9	100
Government Regional Press, Salem—													
Officers Establishment Supervision Contingencies Building Expenses Building Depreciation	22	..	..	31	37	..	..	1	..	..	..	9	100
Government Regional Press, Virudhachalam—													
Officers Establishment Supervision Contingencies Building Expenses	29	..	..	25	27	..	..	1	..	..	.	8	100
Government Regional Press, Madurai—													
Officers Establishment Supervision Contingencies Building Expenses	4	..	..	12	68	6	..	5	..	..	..	5	100

APPENDIX XIV

TAMIL NADU DISPOSAL OF SURPLUS PUBLICATIONS RULES, 1977.

(*Vide* Paragraph 536)

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

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

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

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

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

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

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

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

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

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

(ii) Budget Publications, Bugdet Estimates, Demands;

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

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

(v) District Gazetteers;

(vi) Hand Books and Lists;

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

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

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

(x) District Census Hand Books, Statistical Atlas and other Census Publications.

(xi) Miscellaneous publications;

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

THE TABLE.

Serial number and name of Publications. (1)	*Period of retention.* (2)
I. Important Publications having long lasting value. Syllabi for Government Examinations, District Gazetteers District Census Hand Books, Statistical Atlas and other Census Publications.	Up to ten years or till they are replaced by the editions which ever is later.
II. Publications, having appreciable demand. Up to seven years.	Up to seven years.
Acts of the Government of Tamil Nadu (English and Tamil version) Manuals and Standing Orders of the Board of Revenue.	
III. Publications having average demand Rules. Miscellaneous Publications. Up to five years.	Up to five years.
IV. Publications having poor demand with currency for a limited period. Budget Publications. Budget Estimates, Demands, Etc., Hand Books and Lists, T.N.L.A., and T.N.L.C. Debates and I.L.R. (Madras). Up to three years.	Up to three years.

Serial number and name of Publications. (1)	Period of retention. (2)
V. Publications which are printed every year and are purely departmental publications and periodicals. Up to one year.	Up to one year.
Reports, Annual and Administration Reports, publicity pamphlets of (I. & P. Department) Tamil Nadu Government Gazette, Tamil Nadu Public Service Commission Bulletin.	

5. Whenever a new publication which does not fall under any of the eleven groups of publications specified in rule 3 is printed and copies are sent to the Publications Depot for stock and sale, it shall be the responsibility of the head of department or the author department who ordered for its printing to fix the period of retention of the publications in the printing order itself. In cases where the period of retention of such publications is not fixed by the author department it shall be open for the Director to fix the period of retention based on its importance.

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

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

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

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

(3) Treating them as waste paper.

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

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

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

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

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

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

(1) Slow moving;

(2) due for weeding next year; and

(3) due for final weeding.

The review shall be completed before the 31st March of every year. In respect of the items identified as slow moving, and due to be weeded out next year, sales promotion measures may be adopted and also the

author departments responsible for the publication may be informed of the total number of copies placed on sale and the present stock and the said department may be sought for instructions for disposal. The author department shall send a reply within three months indicating clearly :—

(1) the number of copies to be distributed and the list of officers, schools, libraries;

(2) the number of copies required by author department for its own use; and

(3) the number of copies to be treated as waste paper :

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

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

(1) to allow ten per cent increase in the commission to the agents :

(2) to reduce the sale price to public;

(3) to give publicity to the publications; and

(4) to take such measures as may be considered necessary to promote sales.

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

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

APPENDIX XV

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

(Vide Paragraph 71)

1. *Name.*—The Fund shall be called "The Madras Government Press Employees Benevalent Fund".

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

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

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

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

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

(ii) A recurring grant every year to bring the fund to the limit of Rs. 1,000 will be contributed by Government.

5. The maximum amount payable to an individual shall not exceed Rs. 100 (Rupees one hundred only) in each case for funeral purposes.

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

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

(i) Initial non-recurring contribution of Rs. 1,000 and further grants.	Dr. "68. Stationery and Printing-II. Printing— d. Government Presses recurring. — Madras Sub Head— F. Other expenditure Contribution to Government Press employees Benevalent Fund". Cr. 'T. II Deposits and Advances — (Deposits not bearing interest) (B) Reserve Funds — Government Press Employees Benevalent Fund" (Receipts).
(ii) Individual expenditure on the object of the Fund.	Dr. "T. II., Deposits and Advances — (Deposits not bearing interest) (B) Reserve Funds — Government Press Employees Benevalent Fund (Outgoing)".

(G.O.No.1347, P.W. dated 4th June 1966.)

—Amended in Government Memo. No.38686 (A) D1/77-5, Transport, dated 22nd February 1978).

APPENDIX XVI

TAMIL NADU GOVERNMENT PRESS TECHNICAL LIBRARY RULES.
(Vide Paragraph 343)

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

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

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

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

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

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

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

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

All periodicals and new additions to the library shall be checked as received and brought to receipt in the record of books maintained. The Catelogue of books shall be kept corrected issuing when necessary a revised edition.

APPENDIX XVII

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

(Vide Paragraph 515)

Serial number and name of the Office and place. (1)	Distance. (2) K.M.	Rate. (3) Rs.P.
1. Accountant-General, Madras-18	8	1.20
2. All India Radio, Madras-4	5	0.75
3. Accommodation Controller, Madras-18	5	0.75
4. Arts College, Madras-2	6	0.90
5. Chepauk Offices, Madras-5	5	0.75
6. Director-General of Police, Madras-4	7	1.05
7. Commissioner of Police, Madras-8	4	0.60
8. Chief Conservator of Forests, Madras-6	8	1.20
9. College Road, Madras-34	6	0.90
10. Chief Presidency Magistrate, Madras-8	4	0.60
11. Commercial Tax Officer, North Madras, Madras-1	7	1.05
12. Connemara Public Library, Madras	5	0.75
13. City Probation Officer, (Beach) Madras-1	2	0.30
14. Deputy Commissioner of Police, T.L. Madras	3	0.45
15. Deputy Director of Fisheries, (Island) Madras	8	1.20
16. Deputy Director of Fisheries, (Marine) Madras	6	0.90
17. Director of Public Health, Madras-6	8	1.20
18. Director of Town Planning, Madras	2	0.30
19. Director of Agriculture (M.R.), Madras	6	0.90
20. Director of Adi-Dravidar and Tribal Welfare, Madras ..	6	0.90
21. District Educational Officer, Madras	6	0.90
22. Egmore Station, Madras-8	4	0.60
23. Employment Exchange, Madras	5	0.75
24. Electricity System, Madras-2	6	0.90
25. Examiner of Local Fund Accounts, Madras	2	0.30
26. Fort St. George, Madras-9	4	0.60
27. Forest Utilisation Officer, Madras-18	6	0.90
28. Government Railway Police, Madras	3	0.45
29. Government Museum, Madras-8	5	0.75
30. Government Examinations, Madras-6	6	0.90
31. Government House, Madras-2	4	0.60
32. Government Publication Department, Madras-2	5	0.75
33. Government Bus Service, Body guard Road, Madras-2 ..	4	0.60
34. Government College for Muslim Girls, Madras	10	1.50
35. Government General Hospital, Madras-3	3	0.45

Serial number and name of the Office and place. (1)	*Distance.* (2) K.M	*Rate.* (3) Rs.P.
36. Kasturba Gandhi Hospital, Madras-5	6	0.90
37. High Court, Madras-104	3	0.45
38. Inspector-General of Registration, Madras-1	2	0.30
39. Inspector of Municipal Councils and Local Boards, Madras-1	2	0.30
40. Inspector-General of Prisons, Madras	6	0.90
41. Indian Medical School, Madras	6	0.90
42. Inspector of Factories, Madras	6	0.90
43. Lady Willingdon College, Madras-5	6	0.90
44. Muslim College, Madras-10	6	0.90
45. Mental Hospital, Madras-10	6	0.90
46. Nungambakkam, Madras-6	6	0.90
47. Ophthalmic Hospital, Madras-8	5	0.75
48. Public Work Department Workshop, Madras-79	1	0.15
49. Presidency College, Madras-5	5	0.75
50. Tamil Nadu Public Service Commission, Madras-2 . ..	4	0.60
51. Poultry Development Officer, Madras	10	1.50
52. Police Wireless Officer, Madras-4	8	1.20
53. Queen Mary's College, Madras-4	7	1.05
54. Radio Engineer, Chepauk, Madras-5	5	0.75
55. Royapettah Hospital, Madras-14	6	0.90
56. Registrar of Co-operative Societies Madras-5	5	0.75
57. Stanley Hospital, Madras-1	1	0.15
58. Salt Cotaurs, Madras-112	2	0.30
59. Superintending Engineer, Tamil Nadu Electricity Board, Madras-2	6	0.90
60. Secretary, Commissioner for Government Examinations, Madras-6	6	0.90
61. Superintending Engineer, (General) Madras-5	6	0.90
62. Sanitary Engineer, Government	5	0.75
63. Telephone House, Madras-1	3	0.45
64. T.B. Hospital, Madras-47	9	1.35
65. Superintending Engineer, Technical Education, Madras-25 ..	6	0.90
66. Drugs Controller, Madras	8	1.20
67. Women and Children Hospital, Madras-8	5	0.75
68. Veterinary College, Madras-7	4	0.60
69. Registrar, University of Madras, Madras-5.. .. .	5	0.75
70. Transport Unit, Madras	6	0.90
71. Director Medical Services, Madras-18	8	1.20

APPENDIX XVIII

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

Serial number. (1)	Group and serial number. (2)		Description of the forms. (3)
1.	W.M.G.P.	1	Bank Chalan Book (Chalan for payment of money into the R.B.I.) in duplicate
2.	,,	2	Bank Chalan Book (Chalan for payment of money into the R.B.I.) in triplicate
3.	,,	3	Register of valuables
4.	,,	4	Cash book
5.	,,	6	Daily cash balance abstract
6.	M.V.D.	7	Acquittance Roll (Outer)
7.	,,	7A	Acquittance Roll (Inner)
8.	,,	8	Disbursing Officer's Register of expenditure and liabilities
9.	,,	9	Day book of work done or acts, etc. supplied to constituents on credit
10.	,,	10	Bill Forms (Common) for Acts, Publications, etc., supplied
11.	,,	11	Bill Form (Special to advertisment charges)
12.	,,	12	Bill Form (Special to I.P. Notices)
13.	,,	13	Cash Receipt Book
14.	,,	14	Mazdoor's requisition on office account
15.	,,	15	Mazdoor's memo.
16.	,,	16	Advertisement Bill Book
17.	,,	17	Pay authorisation form
18.	,,	18	Register of Chalans in respect of payments in the Treasury
19.	,,	19	Result of checking in statements of Secretariat Pass receipts
20.	,,	19(a)	Conveyance Bill
21.	,,	20	Register of countersigned bills sent to A.G. for adjustment
22.	,,	21	Register of irrecoverable sums. public money
23.	,,	22	Price fixing dockets
24.	,,	23	Valuation works slips of line accounts valuation
25.	,,	24	Quarterly statement showing the cost of forms supplied to different officers
26.	,,	25	Computing slips—cost recoverable (blue)
27.	,,	26	Computing slips—Book adjustment—Central (red)
28.	,,	27	Computing slips—Book adjustment—Provincial (white)
29.	..	28	General ledger—cost of work done in different sections
30.	,,	29	Statement of work done for cost recoverable Depts., cash payment (for cost recoverable office)
31.	,,	30	Statement of Work—Cash payment, book adjustment —For Central Dept. Officers
32.	,,	31	Goods received sheets
33.	,,	32	Bin cards (big size)
34.	,,	33	Bin cards (small)
35.	,,	34	Stores received book
36.	,,	35	Requisition for stores-Consumable stores
37.	,,	35A	Requisition for stores-Electricals
38.	,,	35B	Requisition for stores-Rubber stamp materials

Serial number.	Group and serial number.		Description of the forms.
(1)	(2)		(3)
39.	W.M.G.P	35C	Requisition for stores-Spare parts
40.	,,	35D	Requisition for stores-contingent stores
41.	,,	35E	Requisition for stores-binding materials
42.	,,	35F	Requisition for stores-petty plant
43.	,,	35G	Requisition for stores-dead stock
44.	,,	36	Stores issued books
45.	,,	37	Monthly summary of stores consumed
46.	,,	38	Stores-Plan ledger
47.	,,	39	Stationery issue registers
48.	,,	42	Stock book-petty plant
49.	,,	43	Torn and spoilage book
50.	,,	44	Proof-paper indent slip
51.	,,	46	Paper issued to the Provincial Officers
52.	,,	47	Paper issued to the Central Government Offices
53.	,,	48	Paper issue register
54.	,,	50A	Paper Stock Book
55.	,,	50B	Paper ledger
56.	,,	51	Plant ledger
57.	,,	52	Classification of establishment charges
58.	,,	53	Compilation general
59.	,,	54	Charges ledger
60.	,,	55	General journal
61.	,,	56	List of wages earned by piece-workers
62.	,,	57	General letter to Surgeon and memorandum to employees (permanent) O/C.
63.	,,	57A	General letter to Surgeon and memorandum to employees (permanent) Fair copy
64.	,,	58	Special letter to Surgeon for hospital leave and memorandum to employees (piece worker) O/C.
65.	,,	58A	Special letter to Surgeon for hospital leave and memorandum to employees (piece workers) Fair Copy
66.	,,	59	Report of accident
67.	,,	60	Special reminder with reference to out standing (letter size)
68.	,,	61	Acknowledgement of treasury receipt
69.	,,	62	Certificate authorising printing at private presses
70.	,,	63	Sanction for the payment of binding bills
71.	,,	64	Office Order Books
72.	,,	65	Leave account register
73.	,,	66	Register of pensions sanctioned by W.M.G.P
74.	,,	68	Invoice reminder cards
75.	,,	69	Receipt for stock
76.	,,	70	Stock ledger (publications)
77.	,,	71	Stock ledger (Gazettes)
78.	,,	72	Day book of Act. etc., supplied on credit by value
79.	,,	73	Distribution, and sale of publications
80.	,,	74	I.L.R. Subscribers distribution list

Serial number. (1)	*Group and serial number.* (2)		*Description of the forms.* (3)
81.	W.M.G.P.	75	Register of G.Os., etc., received for sale
82.	,,	76	Information card for I.L.R. Publications
83.	,,	76A	Skeleton post card requesting payment of bills
84.	,,	77	Register of publications
85.	,,	78	Notice regarding expiration of subscriptions for P.P.C.
86.	,,	79	Notice regarding expiration of subscriptions for G.C.
87.	,,	80	List of subscribers for Gazettee (in two kinds)
88.	,,	81	Register of press papers despatched
89.	,,	82	Work register of rubber stamps
90.	,,	83	Standard forms work book
91.	,,	84	Register of railway parcels, etc., despatched
92.	,,	85	Local tapal book
93.	,,	86	Address slips—mufassals—blank
94.	,,	87	Address slips—local
95.	,,	88	Address slips—Post
96.	,,	89	Address slips—Post (Licensing Officer)
97.	,,	90	Intimation regarding transfer of form
98.	"	91	To-pay forwarding note
99.	,,	92	Government Press Motor Lorry Log Book
100.	,,	93	Gate register
101.	,,	94	General attendance register
102.	,,	97	Leave memo,—General
103.	,,	98	Leave memo,—Less than half a day
104.	,,	99	Leave memo,—Day extra men
105.	,,	100	Invoice book in triplicate
106.	,,	100A	Invoice book in quadriplicate
107.	,,	101	Indent for forms, types, etc.,
108.	,,	102	Daily work report—High Court arrears
109.	,,	103	Superintendent's outward register
110.	,,	104	Superintendent's Flyslip work book
111.	,,	106	Composing work book—common to several departments
112.	,,	107	Composing work book—special for Book Department
113.	,,	108	Composing work book—special for Confidential Departments
114.	,,	109	Composing work book—special for High Court Department
115.	,,	110	District Gazette work register
116.	,,	111	Matter transferred to other sections
117.	,,	112	Printing Order Dockets (covers)
118.	,,	113	Compositor's turn book
119.	,,	114	Compositor's work book
120.	,,	115	Time sheet Mechanical/Carpentry Section
121.	,,	116	Strike Order slips
122.	,,	117	Delay slips
123.	,,	118	Imposing and press order books
124.	,,	119	Letters regarding standing types/return of proofs
125.	,,	120	Departmental plant book

Serial number.	Group and serial number.		Description of the forms.
(1)	(2)		(3)
126.	W.M.G.P.	121	Vernacular supplements of Fort St. George Gazette
127.	,,	122	Fort St. George notifications republished in District Gazette
128.	,,	129	Gazette supplements
129.	,,	130	Gazette miscelianeous work
130.	,,	131	T.N. Police Gazette
131.	,,	132	Registration Gazette
132.	,,	133	Orders for and despatch of spare copies of notifications, etc., for use in Gazette Section only.
133.	,,	134	Delivery book (despatch register) proceeding section
134.	,,	135	Outturn sheet—Hand Compositor
135.	,,	136	Outturn sheet—Hand Compositor (High Court section only)
136.	,,	137	Daily out turn register sheets for Readers
137.	,,	138	Job cleared and strike off list
138.	,,	139	Mono casting machine time-sheet for the month of
139.	,,	140	Mono-spool entry book
140.	,,	141	Mono-spool slip
141.	,,	142	Mono-spool docket slip book
142.	,,	143	Mono-spool Composing metal book
143.	,,	144	Lino Composing metal book
144.	,,	145	Register of causes and time of stoppages
145.	,,	146	Machine outturn book
146.	,,	147	Mono-type casting outturn for the month of
147.	,,	148	Non-Production hours—Lino setting
148.	,,	149	Daily outturn sheet
149.	,,	150	Register half a day
150.	,,	151	Press and Machine men's average book
151.	,,	152	Press and Machine men's daily account book
152.	,,	153	Work Receipt register
153.	"	154	Covers—work and despatch book
154.	,,	156	Daily outturn—ruling machine
155.	,,	158	Daily outturn—folding machine
156.	,,	159	Daily outturn—thread and wire stitching machine
157.	,,	161	Daily outturn—sewing machine
158.	,,	165	Settlement register valuation book
159.	,	166	Register of tools issued
160.	,;	167	Indent for binding materials
161.	,,	168	Register showing the detailed issue of binding materials from stores
162.	,,	169	Binding valuation ledger
163.	,,	170	Binding valuation ledger—High Court
164.	,,	171	Binding valuation ledgers—current work
165.	,,	172	Cover work book (piece)
166.	,,	173	Binding bill book (log)
167.	,,	174	Binding valuation register (gazettes)
168.	,,	175	Daily outturn sheet
169.	,,	176	Stereo typing/electro typing work book

Serial number. (1)	*Group and serial number.* (2)		*Description of the forms.* (3)
170.	W.M.G.P.	177	Cutting and engraving work book
171.	,,	178	Punch and matrices work book
172.	,,	179	Indent book for metals, etc.,
173.	,,	180	Metal receive and issued book
174.	,,	181	Cast order, slip-punch, cutting, etc., work
175.	,,	182	Engraving, stereo and electro order slip
176.	,,	183	Type foundry-time sheet
177.	,,	184	Receipt for serviceable/unserviceable metal
178.	,,	185	Old metal received and issued
179.	,,	186	Types etc., supplied to district and jail presses
180.	,,	187	Types etc., sent to outside presses and departments
181.	,,	188	Receipt and issues of types
182.	,,	190	Carpenter's order book
183.	,,	191	Register of half-tone blocks and illustrations, etc.,
184.	,,	192	Punches/matrices received from Composing department
185.	,,	195	Distribution of prisoners
186.	,,	196	Task sheet for Compositors
187.	,,	197	Press machine task sheet
188.	,,	198	Task sheet-monthly totals-machines and outturn press
189.	,,	199	Binder task sheet
190.	,,	200	Register of tasks and attendance
191.	,,	201	Convict labour bill (outer)
192.	,,	201A	Convict labour bill (inner)
193.	,,	202	Penitentiary Branch Press Foreman's daily summary
194.	,,	203	Statement of outstanding items under the provincial budget heads at Mount Road and Penitentiary Branch Press
195.	,,	204	Leave memo for the holiday on
196.	,,	205	Machine Department work receipt register
197.	,,	206	Binding machine daily out turn sheet
198.	,,	207	Binding daily outturn sheet
199.	,,	208	Stock book
200.	,,	209	Details of posting of operators absentees and idling machine
201.	,,	210	Acquittance roll of wages—monthly
202.	,,	210A	Certificate (big)
203.	,,	211	Certificate (small)
204.	,,	212	Certificate Budget/Top Secret/Raffle
205.	,,	213	Recovery Register
206.	,,	214	Register of rents recovered
207.	,,	215	Countersigned certificate for binding bill
208.	"	216	Letter to Collector/R.D.O. with Annexure
209.	,,	217	Returning the Private Press bills for re-transmission
210.	,,	218	Personal compilation card
211.	,,	219	U.O. Note furnished out turn
212.	,,	220	Statement showing the outturn particulars
213.	,,	221	Cost work sheet

Serial number.	Group and serial number.		Description of the forms.
(1)	(2)		(3)
214.	W.M.G.P.	222	Work sheet for non-standandised forms—cost recoverable basis (big)
215.	,,	222	Work sheet for non-standandised forms—cost recoverable basis (small)
216.	,,	223	Monthly abstract of outturn sheet
217.	,,	224	Completion statement of Imposer/Compositors
218.	,,	225	Work sheet for standardised forms on pre-payment basis (big)
219.	,,	225A	Work sheet for standardised forms on pre-payment basis (small)
220.	,,	226	Tapal registers
221.	,,	227	Press and Machine department daily men allocation
222.	,,	228	Form "A"
223.	,,	229	Register of machine showing details of break down repaired
224.	,,	230	Work allocation register
225.	,,	231	Information Card
226.	,,	232	Invoice book (Government Publication Depot.)
227.	,,	233	Issue slip
228.	,,	234	R.V. Coupon
229.	,,	235	Night shift allowance register
230.	,,	236	Local delivery despatch book
231.	,,	237	Intimation Card
232.	,,	238	T.N.G.T.C. Parcels intimation card
233.	,,	239	Local intimation card
234.	,,	240	Lables for sending T.N.G.T.C. receipt
235.	,,	241	Leave proceedings form
236.	,,	242	Work register
237.	,,	243	Daily absentees slip

Copy of G.O.Ms.No.832, Transport Department, dated 20-7-1981, 5—Aadi—Thunmathi, Thiruvalluvar Aandu 2012 of Government of Tamil Nadu.

ABSTRACT

Stationery and Printing Department -- Revising of Press Office Manual — Finalisation — Printing of — Orders -- Issued.

READ :

1. From the Director of Stationery & Printing Letter No.319/P9/81, dated 23-1-81.
2. From the Director of Stationery & Printing Letter No.2219/P9/81, dated 28-5-81.

ORDER :

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

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

(By order of the Governor)

Jayanthi Alexander,
Joint Secretary to Government.

(True copy)

(Sd.).....,
M.B.O. Adviser.

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

ABSTRACT

Stationery & Printing Department — Press Office Manual — Revision of Press Office Manual — Approval of Government — Orders — Issued.

READ :

1. G.O.Ms.No.832, Transport, dated 20-7-1981.
2. From the Director of Stationery & Printing Letter No.P9/ 20645/86, dated 28-6-86.

ORDER :

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

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

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

(By Order of the Governor)

C. K. Gariyali,
Secretary to Government.

(True copy)

(*Sd.*).....,

M.B.O. (Adviser).

APPENDIX IX

Stores Classification List

Dead stock

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

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

* To be added to account to pump with which it is used.
• Interchangeable among machines but the value mainly included with individual machines
‡ Interchangeable among machines.

Pump, two stroke, manual with two handles.
Quad, bins
Racks of sorts-iron or wood
Rails, iron
Randoms
Rattan chicks
Roller extractor
Rollers, flong
Rollers, frames in disrepair
Rolls, brass, binding
Rotary sub-station air compressor
Royal Arms
Rules—
Brass, ordinary.
Brass, dotted, waved, perforated.
Brass, special.
Medium faced.
Steel, perforating.
Wood, border pieces.
Safe, iron
Scales
Screens
Screw, pitch gauge for whitworth standard thread
Sealing wax heater,
Electric (binding)
Shafting
Shape, cutting guide (binding)
Shelves, wooden
Side cases.
Sink, porcelain
Slides, rails corrugated iron with M.S. adjustable bits.
Slug cutters.
Small ornaments, brass (Binding)
Space bands
Space casting device (Mono)
Spirit lamp
Stands for commode, copying press, fire buckets, wash hand basin, hats, etc.,
Steps.
Stereo plates
Stools
Swages, iron
Tables, random
Ink
Machine
Press
Teakwood, writing
Tank, galvanized iron
Taps with bend plug taper etc.
Tarpaulins
Testing apparatus
Time pieces
Time recorders
Time recorders with discs (Haddon)
Tool heater, electric (binding)
Tools, brass (Binding)
Trays, teakwood galley
Trays wax mounting (electro)
Trolleys
Trough, washing (electro)
Truck platforms
Trucks.
Type body
Jobbing
Point
Type dressing benches
on stands with stick racks
Type, high, gauge bed
Type high gauge micrometer
Type high ornamental cover blocks, brass (Binding)
Types, brass (binding)
Typewriters
Vaccum cleaner, electric
(Daisy)
Vice bench
Vice tube
Wall box
Waste paper bin (iron)
Water cocks, brass
Work benches

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

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

Petty Plant

Adze
Airpipe, rubber hose
augers
Bamboo pole
Bar magnet
barrel, ashwater
Barrels, empty
Basket, cane, large
Beaker, tin
bell, bicycle
Bell, calling
Bellows, country
Bellows, hand
Billhooks
Blackboard
Blotters, hand
Blow lamp (exception in the case of Lino)
Boards, backing
Boards, paper
Boards, side
Boards, token
Boards, type
Bodkins, binders boring tool
Bottles, glass stoppere
Boxes, dealwood for special purposes
Boxes, Mangowood
Boxes, teakwood for special purposes
Boxes, teakwood for broken type
Boxes, tin
Braces, ratchet
Brayers.
Building tools (electro)
Brushes, magazine (Lino)
Brushes, typewriter (soft and hard)
Buckets, enamelled
Buckets, galvanized, iron
Buckets, wooden
Bull horn.
Burnishers (binding)
Cabinet, dealwood
Calipers, inside
Calipers, outside
Calibers, spring
Can, aluminium
Case, tin round
Cases, dealwood
Chain rivet extractor
Chase, brass

Chaser
Chicks, bamboo
Clamps
Clamps, saw setting
Clothes pegs.
Compass, pair of compasses
Copy holder, teakwood
Copy stand, typewriter
Cork screw
Counters, machine
Couplings
Cramp, joiners
Creasers, brass (binding)
Creasing rods, brass
Creasing rods, iron
Crowbar
Crusibles
Cupboard, dealwood
Die steel or brass
Die with holder
Dies, gas screw
Dies, gas thread
Dies, rubber stamp
Digging fork
Dividers
Draw, wire
Emery slabs
Engraving pads.
Eyeletting, hand machine
File knife
File, matrix
Files, wood (rasp)
Fingerprint outfit
Folders, bone
Foot pump, air
Foot rest
Foot rule
Forme lock patent
Forme, protectors
Fret saws
Funnel, copper
Funnels, glass
Funnels, tin
Furniture
Galleys, wooden
Gauge, carpenters
Gauges, furniture (zinc sheet)
Gauges, marking
Gauges, matrix, ear file
Gauges, page, etc., aluminium
Gauges, page, etc., brass
Gauges, page, etc., iron
Gauges, thread
Gauges, type high
Gimlets (auger)
Glass, cutter
Gloves, rubber
Greavers.
Grease, gun
Goggles with side protection
Gongs, small
Guillotine, knife, level
Guillotine, knife sharpener
Hammers
Hammers backing
Hammers, sledge
Hat, pegs
Hat, stand
Holder for matrices
Hurdy-gurdy (electro)
Hygrometer
Incinmeter (waste paper)
ink boxes
Ink, muller
Ink stands
Iron slabs, stone, small
Jack, lifting and traversing
Jimcrow, small
Jumper, steel
Kettles, glue melting, Copper
keys for Hempel, Wickersham and Haddon quoins
Knives, composition cutting
Knives, miscellaneous
Knives, overlay
Knives, palette
Knives, Paper cutting
Knives, paring

Knives, scraping
Knives, table
Knocking down, iron
Krurling tool
Ladle, iron
Lamp, hand, electric portable with globe and wire gauge.
Lamp (table, with shade and wall plugs)
Lamps, bicycle
Lamps, hand
Lamps, lorry
Lamps
Lanterns, hurricane, Dietz
Letter file clip
Letter file rack
Lead and rule cutters
Letter trays, dealwood
Letter trays, teakwood
Licence holder
Lock and chain, cycle
Lock, Yale and key
Locks, Miller
Magnifying glass
Mallets, tinkers
Mammoties
Measure 1 gallon coper
Measure 1 gallon glass
Measuring rod.
Measuring tape
Mercury contact breaker
Mercury switch
Mercury tube
Metal pots
Micrometer (Slocomb)
Mirrer
Mitre block and saw
Moulds, buffer, leather
Mould, Monotype
Mould, display (Mono)
Mould (Rotary water cooled)
Moulds body, universal, caps, plain and recessed.
Moulds, dummy (Lino)
Moulds, furniture (H. Pattern) 2, 3, 4, 6 and 8 ems
Moulds, hand (typefoundry)
Mugtin
Nail Puller
Notice board (working hours)
Oil cans, bicycle
Oil cans, machine
Oil cans, typewriter
Oil drum with tap
Oil stones, mounted on wood
Oil stove
Packing needle
Padlocks, brass with duplicate keys
Padlocks, iron with duplicate keys
Paper carrier
paper weight metal
Paper weight, wood
Parallel rules
Peel
Penknives, ordinary
Pen slides
Pincers
Plane, groving
Plane, iron
Pipe bender, conduit
Pipe cutter
Pipe cutter and wrench
Pipe wrench
Pipe wrench adjustable
Plane, Jack (hand), wooden
Plane, metal shooting
Plane, smoothing
Pliers, brace
Pliers, celluloid.
Pliers, cutting
Pliers, gas
Pliers, insulating
Pokers
Polishing iron, flat
Polishing iron, round
Potwell, scrapers (Lino)
Precision tools box (Mono)
Pump, bicycle

Pump, bucket, spray
Pump, kerosene tin
Punch, except type punches
Punches, vignette
Punch washer
Rack, dealwood flag
Rack, dealwood, tool and storage
Rack, paper ordinary
Rack, stationery
Rack, time sheet, file
Rake, fire.
Rake, garden
Rake, pen
Rat traps, wooden, wire, iron
Reamers
Rim tool
Roller racks, dealwood
Rollers hand
Rouse slug clipper with scale
Rubber stamps, miscellaneous
Rubbing stones,
Rule, engravers steel
Rule, type (Stanley pull push)
Rule, wooden fold
Rule, wood
Rulers, round
Saw, crosscut
Saw, hack
Saw, hand
Saw, keyhole
Saw, metal
Saw, mouthpiece cleaner
Saw, set
Saw, tenen
Scissors
Scissors blade
Scrapers
Screw drivers of sorts
Screw plate
Scribing block
Scribing gauge
Seal, brass
Setting sticks, wood
Shears
Shelf, dealwood
Shooting sticks, iron and steel
Shovel
Sieves, tin
Sieves, wire
Skimmers (See Ladles)
Slab, lithe stone
Slab, stone, iron levelling
Slabs, lead
Slabs, stone, marble
Slabs, stone small
Slug cutter, bench
Smoothing iron (electro)
Soldering tools
Spanner, girder
Spanners
Spanners, box
Spanners, dog
Spanners, monkey
Spanners, screw
Speed indicator
Spirit, level
Spokeshave
Spools
Squares
Squares, T.
Stand, magnifying glass
Stand teakwood frame
Starting handle
Steel die
Stencil set
Stock, die
Stones, sharpening
Stocks, taps and dies,for steel conduit
Stocks, taps and dies (in set)
Stocks, taps and dies, gas thread
Stoves
Stove nipples, key
Stationery cabinet
Straight edge
Swages
Syringe, garden
Syringe, veseline

Tape, measuring, robones Metallic in leather case
Taps, gas, thread
Taps, Wrench
Thermometer, machine
Thermometer, wall
Tin, cutter
Tin, petrol
Tool (Electric grinding machine)
Tool-bag, bicycle
Tools, pump cleaning
Tommy pins
Tongs
Torch light
Tray, iron
Trays, drip tin
Trays, tin, for numbering machines
Tripod.
Trowels
Tub, ash water
Tweezers
Tubs, teakwood
Tubes, dealwood
Typeholders, brass, long withspring
Vice hand
Wall bracket, iron
Waste paper basket (rattan)
Watering cans, garden, tin
Water pots, iron
Wax pourer
Winnows, iron
Wire gauge
Wrench
Writing slope

Consumable store articles.

Acid, Carbolic
Acid, Nitric
Acid, Muriatic
Acid, Sulphuric
Alum
Alloy, gun metal
Ammonia
Antimony
Asbestos, packing rope
Asbestos, Mill board
Asbestos, powder
Band, driving, rubber
(or endless rubber band)
Basin, aluminium
Basin, enamel
Battery, dry, cell
Bees wax
Bees wax (electro-typing)
Belting gandy's cotton good year
Belt fasterners (alligator)
Belt fasterners (Jacksons)
Belting leather
Blanket, Press, fine white
Blanket, Press and machine
Blanket, rubber stamps
Blanket, stereo
Blue stone (see copper sulphate)
Blue Powder
Belts and cummerbands, servants
Boards, equivalent pica
Blanket, woollen
Belts and nuts, brass
Bolts, doors, slide of sizes with screw set
Bolts, doors, iron
Bonding clamps (electrical)
Boot lace
Borax
Bowl, enamel
Brasso, tin
Brass sheet, latten
Brass sheet
Bronze powder
Brush, brass, wire
Carbon
Chalk
Copper (electrical)
Dressing
Glue
Keyboard lino
Lye
Oil

- Paint
- Pick
- Plumago polishing
- Plunger cleaning
- Ruling
- Slip ring
- Stencil
- Stereo
- Tooth

Buttons for punching
Canvas bag, bicycle
Carrier, bicycle, front
Carbon paper, typewriter (Black)
Carbon paper, 30-C hard coated pencil carbon, one sided
Carborandum mahcine grinding stone
Charcoal, soft
Charcoal, one bag of 40 lb.
Charcoal, hard, see twigs
Chalk, French
Chalk, white
Chimneys, iron
Chimneys, glass for hurricane lamps
Chimneys for kerosene lamps
Chinese, white
Chisels, plane
Chisels and punches (engravers)
Chisels, blacksmiths, cold
Chisels, carpenters
Chisels, cold
Chisels, grooving
Chisels, paper
Chisels, rubber stamp
Chisels, stereo
Clips, cycle
Clips, link, lead, Henleys
Cloth, drill
Cloth, dungry
Cloth, baize, green or blue
Coal
Colour, dry, for relief stamping vermillion for book edges
Commercial spirit
Cotton, white
Cowdung cakes
Copper plates
Cups and saucers (set) enamelled
Cups, porcelain
Cuttras, earthern
Copper clamps with bolds and nuts
Commode, enamel,
Dextrine
Dummy keys
Drill, breast, high speed
Drill, archimedian, wood
Drill bits, archimedian
Drill bits, bows
Drill bits, country
Drill bits, ratchet
Drill bits, twist or centre
Drill, bow
Drill, breast
Drill, country
Drill, hand
Drill, ratchet
Drill, well arm
Drills (carbon steel combined and counter sinks)
Dropped head tool holder
Dross metal
Dry flong, bowrie
Ebonite rod
Emery cloth
Emery powder
Enamel paints
Envelope and shape cutting knives
Erasers, rubber, typewriter
Erasers, rubber, pencil
Etching powders
Etching fluid (jor of a gallen)
Expanded metal
Felt, Indian made
Fibre sheet
Fibre rod
Files of sizes
Files flat
Files, half round, rough and smooth
Files, punch cutting

Files, round, rough and smooth
Files, saw
Files, square, rough and smooth
File standard, saw
Files, three cornered rough and smooth
Files, brass, wire
Flannel ruling
Fireclay
Flour
Folios overlay
Folders, wooden
Fuse, cartridge (electrical)
Fishplates with bolts and nuts
Girthing, Press
Girthing, rings
Glissol
Glossing preparation
Glue pot heaters
Glue, country
Glue, elastic
Glycerine
Grinding stone on stand
Handles, wooden
Handles, Press, rosewood
Handles, rosewood for typeholder
Hand pump washers
Hasps and staples for padlocks, iron
Hasps and staples for padlocks, brass
Hinges, brass, English, with screws
Hooks with screwed eyes, window
Hooks, slide, brass of sizes
Hooks for almirahs
Hooks, doors
Hooks, brass, for token boards
Hooks, iron
Hooks, iron, window
Hooks, brass
Husk
Ink bottles, glass
Ink paste, red
Ink powder, blue (Leopald Casseles)
Ink powder, black
Ink powder, red (Fushine)
Ink powder, red (Scarlet)
Ink, printing, coloured, blue
Ink, printing, black, common
Ink, printing, coloured, red
Ink, printing, coloured, green
Ink, printing, overlay
Ink, printing, overlay, black (Art and jobbing)
Ink, rubber stamp, violet
Ink, ruling (blue black)
Ink, ruling, black
Ink, ruling, red
Ink, Indian
Ink, record, black (writing)
Ink, printing Trichromatic, red, yellow, green, Complementary and Tinting
Ink, stencil
Ink, writing, blue-black
Iron bar, plate, etc.
Iron filings
Iron sulphate
Jaggery
Japan black
Khaki suits, gateman
Khaki suits, messengers
Knife, bevel cutting
Knobs, wooden
Lamp holders
Lamps, Philips, vacuum
Lantern, hand
Lead, pig
Lead sheet
Leather bark
Leather, buffers
Leather compressed
Leather, lace, round
Leather, hook joints
Lock, almirah, brass with screws 4 levers, superior
Leather washer for foot pump
Lock, iron with screws 4 levers, superior
Lock, brass draw (Europe) with 4 levers
Lock, brass draw, country
Lock, box brass
Lock, cupboard, chubbs, brass
Long cloth, bleached

Long cloth, bleached vide binding materials
Long cloth bleached ordinary
Long cloth bleached fine H.K. unbleached
Mats, date
Mallets (satin wood)
Methylated spirit
Molcskin
Moulds composition, machanical underlay
Moulding composition
Moulding plaster
Moulding rubber
Mull, lining
Mullays
Musin and mull, strong
Nails, iron, square
Nails, copper
Nails, rivetting
Nails, wire
Needles, bookbinder
Needles, three cornered
Nibs, waverly
Nibs, conference
Nibs, ladies
Nibs Rani pens
Nibs, ball pointed (No. 499F)
Nibs, convey
Nibs, lancet (Perry,s)
Nipples, primus stove
Nuts, iron of sizes
Oil cloth
Oil can spouts
Oil, lubricating medium for machines
Oil, thick for shafting
Oil, spindle for electric Motors
Oil, valvoline A.A.A.O. Cylinder
Oil, typewriter
Oil, comptometer
Oil, R.S.S. 36 for Mono Keyboard
Oil, Motor "C"
Oil, castor
Oil, Coconut
Oil, Kerosene
Oil, Lamp
Oil, lineseed (bottle of 2 pints)
Oil. olive
Outfits, bicycle
Page-cord
Paints
Paper, Chine
Paper, clips
Paper, reel signature, time recorder
Paper, tape, bundy time recorder
Paper, tape, gummed
Paper, wiping
Paper, spool or monotype
Patch Dunlop
Patties, messengers
Pencils, blacklead
Pencils, coloured, red
Pencils, coloured, blue
Pencils red and blue
Pencils, copying
Pencils, drawing B.
Pens holders
Petroleum Jelly
Pins
Planners, country made
Plaster of Paris
Pipe, galvanized iron
Plumbago (Graphite)
Polish, French 2 pint bottles
Potash, country
Powder Tapioca
Powder, Arrowroot
Powder, Bleaching
Powder, Starch
Plugs, wooden for forme racks
Pump connexion, Dunlop
Pump connection
Punches
Putty
Quons
Quils, Crow
Red lead
Ribbon, typewriter
Rings, brass, with screws
Rings, iron, with screws
Rivets, copper with washers

Rivets, copper, without washers
Red powder
Rivets, iron
Rivets, mild steel
Roller composition
Ropes, cotton
Ropes, Manilla
Ropes, packing
Rosin
Rubber bands, flat
Rubber rings, filer
Rubber tube (V.T.C.)
Rubber envelope making machine (tube)
Rubian red black wood
Rules—
  Brass, ordinary
  Brass, dotted, waved perforated
  Brass, special Medium faced
  Steel, perforating
  Wood, border pieces
Salampore cloth blue
Sand paper
Saucers, porcelain
Screw, iron
Sealing wax (country)
Shellac.
Shield eraser, typewriter
Shooting sticks, ordinary, wooden
Shooting sticks, celluloid
Shooting sticks, brass tipped
Sieves
Sieves, bamboo
Sieves
Silver plate
Skins, chamois
Skins, skiver
Slide hooks for almirah brass
Slide hooks for almirah, iron
Soap bar
Soap, carbolic
Soda ash
Sponge pieces
Staples, wire, stitching
Starch
Steel, bar, plates, etc..
Suspenders, cord
Tallow, country
Tape, cotton, country
Tape, insulation, cotton
Tape, insulation, rubber
Tape, linen
Tape, machine (sizes)
Tape, machine (folding)
Tape, machine, printing (first quality)
Tape, webbing (second quality dor sewing)
Tape, tags, long and short
Terebene, sewing machine
Thread, cotton cord
Thread, sewing linen
Thread, thablack,
Thread, twisted, country
Tin foils
Tin, ingot
Tin sheets
Tracing cloth
Tubes, inner, cycle
Turpentine
Turpentine, mineral
Tweeds, woollen
Twigs (bundle of 56 lb)
Twine, country, Bengal
Twine, Hempen
Twine, seaming, binders, soft.
Type metal per 1,000 lb.
Tyres, outer, cycle
Tyres, rubber forme carrier
Umbrella cloth
Varnish leather, book binders
Varnish, copal
Varnish, Crystal embossing
Varnish, insulation
Varnish, letter press
Varnish, missle
Varnish paper
Vaseline
Washers, leather for pumps
Window blinds
Waste, cotton, white

Waste, coloured
Waste, paper box (D.W)
Wax cloth, white
White lead
Wire, tension, high for lorry
Wire, brass
Wire, copper
Wire, D.D.C.
Wire, iron, galvanized
Wire, iron stitching
Wire, iron netting
Wire, tinned, copper
Wire, tinned, Copper
Wire, steel, bright
Wood, casuarina
Wood, Jungle
Wood, mango
Wood, rose
Wood, teak
Wood, Trincomalle
Wood,Sain
Wood, teak, block of sizes
Wax, white or yellow,
Water proof coats
Water proof caps
Zinc
Zinc sheet, scraping
zinc plates.

Spare Parts

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

Rubber Stamp materials

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

Contingent Stores

Bandages
Basket, rattan
Brooms, ordinary
Brooms
Brooms, coconut
Candles,
Carbide
Cement
Chunam
Chunam, shell
Cobweb sticks
Commode, enamel
Disinfecting powder
Glass panes
Goglets, jug
Grease
Liveries, peons
Matches, safety
Napthalene balls
Phenyle
Pitch
Pots, earthern
Pots, tin
Pot rest
Rubber solutions
Sand, river
Stove pins

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

Binding Materials

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

ANNEXURE TO STORES CLASSIFIED LINE

I Dead Stock—Plant:

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

II Petty Plant:

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

III. Spare parts (Mechanical):

1. Gears M.S. and Fibre, Cam Gears, Special Gears, etc.
2. Grippers
3. Chains
4. Fibre Pinions
5. Springs
6. Cylinders
7. Circlips
8. Liners
9. Bed Racks
10. Runners, etc.
11. V. Belts
12. Leather Belts
13. Round Belts
14. Hacksaw Blades
15. Grinding Stones
16. Bolts and Nuts
17. Pipe Fittings
18. M.S. Rods
19. G.M. Rods
20. Hose Pipes
21. Nail Wire Iron
22. Screw Nails
23. Oil Seals
24. Bolts suitable for Printing and Cutting Machines
25. Welding rods
26. Haps and Staples
27. Hinges
28. Ball Bearing and Roller Bearings
29. Spare parts of Printing Machines of the respective maker
30. Rubber blankets for Offset Printing Machines
31. Guillotine Knives for Cutting Machine
32. Cover Punching Knives

33. Hook Needles
34. Hook Sewing Needles
35. Cutter Box
36. Clenchers
37. Clencher Pushers
38. Bender Blade

IV Spare parts (Electrical):

11 Lamps
12 Flourescent Tube lights and Fittings
13 Gauge Bulbs
14 Starters
15 Side Holders
16 insulating Tapes
17 Leather Oil Paper
18 P.V.C. Sleeves
19 P.V.C. Wires
20 Chockes
21 Plastice Wires
22 Fuse Wires
23 I.C.T.P. & I.C.D.P. Switches
24 Top Switches 5 Amps
25 Slip Rings
26 Carbon Brushes
27 Condensors
28 Brake Magnet Coils
29 Resistant Units for PDV Machine
30 SWG Copper Wires
31 Tester, Voltage Regulators, Incinerator Torchlights (Cells), Carbon Brush, Holders, Selenium Rectifier
32 Electric Kettle
33 Electric Heaters
34 Carbon Brush Holder for PD V Machine
35 Impression Magnet Coil
36 Batteries different varieties

V Consumables:

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

GROUP VIII

BINDING MATERIALS:

26. Arofix 555
27. Bengal twine 6 ply
28. Binders needle
29. Blue stone
30. Bresh powder
31. Calico cloth Medium and special
32. Elastic band Tape ½"
33. Fevicol S.H.
34. Glue Country
35. Gold Imitation Transparent foil 3"
36. Gum Country
37. Goat skin
38. Head band cotton
39. Indocol S.H.
40. Iron wire stitching roll-- round and flat in various sizes

41. Kakki Mull cloth
42. Metal fastner
43. Mole skin cloth
44. Page Chord
45. Rexine cloth
46. Ruling ink powder
47. Satin ribbon - different Colours
48. Satin twine - different Colours
49. Sewing thread 1,2, 10
50. Spiral wire plastic in various colour & thickness
51. Soft twine 3 ply
52. Stapler pin No. 10 & 555
53. Tape double stitched 3", ¾", 1", 1¼"
54. Tape webbing 7/6", ¾", 1", 1¼", 1½"
55. Tape white
56. White Mull

GROUP IX

FIRE EXTINGUISHER, PAINT, HARDWARE, BRUSH AND PLASTIC:

57 Refills for Dry Chemical Powder Type Fire Extinguishers 2 Kgs. Capacity
58 Refills for Carbondioxide Type Fire Extinguishers 2 Kg. Capacity
59 Refills for the Soda Acid Type Fire Extinguisher
60 Paint Enamel, Red, White, Blue, Gray, Black, Apple Green and Varnish, etc.
61 Aluminium Paint
62 Brushes Plain Flat 6", 3", 2½", 2"
63 Brushes Sable Hair No.6 to 13
64 Brushes Lye
65 Brushes Pick
66 Sable Hair Brushes 2", 3", 5"
67 Lino Key—Board Brushes
68 Typewriting Cleaning Brushes
69 Brushes Etching 5", 6" flat, 3" flat
70 Plastic Trays, Clips, Bucket, Mug, Funnel and Containers
71 Cus Cus Thatties
72 Bomboo Thatties

GROUP X

CHEMICALS:

73. Alum Crystal/powder
74. Ammonium phosphate
75. Amyl Acetate, Araldite
76. Blanket cleaning mixer
77. Blanket reviver-Rotoe Print
78. Carbon tetra Chloride
79. Clean P.S.
80. Etching Powder
81. Fount plus
82. French chalk powder
83. Glycerine
84. Hydrochloric acid
85. Gum Arabic
86. Ink reducer
87. Iron per chloride
88. Iso Prophyl Alcohal
89. Liquor Ammonia
90. Liquid Soap
91. Phoshoric Acid
92. Photo Engraving glue
93. Lith developer
94. Preserving solution
95. P.S. Delete
96. P.S. developer
97. Pumice Powder
98. Rotawedge eraser
99. Sprit
100. Turpentine
101. Uniqum
102. Wash-Nova
103. Dupont Plate Cleaner
104. Dupont clean start
105. Other allied chemicals used in offset and web offset printing
106. Ready Mix Powder

OIL GREASE, ETC.

107. Kerosene Oil
108. Servoline Oil different grades
109. Servo gear S.M. 140 oil
110. Servo cut oil
111. Servo spin oil

112. Servo System oil 311
113. Yellow grease
114. High Speed diesel oil
115. Engine oil super
116. Ball bearing grease
117. Other lubricating substances

TIMBER:

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

COTTON WASTE:

126. Cotton Waste (Mill) colour or white
127. Cotton Waste (Handloom) colour or white
128. Cotton wool

ROLLER COMPOSITION:

129. Roller Composition (Hand Grade)
130. Roller Composition (Soft Grade)

GAS:

131. Oxygen and Acetyline Gas

MISCELLANEOUS ITEMS:

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

ELECTRONIC TYPEWRITER DTP SYSTEMS:

181. Boppmicron 40
182. Dot Matrices sheets
183. H.D. Floppies 3.5" & 5.2"
184. Kores 720 developer
185 Natural tracing paper, in various GSM

ELECTRONIC TYPEWRITER DTP SYSTEMS—*cont.*

186 Multi strike ribbon-pan cake for Electronic typewriter

187 Multi strike ribbon with casets for Electronic typewriter

188 III P Laser jet painter

189 Printer Ribbon

190 Tape drive

191 Tape cartridge

192 Single strike ribbon pen cake for Modi, Godrej & pck Electronic typewriter

193 Single strike ribbon with casette for Electronic typewriters

194 Toner Cartridges-Various sizes

195 N.T. Cutter

196 N.T. Cutter blade

197 Daisey wheel.