

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 required 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 disciplinary 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 tabular 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 Gazette 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 Committee, 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 pamphlets subjects to exceptions are:

Name	Size of Paper		Standard size of type page.	Margins	
	Untrimmed	Trimmed		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		Type width	Percentage of trimmed paper of	
Back	Front		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 of 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 striking. 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 fore-edge 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., in order that the Reader may revise or

read through such matter as may be necessary. Portions picked should be encircled and noted for the information 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 Foreman 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 intervals immediately the Binding Foreman 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 picked 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 insufficient 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 at once 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:-

<i>Tamil Nadu Government Gazette and District Gazette Extraordinary.</i>	<i>Specified date of earliest date possible.</i>
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 until 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) *Title 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 conform 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 indentation 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 indentation.

(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 indentation 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 bourgeois 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 according 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 actual 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 shifts 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 at once 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 Holiday 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, indentation 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 Computer 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 typeheight.

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 parallel. 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 piece 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 machine 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 instructions 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 patterns 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 mechnes 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 ems 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 oiled. 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 unreported breakages or damages to justification drums or other parts shall immediately be 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 electrical 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 unfinished copies to the relieving operators conveying any special 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 operators.
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 forbidden. Centring pin should be tested with a centring pin gauge from time to time and any burr 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 and cross skimmed from the metal pot.

Thermometers 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 choked with dross it become very difficult to drill.

Every alternate Saturday thoroughly clean and drill 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 lines set by operators to compute labour equivalent hours with reference to corrected lines. 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 officer-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 be 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 in 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 machine 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 requires 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 mechanics 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.

the press officer should be able to identify the key messages and to be able to communicate them in a clear and concise manner. The press officer should also be able to identify the key stakeholders and to be able to communicate with them in a clear and concise manner.

The press officer should be able to identify the key messages and to be able to communicate them in a clear and concise manner. The press officer should also be able to identify the key stakeholders and to be able to communicate with them in a clear and concise manner.

The press officer should be able to identify the key messages and to be able to communicate them in a clear and concise manner. The press officer should also be able to identify the key stakeholders and to be able to communicate with them in a clear and concise manner.

The press officer should be able to identify the key messages and to be able to communicate them in a clear and concise manner. The press officer should also be able to identify the key stakeholders and to be able to communicate with them in a clear and concise manner.

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—Preference 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 important works, the uniformity 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 opportunities 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.	Third Reading.	Revise	Forme.
(5)	(6)	(7)	(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 $\frac{1}{3}$ extra, 10 Point solid A4 as $\frac{1}{2}$ extra, 8 point solid A4 as 1 extra and 6 point solid A4 as 3 extra, (2) If page A 5 will be treated $\frac{3}{5}$ 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 arrangement of matter, translation of petitions, etc., shall be posted in the Monthly Outturn 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 solid 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 computation 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.