

- Lifts
Lifting and traversing jack
Liners
Litho stores
Machines of every sort-L i n o , M o n o
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 fixtures 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 debit-able.	(c) Type casters(Mono type loose.	Type-Foundry (Monotype loose).
(1)	(2)	(3)	(d) Mono materials caster.	Type-Foundry Mono Caster etc.
(A) Direct payment to workmen.	Salaries-permanent and temporary.		(viii) Foundry workers engaged in rubber stamp making.	Rubber stamps
(B) Operatives	(i) Compositors and imposers.	Hand Composition	(ix) Vari type Operator, Selection Grade Adler Type Operator, Adler Type Operator	Machine Composing
	(ii) Selection Grade Mono Operators, Mono Operators, Senior Mono Type Casting Attendants and Junior Mono Type Casting Attendants.	Mono-type Composition	(x) Cameraman, Assistant Cameraman, Offset plate maker, Retoucher, Etcher, Engraver, Printer, Asst. Plate Grainer, Re-toucher-cum-Artist, Senior Moulder and Junior Moulder.	Machine Composing
	(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.	(B) 2-Branch supervision (including leave payments.)	Hand Composition.
	(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).		Lino-type Composition
	(b) Chief Electrician, Senior Electrician, Junior Electricians, and Plumber-cum-Electricians.	Mechanical (Power).		Mono-type Composition
	(vii) (a) Foundry Worker engaged in Stereo typing and engraving.	Type-Foundry (Stereo).		Machining
	(b) Foundry workers engaged in type caster (Foundry cast).	Type-Foundry (Foundry cast.)		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.	

Classification.	Item of expenses	To what account debitable.
(1)	(2)	(3)
4 Officers	Electrical and Mechanical Engineer.	Mechanical
5 Establish-ment	(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	Director, Works Manager, Joint Director, senior Accounts Officer, Stock Verification Officer.
8. Officers	

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, Computers, 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, Computers, Warehouseman, 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 explained 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 coolie 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 value 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 summary 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. Superintending 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. Details 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. Amenities.
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 forms 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 reference to shortage and write offs. (iii) scrutinize 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 labels 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 Government 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 against 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 fiscal 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 Nationalisation 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.

Section 3(a).—Notifications issued by cost recoverable institution of States and Central Government.

Section 3(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, Kudiuruppu, 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 intended 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 privileges of press papers, until it has been passed by Government.

(e) In order to reduce delay in the publication of departmental Administration Reports which are reviewed and placed at the disposal of the press, they should, after such preliminary 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 label "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 be required but the papers may be supplied to editors without further instructions when the orders to strike copies are received.

142. Rubber Stamp Assistant.— Shall be in charge 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 being 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 in charge of all the security staff including the Gate, watch and ward staff of the Government Press. He will have disciplinary 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 occurrence and take appropriate remedial action.

(vi) He will be in overall charge of the discipline 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 District Fire Fighting Officer.

(xiii) He will also keep close liasion 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 disciplinary 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 untoward incidents immediately to take appropriate remedial action.

(iv) He shall be in overall charge of the discipline 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 egress 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 separately 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 computer 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 recipients 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 interned 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 mofussil, 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 sanitary 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 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 discipline.— 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 Compensation 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.

Process No.	Nature of process.
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	Embossing.
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. Sufficient 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 conformity 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 data 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 Computer.
6. Computer.

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 ventilators 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-charge any improvements required for better security.

(j) He shall take necessary action with reference 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 extinguishers

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 disinfected. 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 hygiene.

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.