MANUAL OF GOVERNMENT PRESSES

CHAPTER-I

Department of Printing, Stationery and Publications, Powers and Main Rules of Administration

ORIGIN AND FUNCTION

1. The Authority (Government) established under the Constitution to administer the affairs of a State will require its functions to be divided into several Departments, each being allotted a particular nature of work. With a view to print and supply the Acts, Rules and Regulations governing the working of the Departments, and the drafting and writing materials such as Forms, Registers, Paper and Stationery articles, etc., to Government and its several Departments and to publish all matters intended to be undertaken by Government and matters of public interest for the information and guidance of the Public, it is considered essential and more convenient to establish a Department of Printing, Stationery and Publications under the aegis of Government as a Service Department. This Department is therefore essentially a Service Department and will not only cater for the demands of the Government and its Departments but will also undertake to print and publish the several Government Publications and also sell them to the public on "no profit and no loss" basis. All works of a confidential nature and Security Works of Government and the several authorities under the Government should be executed in the Government Presses, of the Department of Printing, Stationery and Publications.

2. In brief, the Directorate of Printing, Stationery and Publications will attend to the work of-

(1) Executing and supervising printing and binding works of the Government of Mysore and its several Departments;

(2) Purchasing of all writing, drafting, typing stenciling and drawing papers and printing papers, stationery articles, typewriters, duplicators, calculators and supplying to Government and its Departments, and preparing and supplying Rubber Stamps;

(3) Publication of Government Publications such as the *Mysore Gazette,* Acts, Rules, Reports and to some extent the Departmental Text Books, for use of Government and its Departments and also for sale to the public;

(4) Printing of all works of confidential nature required to be printed, and of all security works of Government.

ADMINISTRATIVE CONTROL

3. The Department of Printing, Stationery and Publications is under the administrative control of Government in the Education Department.

JURISDICTION

4. The Director of Printing, Stationery and Publications is the Head of the Department whose jurisdiction extends over the whole of the State of Mysore in respect of Government Printing, Stationery and Publications and allied matters.

ORGANISATION OF THE GOVERNMENT PRINTING DEPARTMENT

5. The Head of the Department is the Director, responsible to Government for all Government Printing works whether in the Government Presses or in Private Presses. He will also render assistance in the starting and development of Printing Presses in the private sector, specially when it is subsidised by Government. The Director, in overall charge of the Government Central Press, Bangalore and all Branch Presses, is assisted by a Senior Deputy Director, Deputy Directors, Assistant Directors and other non-gazetted (Ministerial and Industrial) staff. There are one Senior Deputy Director and two Deputy Directors, an six Assistant Directors (Technical), one Deputy Director (Administration and

Accounts), four Assistant Directors and one Stock Verification Officer (non-technical), one Assistant Director (Printers Costing) and one Labour Welfare Officer in the Government Press, Government Stationery Depot, and Government Book Depot, Bangalore. There was one Deputy Director in immediate charge of the then Government Branch Press, Mysore which has since been converted into the Government Text Book Press, Mysore in immediate charge of a Joint Director of Text Books (Printing) and handed over to the Department of Public Instruction under the control of the Director of Public Instruction from 1st July 1964, and subsequently the Director of Text Books.

[G.O. No. ED 124 TPS 64, dated 17th June 1964 as modified in G.O. No. ED 124 TPS 64, dated 2nd/11th/September 1964 and G.O. No. D 46 STB 69, dated 2nd August 1969]

6. The Government Branch Press, Mercara is a legacy of the former Coorg, Administration which is integrated with the new Mysore State under the States Reorganisation Act, 1956. It is in immediate charge of a Manager - the highest non-gazetted post in the Industrial Establishment-and is catering for the special regional printing needs of the Government Offices in the Coorg District and undertakes any other works entrusted to it by the Director.

7. The Government Branch Press, Dharwar is in immediate charge of a Deputy Director and is catering for the special regional printing needs of the offices situated in the Bombay-Karnataka Area of the New Mysore State and undertakes any other works entrusted to it by the Director.

8. The Government Branch Press, Gulbarga is in immediate charge of a Deputy Director and is catering for the special regional printing needs of the officers situated in the Hyderabad-Karnataka Area of the New Mysore State and undertakes any other works entrusted to it by the Director.

9. The High Court Press, Bangalore, established originally to be under the administrative control of the High Court of Mysore, to print mainly the Case Lists and other special works of the High Court of Mysore, is now under the administrative Control of the Director and is under the immediate charge of a Supervisor, a non-gazetted supervisory official.

10. The three Branch Presses at Mercara, Dharwar and Gulbarga, will also execute the work of printing and supply of Forms and Registers of the several Departments in the State as may be directed by the Director and common and Financial forms to all the offices of their respective regions. The High Court Press, Bangalore, will attend to the printing work of the Case Lists, other special works of the High Court of Mysore, and any other works entrusted to it by the Director.

11. The Director of Printing is also the Director of Stationery and Government Publications and is the *Ex-Officio* Compiler, *Mysore Gazette.*

POWERS OF THE GAZETTED OFFICERS

POWERS OF THE DIRECTOR

12. The Director of Printing, Stationery and Publications is one of the officers included in Appendix I (list of officers declared to be Heads of Departments) of the Mysore Civil Services Rules and is authorised to exercise the general powers delegated to all Heads of Departments, *viz.:*

(1) To authorise any Government Servant under his control to proceed on duty beyond the limits of the charge but within the State [M.C.S.R.16(a)];

(2) To sanction journeys outside the State of non-gazetted Government Servants and journeys of Gazetted Officers on duty outside the State involving a period of halt not exceeding 15 days (M.C.S.R. 16 (b) and amendments thereto];

(3) To make provisionally permanent arrangements and to order suspension of lien in the case of non-gazetted Government Servants [M.C.S.R. 20 (f)];

(4) To transfer the lien of a non-gazetted Government Servant from one post to another in the same cadre [M.C.S.R. 20 (h)];

(5) The sanction the acceptance of remuneration in accordance with the scales sanctioned by Government for works as examiners for various Examinations [M.C.S.R. 28 (d)];

(6) To sanction extension of joining time to the non-gazetted Government Servants upto a maximum of 15 days subject to conditions laid down in M.C.S.R. 82;

(7) To sanction the retirement of non-gazetted Government Servants when they attain the age of 55 [M.C.S.R. 95 (c)];

(8) To sanction the pay and allowances in respect of non-gazetted Government Servants, reinstated after previous dismissal or removal from service, for the period of absence, involving extra cost, in cases where the period of unemployment of the Government Servant through dismissal or removal does not exceed six months [M.C.S.R.99];

(9) To sanction examination leave admissible under the Rules (M.C.S.R. 130 to 134];

(10) To sanction Maternity Leave to non-gazetted married women employees for a period of two months which may, on production of Medical Certificate, be extended by another month and to the gazetted married women Government Servants for a period of one month [M.C.S.R. 135];

(11) To grant leave (either refused before super annuation with the prior approval of Government or earned during extension) upto 120 days in the aggregate to the non-gazetted Government Servants [M.C.S.R. 166];

(12) To sanction leave (other than leave preparatory to retirement) upto six months to subordinate gazetted Government Servants whose maximum grade pay does not exceed Rs. 950 and to make in charge arrangements in the consequential vacancy and to sanction Charge Allowance admissible under the rules [M.C.S.R. 192];

(13) To sanction all kinds of leave (except special disability leave) to non-gazetted Government Servants, the acting allowance for a period of leave not less than 10 days and charge allowance for a period of leave from one month upto six months only being admissible; [M.C.S.R. 194 and 196 and amendments thereto];

(14) To sanction the disbursement of leave allowance to non-gazetted Government Servants after a lapse of one year from the date of relief, when leave is granted with retrospective effect or one kind of leave commuted retrospectively [M.C.S.R. 198 Note];

(15) To order the retirement, on Invalid pension, of non-gazetted Government Servants who are permanently incapacitated for the Public Service [M.C.S.R. 273];

(16) To condone the delay in the submission of pension papers for sufficient reasons and to sanction the pension to non-gazetted Government Servants from the date on which they ceased to be in Government Service [M.C.S.R. 32];

(17) To sanction deputation of non-gazetted Government Servants to State-owned Industrial concerns [M.C.S.R. 446];

(18) To declare the shortest route in respect of journeys within the State performed by the subordinates [M.C.S.R. 462 (c)] and to permit the subordinates to perform road journeys between places connected by Railway, *in the interest of public service* [M.C.S.R. 462 (h)];

(19) To sanction daily allowance for halts exceeding ten but not exceeding 30 days to non-gazetted Government Servants and for halts not exceeding 15 days to gazetted Government Servants [M.C.S.R. 516 and amendments thereto];

(20) To sanction the deputation of non-gazetted Government Servants for training or study to places outside the State but within India, provided such deputation does not exceed four months [M.C.S.R. 62 and amendments]

(21) To sanction House building Purchase or House Repairs Advances to non-gazetted Government Servants [M.F.C. 216];

(22) To sanction Bicycle advance to non-gazetted Government Servants [M.F.C. 233];

(23) To sanction advances on tour to Government Servants [M.F.C. 237];

(24) To sanction advances to both gazetted and non-gazetted staff deputed for training to training institutions within India and returning there from after training [M.F.C. 234];

(25) To sanction investigation of Arrear Claims, which are not over five years old, of all Government Servants appointed by him [M.F.C. 20 (a)];

(26) To sanction increments, permanent and officiating promotions and other arrangements involving increase in emoluments upto five years from the earliest date on which they could be ordered [M.F.C. 20 (d)];

(27) To sanction arrear claims on account of contingent charges, preferred by other Government Departments or Government Industrial Concerns, not more than 3 years old, limited to Rs, 1000 [M.F.C 21];

(28) To sanction advances to the families of non-gazetted Government Servants towards compassionate or death gratuity subject to conditions laid down in M.F.C, 239;

(29) To sanction reappropriation of grants from one unit of appropriation to another within the same minor head, in the departmental budget subject to the following conditions:

(i) The amount so transferred should not exceed Rs. 20,000;

(ii) Funds of plan items should not be diverted to non-plan items;

(iii) The transfer of funds should not involve the undertaking of a recurring liability; and

(iv) The allotment for Secret Service expenditure should not be increased. [M.F.C. 314 and amendments thereto];

(30) To sanction the destruction of time barred records [M.F.C. 400];

(31) To sanction Motor car/cycle advances under the normal rules in the case of both gazetted and non-gazetted officers [M.F.C. 225 and amendments thereto];

(32) To sanction repair charges of furniture and other articles including locks and time-pieces upto Rs. 500 in each case [M.F.C. 55 (28)];

(33) To sanction cart-hire in Malnad and Maidan parts [M.F.C 55 (17)];

(34) To sanction advance not exceeding Rs. 12 towards examination fee from permanent advance to Government Servants on a pay of Rs. 120 and below, desirous of appearing for Local Service or Departmental Examinations [M.C.E. 28];

(35) To sanction recurring contingent charges upto Rs. 25 per mensem for a total period not exceeding three years (M.C.E. 7];

(36) To sanction local purchase of stationery and other articles upto Rs. 50 in each case subject to certain conditions [M.C.E. 55 (48)];

(37) To sanction the cost of publication of notifications in newspapers (through the Director of Publicity and Information) not exceeding Rs. 100 per notification subject to budget provisions [M.C.E. 55 (1)];

(38) To sanction repairs to Office Typewriters and duplicators upto Rs. 100 in each case [M.C.E. 55 (56)];

(39) To sanction free supply from Government Book Depot of Government Publications priced of valued at not more than Rs. 10 required for reference in subordinate offices subject to an annual limit of Rs. 50 [M.C.E. 55 (45)];

(40) To sanction expenditure within the prescribed scale, on renewals of tyres and tubes, etc., and overhauls of Government Vehicles [M.C.E. 55 (40)];

(41) To sanction small monthly payments out of contingencies to the last grade Government Servant for supplying drinking water [M.C.E. 55 (2)] and to incur contingent expenditure on hot and cold whether charges upto Rs. 200 per annum [M.C.E. 55 (31)];

(42) To sanction purchase of books of reference relating to the department and books for departmental Library and also Dictionaries at the prevailing rate [M.C.E. 55 (9)];

(43) To sanction permanent advances for contingent expenditure to Government Servants subordinate to him upto a limit advised by the Accountant General, Mysore as appropriate [M.C.E. 24];

(44) To sanction the purchase of furniture, equipment, etc., as per S.P.D. Rules upto a limit of Rs. 500 at a time whether for one office or a number of offices [M.C.E. 55 (28)];

(45) To sanction relief to the families of Government employees (both gazetted and non-gazetted) who die while on duty as defined in the M.C.S. Rs. or while on leave sanctioned by competent authority excluding leave preparatory to retirement or on tour or on inspection, for meeting charges in connection with the performance of obsequies or the transport of the body to the native or other place of the deceased Government employee, if the occasion so arises, the amount that may be sanctioned being not less than Rupees fifty and not more than Rupees three hundred having due regard to the circumstances of each case, subject to the conditions for such sanction [M.C.E. 55 (59)];

(46) To sanction telephone shifting charges subject to budget provision [M.C.E 55 (53];

(47) To sanction temporary advances from the General Provident Fund upto Rs. 1,500 [M.G.P.F Rules 1957 and amendments thereto];

(48) To confirm a probationer of non-gazetted rank after satisfactory probationary service, in regular vacancy if the appointment is within his powers;

(49) To get the gradation list and forms and registers of the Department printed at the Government Press ;

(50) To auction unserviceable and condemned articles of the Department without reference to Government;

(51) To accord administrative sanction for building works upto Rs. 1,00,000 as per estimate of the P.W.D. in respect of buildings and other works [Manual of Financial Powers];

(52) To sanction refund of wrong or excess credits;

(53) To grant a cash award of Rs. 100 (Rupees one hundred only) to those non-gazetted officers who secure a pass in Hindi 'Praveshika' or equivalent examination subject to the prescribed conditions for the grant.

(G.O. No. GAD 16 PHL 69, dated 10th December 1969)

13. In addition to the above general powers, the Director of Printing, Stationery and Publications is authorised to exercise the following special powers:-

[G.O. No. ED 200 MPS 70 dated 4th February 1971]

(1) To engage, when Departmental Vehicles are not available, private lorries for transporting printing materials, equipments, printed text books, printing papers, etc., between the Central Press, Bangalore and the Branch Presses at Mercara, Dharwar and Gulbarga and between Bangalore and other District Headquarters and important places in the State after calling for tenders or quotations, at a cost not exceeding Rs. 500 in each case;

(2) To arrange for the sale of accumulated bale bands, bale planks, old office records, old Gazettes and for clearance of paper cuttings, machine waste, etc., after inviting quotations or by public auction, and to pay not exceeding Rs. 2 (Rs. two) to the caller on the auction date and for meeting any other sundry charges subject to the proviso, that generally the sale should be by public auction only except in cases where the sale by inviting quotations is considered to be really more advantageous. In the latter case, a report should be sent to Government of such sale by quotations.

In the case of Press cuttings and oiled sweepings, the Director is authorised to enter into an annual contract to clear the Press cuttings and oiled sweepings, accumulated in the Government Presses, with their ultimate consumers, such as paper mills, card board factories, etc., even if the tenders are lower than those of the private dealers.

(G.O. No. ED 101 UPS 63, dated 2nd April 1966)

(3) To engage Mazdoors for work in the several branches of the Government Central Press, Stationery Depot, Government Book Depot, Bangalore, and Branch Presses at Dharwar, Gulbarga and Mercara to cope with heavy work, etc., (Rs. 50 each office and on each occasion);

(4) Full power within the budget allotment to purchase printing papers, boards, inks, binding materials, consumable printing stores, small machinery of value of Rs. 5,000 and below etc., Spare, to machinery and electric fittings and all stationery articles, and type metal alloys;

Note:- These purchases should be subject to the rules of purchase through the Store Purchase Department or the D.G.S & D. or other approved agency as the case may be.

(5) To purchase directly without intervention of Stores Purchase Department, in the emergent cases:-

(a) Paper and Stationery articiles including superior quality paper and boards, imported as well as Indian : Rs. 1,000 each time.

(b) Types and materials (type, metal alloys), printing and binding materials including ink, photographic materials, chemicals and process printing materials and other related materials : Rs 5,000 each time.

(c) Small machinery : Rs 25,000 each time.

(d) Consumable printing stores : Rs 1,000 each time.

(e) Spares to Machinery and electric fittings, Rs. 2000 each time, limited to Rs. 10,000 per annum

(6) To sanction repairs to machinery and electric fittings in the Government Presses upto Rs. 1,000 in each case or Rs. 5,000 per annum;

(7) To print, at his discretion, forms and other matter required urgently by Government Offices and Local Bodies when full cost thereof is paid;

(8) To supply at his discretion forms and registers, and stationery articles and paper, to the extent of 25 per cent over the quantities admissible, provided that the Head of the concerned Department certifies that such increase is necessary for the efficient discharge of the work of the Department;

(9) To order overtime work in the Presses when necessary, upto two months per annum;

(10) To draw money on A.C. Bill for making payment upto 90 per cent of the value of supplies against Railway Receipts and Lorry Receipts wherever a condition of such payment is provided in the agreement with suppliers;

(11) To waive the recovery of value of shortages in the supply of articles of stationery, forms and registers reported by Receiving Officers upto Rs. 10 in each case;

(12) To write off losses or deficiencies in the store articles of Central Press, Branch Presses, Government Stationery Depot and Government Book Depot, noticed at the time of annual stock-taking wherever personal responsibility cannot be enforced : Rs. 50 each case, or Rs. 5,000 per annum ;

(13) To incur petty repairs and construction works to the Press Buildings, upto Rs. 250 in each case.

(14) To order the Government Press, Bangalore and the Branch Presses to work on Sundays and holidays or extra hours on working days depending upon the exigencies of work and during emergency and allow compensation to the employees and officials on subsequent days to the extent of number of hours or days the employees and officials worked on holidays or extra hours ;

(15) To arrange supplies of paper and stationery articles from Government Stationery Depot on payment of cost outside the Stationery rules for special works, provided the Head of the Department concerned obtains sanction of Government for such supplies subsequently;

(16) To authorise to supply stationery articles to other Government or Government of India Offices located in the State costing not more than Rs. 500 for the entire year, provided the cost of stationery articles is paid in advance ;

(17) To authorise to make payments of previous year's bills in current year in cases where the purchase is clearly sanctioned and only payment is to be made in a later year, all such payments being reported to Government.

(G.O. No. ED 105-69, dated 19th May 1969)

(18) To undertake all possible cases of items of printing work in the Government Presses and to supply items of stationery articles in special cases from the Government Stationery Depot on payment basis, payment being made in advance, to the offices and institutions of the Government of India, on their request, provided that such undertaking or supply does not inconvenience the State Government work in the Department of Printing, Stationery and Publications.

(G.O. No. ED 271 UPS 58, dated 17th December 1958)

(19) May incur expenditure on repairs to each office Bicycle upto a limit of Rs. 40 per annum ;

(20) May condone the delay caused in the supply of text books by private presses and the supply of stationery and other stores, when there is no loss to Government by such condonation the period being limited to three months. This provision has also been included in the S.P.D. Manual.

(G.O. No. CT 23 RSP 70, dated 18th May 1971)

(21) May place extension orders with the Stores Purchase Department for any additional quantities of stationery articles and papers types and other consumable articles that my be required over and above the quantities mentioned in the sanctioned indents, provided the allotment in the Budget is not exceeded.

(22) May permit the Press and allied offices under him to be closed one hour earlier than usual on very special occasions like sports for Press Day Celebrations and other events of common interest to the employees, the total number of hours so permitted being limited to five in a calendar year ;

(23) May print at his discretion forms etc., required by Heads of Departments, if such forms are previously approved by Government or when prescribed in any Act or Rule thereunder. For new forms not laid down in any Act or Rules or order of Government, sanction of Government should be obtained by concerned Heads of Departments.

(Whenever a Government Order issues sanctioning the formation of new offices, the last para should say, "The Director of Printing, Stationery and Publications is authorised to supply the Mysore Gazette, Civil List, Stationery, etc., according to the scale laid down by Government");

(24) May incur an expenditure upto Rs. 5 in each case for either conveyance charges or any charge incidental to sustaining of heavy injuries by any employee while on duty.

(G.O. No. M. 15466-67-P & S-14-51-10, dated 28th October 1951)

(25) To transfer officials from one Press to the other in the interest of Government work;

(26) To incur expenditure of an unusual character whenever such expenditure does not exceed Rs. 10 in each case.

Powers of the Senior Deputy Director

14. The Senior Deputy Director of Printing, Stationery and Publications, Government Central Press, Bangalore is delegated with the following special powers:-

(G.O. No. ED 204 TPS 64, dated 29th September 1964)

(1) He can sanction privilege or Earned Leave and half pay leave upto 60 days to non-gazetted Government Servants other than supervisory staff of the Government Central Press, Bangalore and order officiating arrangements in such vacancies.

(2) He can sanction purchase of printing materials, stores for emergency in the Central Press upto Rs. 200 in each case and upto Rs. 1,000 per annum;

(3) He can sanction miscellaneous office expenses from contingencies as per Rules of Manual of Contingent Expenditure.

(4) He may purchase directly without intervention of Stores Purchase Department in emergent cases, Consumable Printing Stores upto Rs. 500 each time.

Powers of the Deputy Directors of Branch Presses

15. The Deputy Directors of Printing, Stationery and Publications, Dharwar and Gulbarga, are delegated with the following special powers:-

(Sanctioned in G.O. No. ED 27/UPS 58, dated 17th September 1958 to the Deputy Director, Government Branch Press, Mysore and extended to Government Branch Presses, Dharwar and Gulbarga in G.O. No. ED 77 MLC 62, dated 30th October 1962 and G.O. No. ED 105 MLC 62, dated 29th December 1962)

(1) May sanction privilege leave or earned leave and sick leave upto one month to employees of the Branch Press drawing a salary upto Rs. 320 per month.

(2) May take officiating arrangements upto one month in leave vacancies, these being reported to the Director of Printing, and Stationery for approval.

(G.O. No. ED 200 MPS 70, dated 4th February 1971 and
G.O. No. ED 271 UPS 58, dated 17th December 1958)

(3) To order overtime work when necessary in the Press under his charge subject to budget provision, upto 15 days per annum.

(4) To engage, when Departmental Vehicles are not available, private lorries for transporting printing materials, equipments, printed text books, printing papers etc., between the Branch Presses at Mercara, Dharwar and Gulbarga and between Bangalore and other District Headquarters and important places in the State after calling for tenders or quotations at a cost not exceeding Rs. 400 in each case.

(5) To arrange for the sale of accumulated bale bands, bale planks, old office records, old gazettes and for clearance of paper cutting machine waste, etc., after inviting quotations or by public auction with intimation to the Director of realisations, subject to the proviso that generally the sale should be by public auction only except in cases where the sale by inviting quotations is considered to be really more advantageous. In the latter case previous approval of the Director should be obtained who will send a report to Government of the say by such quotations.

In the case of Press cuttings and oiled sweepings, the Director is authorised to enter into annual contract to clear the Press cuttings and oiled sweepings, accumulated in the Government Presses, with their ultimate consumers, such as paper mills, card board factories, etc., even if the tenders are lower than those of the private dealers.

(G.O. No. ED 101 UPS 63, dated 2nd April 1966)

(6) To engage Mazdoors for work in the Government Branch Press, the Government Branch Stationery Depot, and Government Branch Book Depot to cope with heavy work, etc., at a cost upto Rs. 20 on each occasion.

(7) To purchase, directly without intervention of Stores, Purchase Department, in emergent cases:-

(a) Paper and Stationery articles including superior quality paper and boards, imported as well as Indian : Rs. 200 each time.

(b) Types and materials (type metal alloys) printing and binding materials including ink, photographic materials, chemicals and process printing materials and other related materials; Rs. 500 each time.

(c)Small machinery : Rs. 500 each time.

(d) Consumable Printing Stores : Rs. 100 each time.

(e)Spares to Machinery and electric fittings : Rs. 100 each time.

(8) To sanction repairs to machinery and electric fittings in the Government Branch Presses upto Rs. 500 each case, or Rs, 2,000 per annum

(9) To print at his discretion, forms and other matter required urgently by Government Offices and local bodies when full cost thereof is paid, subject to intimation to the Director, upto Rs. 250 each time.

(10) To waive the recovery of value of shortages in the supply of articles of stationery, forms and registers reported by Receiving Officers, upto Rs. 2 each case subject to intimation to Director.

(11) To write off losses of deficiencies in the store articles of the Government Branch Press, Government Branch Stationery Depot, and Government Branch Book Depot, noticed at the time of annual stock-taking wherever personal responsibility cannot be enforced upto Rs. 20 each case or Rs. 200 per annum, subject to intimation to Director.

Powers of the Deputy Director, Administration and Accounts

16. The Deputy Director of Printing, Stationery and Publications (Administration and Accounts), Government Central Press, Bangalore is empowered to draw bills for pay of establishment, overtime allowance, travelling allowance and contingent charges relating to the Government Press, Bangalore.

(G.O. No. ED 295 TPS 68 dated 9th January 1967)

Powers of Assistant Directors, Stationery Depot and Book Depot

17. The Assistant Director in charge of the Government Stationery Depot, Bangalore and the Assistant Director in charge of the Government Book Depot, Bangalore are authorised to be the drawing and disbursing officers in respect of pay of establishment and contingent charges only relating to the Government Stationery Depot, and Government Book Depot respectively.

(G.O. No. ED 10 MPS 71 dated 12th April 1971)

CLASSIFICATION, CONTROL AND APPEAL RULES

18. The Mysore Civil Services (Classification, Control and Appeal) Rules, 1957 as amended from time to time, are applicable to all Government Servants employed in the Department of Printing, Stationery and Publications, on all the subjects like classification of services, authorities empowered to make appointments, discipline, penalties and procedures prescribed for imposing these appeals and others, covered by these rules.

CADRE AND RECRUITMENT RULES

19. The method of recruitment, the minimum qualifications, the period of probation, the age limits and all other conditions for appointment to the various posts in the Department of Printing, Stationery and Publications, shall be in accordance with the Mysore General Service (Printing, Stationery and Publications Branch) Recruitment Rules, 1960 as amended from time to time. (Usually referred to as the Cadre and Recruitment Rules of the Department).

20. Consistent with the Cadre and Recruitment Rules, rules relating to selection and training of Compositors in the operation and mechanism of Linotype and Monotype Composing machines and their absorption as Lino Operators and Mono Operators in the Government Printing Department on successful completion of the training are furnished in Appendix III to this Manual.

CHAPTER II

Duties and Responsibilities

GENERAL

21. The duties and responsibilities prescribed in the following paragraphs in respect of Gazetted Staff, Ministerial Staff and Industrial Establishment and Class IV Government Servants, are in the nature of illustration. They are not exhaustive. There may be additions or modifications of these duties in the interest of Government work. Every member of the staff is required to attend to the duties prescribed in this chapter, and to comply with all directions and instructions issued in addition to modification or amplification of the duties prescribed for his post, by the Director or other competent officer.

22. The duties and responsibilities prescribed for the several officers, officials and employees should also be read along with the prescribed working procedure and rules of the several branches in which they are working. In case of any statements in the following duties and

responsibilities prescribed which may appear not clear the decision of the Director shall be final. In case of any work or duty not specified in the existing office orders or in any other necessary circumstances, all the Gazetted Officers will attend to any duty of the Department as may be entrusted to them from time to time by the Director.

CERTAIN CHARGES HELD DIRECTLY BY THE DIRECTOR

23 The Director will hold direct charge, in the Directorate, of the following sections and duties:-

(1)Purchase of Plant and Machinery;

(2)Planning for expansion of the Presses;

(3)The Branch Presses, excluding the one at Mercara ;

(4)Matters relating to Employees Associations ;

(5)Confidential works

(6)Costing and estimating, Stationery and Book Depots, Internal Audit, Research Section, Piece-work Establishments, Personnel matters relating to State-wide cadres of the Central Press and all Personnel matters of the Branch Press, except those of the Branch Press, Mercara, Training Schemes, Lotteries and all Special Works, and Third shift establishment.

The Director alone will correspond with Government in all matters

GAZETTED OFFICERS

Duties of the Senior Deputy Director

24 (i)He will exercise supervision over the work of all the branches of the Government Central Press, Bangalore, including Gazette work, assisted by the Officers who are in immediate charge of several works and several branches, and will exercise general control and guidance over the work of the other officers of the Government Central Press, Bangalore ; he will personally supervise all such confidential works as he may be required to personally supervise. He will pay particular attention to secure maximum production in the working branches and to improve quality of work in the sections and maintain good quality at all times.

(ii) He will scrutinise pending statements of works of all the working branches regularly and arrange for quick and prompt execution of works and clearance of long standing works and arrange for the statements being submitted to the Directors once a week. He will arrange for the timely and prompt execution of all works relating to Forms and Registers, timely supplies to the several departments of Forms and Registers, from the Despatching Branch. He may correspond directly on behalf of the Director with regard to all routine work with the prior approval of the Director.

(iii) He will be in the charge of all personnel matters other than those attended to by the Director, the planning of important printing works in respect of the Central Press, Bangalore, Canteen and Co-operative society and will be in direct charge of the workshop.

(iv) He will particularly deal with work in connection with fixation of units of satisfactory work in all operations in the several sections of the Government Press.

(v) He will be in administrative charge of the Government Branch Press, Mercara and shall inspect this Press once a month and ensure the proper working of this Branch Press.

(vi) All officers of the Government Central Press should submit papers on subjects relating to works and subjects other than those directly dealt with by the Director, only through the Senior Deputy Director.

Duties of the Deputy Director (Technical)

25. (a) One of the Deputy Directors (Technical) will be in immediate charge of Gazette work, both English and Kannada in all its stages in the Government Press. He will be in charge of the Gazette office and Gazette composing section. It shall be his duty to ensure that all Notifications received are published promptly, and in time and that the weekly gazettes and all extraordinary Gazettes are issued in time and that Notifications are published simultaneously in the English and Kannada Gazettes in time. He will also be in charge of the Police Gazette and Criminal Intelligence Gazette work in all stages in the Government Press.

(b) One of the Deputy Directors (Technical) will be in charge of Lino and Mono Operating Casting, and Handling Branches and Type Casting Branch. He will also be in charge of the Proof Reading Branch. He will also be in supervisory charge of all P.R. and miscellaneous works other than indent works, Legislature works and Budget works in all stages, at a level above the Assistant Director, and ensure that these works are executed in time and in good quality and plan out detailed arrangements for these. He will be in charge of all the composing sections other than Forms composing.

Duties of Assistant Director (Technical)

26. (a) One of the Assistant Directors (Technical) will be in charge of the works of the Kannada Encyclopedia (Viswakosha) the Junior Encyclopedia (Jnanagangothri), and Census works and other special works entrusted to him.

(b) One of the Assistant Directors (Technical) will be in immediate charge of Forms Branch consisting of Forms Office and Forms Despatching Section, Forms Composing and Care Printing Branch, Stamp over-Printing, Cheque Books, Receipt Books, etc. He is responsible to ensure arrangements for timely printing and supply of Forms and Registers to all Government Offices and their proper arrangement, Stocking and Accounting. He will be in charge of all the composing sections relating to forms. He will also be in charge of Watch and Ward, Time Office and Attendance Sections. He will check the postings made by Attendance Section in the Attendance Register of the Permanent Establishment.

(c) One of the Assistant Directors (Technical) will be in charge of the Photo-Zinco Section and all works in that Section, all Stores Work in all stages and aspects, General and Photo-Zinco Stores, and Types Stores and Spare Parts Stores. He will also check the Attendance Registers relating to all branches maintained in the Time Office and ensure correctness with reference to the cards punched in the Time Office.

(d) One of the Assistant Directors (Technical) will be in charge of all P.R. works and Legislature works, Budget work, and all other miscellaneous works under the guidance of the Deputy Director in charge of these works. He will also be in charge of the Binding Branch. In addition, he will be in charge of work in all branches in the first shift. He will scrutinise all piece-work vouchers of Kannada Gazette Branch and vouchers of Translators.

(e) One of the Assistant Directors (Technical) will be in charge of all works in all the branches in the second shift, and will be in charge of arrangements for work in the third shift and will arrange for sufficient and suitable work being provided for the third shift by proper planning in advance. He will be in charge of the Kannada Translation Cell and also of the Letterpress Machine Branch.

(f) One of the Assistant Directors (Technical) will be in immediate charge of the work of the Lottery Section and work connected with printing of Lottery Tickets in all aspects with the co-operation of other Technical Officers, who will also be supervising work during certain specified hours and will join him. He will also be in charge of the Lottery Printing and Binding Section and will be responsible for security and secrecy being maintained and accurate and complete accounts in the Lottery Tickets Printing work.

27. Officers in immediate charge of the respective works will arrange for preparation of pending statements of work, in several working branches, and of papers in their respective offices, these being kept up to date and prepared every day or every week as the case may be, and submit them regularly to higher officers.

28. Each of the following units will be technically supervised out of office hours as additional duty by separate technical officers of the Departments to be specifically nominated:-

(i) The Central Jail Press, Bangalore ;

(ii) The High Court Press, Bangalore ;

(iii) The Tuberculosis after-care printing Unit, Bangalore;

(iv) The Binding Unit of the Nirashritara Parihara Kendra, Bangalore.

(v) The Lottery Section when the work is in progress.

29. All the Officers should inspect as many times as possible every day the branches under their direct charge and ensure proper outturn, proper relationship with labour, and maintain discipline and orderliness in the working branches and ensure timely execution of works.

Duties of the Deputy Director (Administration and Accounts)

30. (i) The Deputy Director (Administration and Accounts) will be in charge of the Departmental Accounts.

(ii) He will be in charge of Establishment, Accounts, Stores Accounts of all Stores in the Department including Value Accounts, Cost Accounts, Bills to paying departments, and recoveries from paying departments and offices ; recoveries of charges from public and local bodies, reconciliation of Accounts work, cash and pay-bill work of the Press office, Pensions, bills of supplies in all offices of the Department.

(iii) He is empowered to draw the salary bills, supplemental bills, overtime bills and D.C. Bills of the several establishments in the Government Press, Bangalore. All Accounts Sections of the Department, viz., Press and allied offices at Bangalore will be under his charge. The Superintendents Grade II and Superintendents Grade I of the Press and allied offices concerned with accounts will work under the Deputy Director (Administration and Accounts) who will be in charge of Supervision of all the Accounts Staff of the respective branches.

(iv) He is responsible for the proper maintenance and checking of value accounts of all stores, General and Photo-Zinco Stores, Stationery Stores and Book Depot Stores in this Department as per the instructions of the Accountant General.

(v) He will arrange for the reconciliation of Departmental figures with Accountant General's figures regularly every month, and ensure that the work in this regard is up-to-date and correct.

(vi) He will be in charge of all the Departmental accounts work and maintenance of all Stores Ledgers Accounts.

(vii) He will be in charge of the supervision of Cash Section of the Government Central Press, Bangalore.

(viii) He will exercise such other administrative powers as are delegated to Deputy Director (Technical) in respect of appointments, imposition of penalties, etc., in respect of class IV and other posts (except those included in the Technical and Industrial Establishment of the Department) vide Annexures I, II to Mysore Civil Services (C.C.A.) Rules 1957.

(ix) He will be in charge of scrutiny of all bills, O.T. bills, lunch allowance bills, contingency bills, T.A. bills, etc., received from all the Branch Presses for countersignature.

(x) As Deputy Director (Administration and Accounts) he will assist in General Administration of the Department, and all establishment matters of the Department will be attended to by him.

(xi) He will arrange to consolidate list of letters addressed to Government pending for more than three months in each section and to send this list to Government. The Officers in charge of several sections and the Managers will be personally responsible to see that lists are furnished to the Deputy Director.

(xii) He will be the "Vigilance Officer" of the Department of Printing, Stationery and Publications, and the following duties shall be performed by him in this regard:

(a) To examine the review the departmental rules and procedures and suggest measures to plug the loopholes, if any, likely to lead to corruption;

(b) To ensure that all complaints relating to corruption are looked into promptly;

(c) To prepare a list of public servants against whose honesty and integrity there are reasonable doubts and suspicion, on the basis of information given by the Bureau of investigation or the Directorate of Vigilance and the information available in the Department;

(d) To analyse returns of immoveable and moveable property and the reports of purchase and disposal of available property ;

(e) To ensure co-operation with the Bureau of investigation in regard to making available the relevant records without any avoidable delay, giving technical assistance wherever necessary and making available departmental witnessess required during the investigation and the departmental or court proceedings.

(f) To ensure that Departmental proceedings are completed expeditiously and to see that orders in these proceedings are given effect to ;

(g) To prepare a report about the action taken in respect of complaints relating to corruption and measures taken for checking and preventing corruption.

(xiii) He will be the officer designated from the Department of Printing, Stationery and Publications, for release of Press materials by Government Departments;

(xiv) He will personally responsible to see that the work relating to pensions is always up-to-date and that the preliminary verifications of pension papers are done well in time and that final pension papers are properly prepared and sent well in time, and monthly returns due to Government are sent before the due dates.

Duties of the Assistant Director (Non-Technical), Assistant Director (Printer's Costing)

31. (a) One Assistant Director (Non-Technical) will be in direct charge of the Government Stationery Depot and Stores and all duties connected with these and all correspondence and papers connected with the Stationery Depot and Stores and Accounts of Stores and cash will be scrutinised by him before being sent to the Director.

(b) One Assistant Director (Non-Technical) will be directly in charge of the Government Central Book Depot, Office and Stores, and all duties connected with these. All papers relating to Book Depot and Stores Accounts will be scrutinised by him before being sent to the Director.

(c) One Assistant Director (Non-Technical) will be in charge of Inspection Cell and his duties will be:

(i) To conduct detailed inspection of accounts and check the initial records of the value accounts of the Branch Presses at Dharwar, Gulbarga, Mercara and the High Court Press and Branch Stationery Depots and Branch Book Depots;

(ii)To check the accounts of the Stationery Depot, Book Depot, Press Stores, P.Z. Stores and Forms Branch ;

(iii) To be personally responsible for submission of value accounts of the offices of the Department situated at Bangalore viz., Government Central Press, the Government Stationery Depot, Government Central Book Depot, General Stores and Photo-Zinco Stores ;

(iv) To arrange for the inspection and preparation for forwarding of value accounts of the Branch Presses and Branch Stationery Depots and Branch Book Depots and the Government Branch Press at Mercara and the High Court Press and for the value accounts of all stores of the Department, their consolidation and despatch to the Accountant General's office according to schedule prescribed;

(v)To show the result of inspection and submit monthly reports to the Director of Printing, Stationery and Publications, duly reporting the savings, and any suggestions which are helpful for savings ;

(vi) To conduct inspection of Forms and Stationery of selected offices of other Departments on the orders of the Director of Printing, Stationery and Publications to whom he should submit a tour programme after discussion ;

(vii) To assist the Director in the annual inspection of the offices of the Central Press and allied offices.

He should inspect as many offices as possible in a year.

(d) One Assistant Director (Non-Technical) will be in immediate charge of the work of supervising the initial checking and final checking of the lottery tickets. His duties will be :

(i) To get the defective tickets reprinted, replaced and rechecked ;

(ii)To be personally responsible for arranging the delivery of the printed tickets to the concerned ;

(iii) To be in charge of maintenance of accounts in respect of tickets received from the printing section, tickets checked and despatched ;

(iv) To be in charge of any other work attended to in the final checking section in respect of lottery tickets ;

(v)To be in charge of the work connected with the preparation of expenditure statements, analysis of press costs, compilation of statistical data required for preparation of *Pro forma* accounts and other statements and prepare the annual Administration Report of the Department ;

(vi) To be responsible for preparation of hourly cost rates for all productive operations and maintenance of connected records, scrutiny of hourly cost rates of the Branch Presses and other works connected with this.

(e) One Assistant Director is designated as Assistant Director (Printers Costing), and his duties will be:

(i) To be in immediate charge of the work of the Costing Section of the Government Press.

(ii)To be in charge of the work connected with the scrutiny of the Time Sheets, assessment of out turn, investigation of the causes for the shortfall, if any, in production below the norms fixed, and implementation of the scheme of units of satisfactory work in all the working branches of the Central Press ;

(iii) To be in charge of the work connected with the scrutiny of the productive hours of different works, paper and materials consumed in respect of chargeable and non-chargeable works, and their valuation, maintenance of connected accounts, statements and correspondence ;

(iv) To be responsible for work connected with the timely preparation of the bills of paying departments including local bodies and autonomous bodies and maintenance of connected accounts, preparation of periodical statements and correspondence. He will also be in charge of the work connected with the realisation of the arrears of paying departments, local bodies and autonomous bodies ;

(v)To be in charge of the work of scrutiny of estimates and fixation of prices of all priced publications including common and financial forms and registers and furnishing of technical opinion regarding the cost aspect of printing ;

(vi) To be in charge of valuation of the work turned out in the P.W. Composing and binding sections and preparation of remuneration bills ;

(vii) To be responsible for the work of preparation of bills of cost for the Lottery work and preparation of remuneration bills of the staff engaged in the work of printing of Lottery tickets ;

(viii) To be in charge of the work connected with the approval of Private Presses and entrusting of Government works to Private Presses, whenever necessity arises, scrutiny and payment of bills of private presses.

(ix) He will be in charge of advances relating to House Purchase, construction, etc., and House Building, House Purchase, etc., and conveyances to the staff and employees.

Duties of Stock Verification Officer

32. The Stock verification officer will attend to the following duties:-

(1) To conduct systematically the periodical Stock Verification of Plant, Machines, consumable raw materials, Stationery Stores, Type and Offset Stores, Machine spare parts, Books and publications, Stationery articles, Forms and Registers, etc., of all the Presses and Stores of the Department ;

(2) To see that correct records are maintained and correct returns are submitted in respect of each stores and that the accounts are posted up-to-date ;

(3) To test-check stock daily, of one or more of the following stores situated in Bangalore, and to check once a year all the stocks of the several stores of the Presses, Book Depots and Stationery Depots, in Bangalore, Dharwar, Gulbarga and Mercara ;

(i) Stationery Stores ; (ii) Book Depot Stores ; (iii) Press General and P.Z. Stores; (iv) Type Stores including metal ; (v) Forms Stores ; (vi) Warehouse ; (vii) Care Printing Stores ; (viii) Paper Room Stores ; (ix) High Court Printing Press Stores.

(4) He should submit reports every year regarding the Stock Verification of several stores of the Department and reports regarding defects found and suggestions to remedy the defects.

(5) The officials in charge of the Stores noted above at Para (3) should maintain correct accounts of their respective stock and maintain the registers properly and up-to-date. Those officials who are in Bangalore should submit when called for by him, the accounts relating to the Stores every day so that he may ensure that the accounts are posted up-to-date and wherever accounts are not up-to-date may report the case to the Director.

(6) He should also check the leave ledgers of all the employees of the Press.

(7) He should be in charge of the Paper Room and should scrutinise all Paper Room accounts every day.

Duties of the Labour Welfare Officer

33. The Labour Welfare Officer, Government Central Press, Bangalore is entrusted with the following duties as prescribed in the Mysore Welfare Officers (Duties, Qualifications and conditions of Service) and other appropriate Rules:-

(1) To promote harmonious relations between the management and workers ;

(2) To bring to the notice of management the grievances of workers, individual as well as collective, with a view to securing their expeditious redress and to act as a liaison Officer between the management and labour ;

(3) To study and understand the point of view of labour in order to help the management to shape and formulate labour policies and interpret these policies to the workers in a language they can understand ;

(4) To watch industrial relations with a view to using his influence in the event of a dispute arising between the management and workers and to help to bring about a settlement by conciliation and arbitration ;

(5) To establish liaison with the Factory Inspector and the Medical Services concerning Medical Examination of employees, health records, supervision of hazardous jobs, sick visiting and convalescence, accident prevention and supervision of safety committees, systematic plant inspection, safety education, First aid arrangements, investigation of accidents and workmen's compensation and to advise the management on fulfilment of obligations statutory or otherwise, concerning the application of the provisions of the Factories Act and the rules made thereunder;

(6) To promote relations between the management and workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adopt themselves to their working environments ;

(7) To encourage the formation of Works and Joint Production Committees, Co-operative Societies and Safety first and Welfare Committees and supervise their work ;

(8) To secure provision of amenities, such as canteen, shelters for rest, creches, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pension and superannuation funds, gratuity payments, granting of loans, and legal advice to workers ;

(9) To advise the management on provisions of Welfare facilities such as Housing facilities, foodstuffs, social and recreational facilities and sanitation and cleanliness, and to further education of workers, and advise on individual personal problems and education of children ;

(10) To suggest measures which will serve to raise the standard of living of workers and in general to promote their well-being ;

(11) To help the management in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence.

(12) To be in charge of all duties relating to the Worker's Education Scheme.

34. All Officers should extend to one another full co-operation and work together as a well-knit team.

DUTIES AS PRESCRIBED IN THE HANDBOOK OF OFFICE PROCEDURE

35. In respect of the Office work, duties of the Head of the Office, Head of the Branch, Head of the Section and Case workers have been enumerated in the Handbook of Office Procedure, issued by the General Administration Department (E.R.B.) of Government. The Director in the Offices of the Directorate at Bangalore, the Deputy Directors of the Government Branch Presses, Stationery Depots

and Book Depots, the Manager of the Government Branch Press at Mercara, and the Supervisor of the High Court Press, Bangalore, are the Heads of Offices in respect of the relevant offices, the Gazetted Officers in immediate charge of Branches are the Heads of Branches, and the Ministerial Heads next to the Gazetted Officers like Superintendents Grade I or Grade II, as the case may be, are the Heads of Sections, and officials directly and individually dealing with cases or subjects are caseworkers. The Heads of Offices, Heads of Branches and Heads of Sections and caseworkers, shall perform the duties prescribed in the Handbook of Office Procedure, for each of these positions, that is, the duties enumerated in this chapter and the duties as prescribed in the Handbook shall be read together and the duties in neither shall be omitted to be performed, in respect of all kinds of office work. The duties prescribed in the Handbook of Office Procedure are noted below:-

"Duites of the Head of the Office"

The duties are:-

(a) to arrange for the speedy and smooth disposal of work in his office ;

(b) to organise his office into suitable Branches, Sections and Compilations and to maintain an organisational chart displaying the composition and functions of every Section ;

(c) to assign work to each caseworker and to ensure, with the help of his assistants, that every person discharges his duties satisfactorily ;

(d) to see that persons who seek replies from his office are able to get these promptly ; and

(e) to visit periodically the different Sections of his office, inspect the tables of the staff and see how the work is going on, in order to find out whether the papers are properly arranged and the work is carried on methodically and the office is maintained tidily.

Duties of the Head of the Branch

The duties are:-

(a) to relieve the Head of the Office of most of the day to day routine work in regard to his Branch ;

(b) to place before the Head of the Office all correspondence which he carries on with officers of equal or higher status and all other matters where statutorily, the Head of the Office is responsible for decision; and

(c) to be generally responsible for the efficient management of work.

Duties of the Head of the Section

The duties are:-

(a) to exercise general supervision over his Section in regard to the despatch of business ;

(b) to help the inexperienced clerks by guiding them in their day to day work ;

(c) to be conversant with the more important files pending in his Section and see that these are not delayed ;

(d) to concentrate his attention where it is most required and see that his Section works smoothly and efficiently ;

(e) to see that the caseworker maintains his 'Case Register' properly and up-to-date;

(f) to make certain that the despatch of outgoing periodicals is not delayed and that incoming periodicals are obtained by timely reminders ;

(g) to be responsible for the proper maintenance of special registers ;

(h) to ensure that the monthly arrear lists of cases and the weekly arrear statements of pending papers are properly compiled and duly submitted ;

(i)to advise the staff under him on all difficult and intricate cases and to help them in drafting important references ;

(j)to see that the caseworker has arranged papers in order in a file, stated briefly the issues to be decided, pointed out the deficiencies or omissious in the correspondence and quoted the standing orders and precedents applicable to the case ;

(k) to ensure that whenever reports are called from subordinate officers, the specific points on which information or comments are required are clearly stated by the caseworkers in the references to be issued ;

(l)to ensure that the time limit is kept by the caseworkers in respect of urgent cases and to provide guidelines for the disposal of important cases ;

(m) to deal personally with complicated cases ;

(n) to do some original work himself where the duty of supervision is not a fulltime job ;

(o) to ensure that whenever there is a transfer of a caseworker in his Section, a detailed charge-list of all the pending papers is prepared and full responsibility assumed by the incoming official; and

(p) to inspect the work of every caseworker under him once a month

Duties of caseworkers

The duties are:-

(a) to be in charge of and be responsible for the work connected with one or more compilations entrusted to him ;

(b) to arrange papers and cases in order, state briefly the issues to be decided, point out the deficiencies found in the correspondence and quote the standing orders and precedents applicable to the case ;

(c) to be conversant with the laws, rules and regulations, standing orders, circulars, precedents, etc., relating to the compilations entrusted to him ;

(d) to ensure that the papers and files he is dealing with are promptly submitted for orders and not delayed ;

(e) to maintain all the prescribed registers for the proper accountability and disposal of the papers received and dealt with by him ;

(f) to be well acquainted with the prescribed procedure ;

(g) to ensure that all the petitions received by him are properly stamped with the requisite court fee stamps as required under law ;

(h) to compare fair copies, ensure their correctness and see that these are delivered for despatch; and

(i)to prepare, whenever there is a transfer of charge, a detailed charge list of all the papers and cases pending with him with reference to the Special Registers, Periodical Register and Case Registers and hand over complete charge of these records and registers to his successor."

Press Office

36. (a) The distribution of work of the Press Office (Administration and Accounts) among the Superintendent Grade I, and Superintendents Grade II, First and Second Division Clerks in the Press

Office is as detailed below. The officials should function like a well-knit team and see that work in the office is kept up-to-date and proper secrecy and promptness are maintained in all quarters.

Superintendent Grade I

(b) He is the Ministerial Head of both the Administration and Accounts Sections of the Press Office. All references to and from these sections should pass through him. He is responsible for the distribution of Tappals to the various sections and officials and for the prompt despatch of all correspondence. He is directly in charge of the Tappals distribution and Despatch Section, Records Section, Planning Section and Typing Section. He is also responsible for the proper maintenance of the Office order book and records of the Press Office and ensuring of timely submission of monthly pending statements and to maintain promptness in proposing acting arrangements and in getting orders on establishment questions of all the Establishments. He is responsible for the drafting of the Administration Report of the Government Central Press and its Branches and its despatch to Government. He will arrange for the checking of the leave memos and registers related to the late coming and attendance of all the employees of the press. He should watch the progress of preparation of pension papers of the Press employees and ensure that they are prepared and sent to the Accountant General in time and well in advance as per Government Orders, from the Accounts Section, with the co-operation of the Superintendent Grade II and other officials concerned. He should also see that the Establishment bills, overtime bills and other bills are prepared in the Accounts Section and sent in time, with the co-operation of the Superintendent Grade II, Accounts Section, who should arrange to get prepared all the bills concerned by distributing the work equitably among all the clerks in the section. He should deal personally with all other matters of importance and confidential nature relating to Gazetted administration and service matters of the Department, and others entrusted to him, and also the matters relating to Officers. He should see that the Branch maintains a tidy and smart appearance and the work among the staff is distributed equitably, inspiring confidence in all the officials and the employees and ensure prompt attendance, quick despatch and courteous treatment. He must maintain orderliness, and report in respect of officials and employees entering the Branch for gossip and irrelevant talk. He will attend to preparation of correction slips to the Departmental Manual once a quarter, and also attend to the correspondence regarding Manual of Office Procedure, Manual of General Circulars and Standing Orders, with the assistance of the Records Clerk. Inspection Reports of the Central Press and the Branch Presses are also to be attended to by the Superintendent Grade I

Superintendent Grade II (Accounts)

(c) He is directly in charge of the Pay Bills Section and Cash Section and should attend to the timely preparation of Pay Bills, Supplemental Bills, Lunch Allowance Bills and confidential work Allowance Bills and any other bills of establishments and for their payments on the scheduled dates. He is directly in charge of Audit Reports and is responsible to furnish timely replies to the Accountant General on all the Inspection Reports of the Government Central Press and Branch Presses. He will be in charge of Stores accounts and will attend to audit observations relating to Stores. He will also be responsible for the timely submission of the Budget estimates both Revenue and Expenditure to the Finance Department, and for all work connected with the Budget and Audit Report, Appropriation Accounts and Finance Accounts. He will also supervise the work of Reconciliation of departmental figures with those booked by the Accountant General and ensure that certificate of reconciliation is furnished to the Accountant General promptly every month. He should scrutinise all papers relating to all kinds of leave, and in charge of duties relating to increment files, and all personnel questions and verification of Service Registers of the Permanent Establishment of the Government Presses. He should also scrutinise the supply bills of firms and ensure their prompt payment. All correspondence in respect of supply bills should also be scrutinised by him.

Superintendent Grade II (Establishment)

(d) He is directly in charge of the Establishment Section of the Press Office. He should scrutinise and supervise the work of the Establishment Clerks. He is responsible for the supervision of periodical returns of the Central and Branch Presses, and ensuring their timely preparation and despatch and should deal with all general correspondence with the Branch Presses and ensure by personal supervision, that Branch Press papers receive prompt attention. He should attend to the compilation of Annual Census statements, Man Power requirements (Composition of the Establishment) or such other statements as may be required, preparation of gradation lists to seniority lists of all the Establishment according to Establishments and Branches and of the cadre strength, with the assistance of the Establishment Clerks. He will also supervise the work of the Pension Section. He should watch the progress of preparation of pension papers and ensure that they are prepared and sent to the Accountant General in time as per Government Orders, as per schedule. He should scrutinise all papers relating to all kinds of leave, and be in charge of increment files, and all personnel questions, and verification of Service Registers, of the Temporary Establishments and the Machine Branch of the Government Press. He will be in charge of the work of the Government of India Scholarship schemes and Press and allied offices Manuals Examinations.

Superintendent Grade II (Planning)

(e) He will be in immediate charge of the work of planning for expansion of existing Presses and for equipment and development of new Presses and of Planning for heavy and important printing works such as Census and General Elections. All correspondence relating to Buildings, Telephones and planning generally, correspondence relating to and from Government regarding Planning should be attended to by him. He shall attend to all work relating to purchases of machinery and equipment for all presses and correspondence with Government and the Store Purchase Department for procurement of machinery and equipment for the Government Presses. He should scrutinise all papers relating to all kinds of leave, and will be in charge of duties relating to increment and all personnel questions and verification of Service Registers of the Binding and Composing Branches of the Government Press.

First Division Clerk (Establishment)

(f) He should attend to the duties and correspondence relating to establishment matters, like recruitment, promotions and confirmation in respect of all posts of the establishments in the state-wide cadres, maintenance of registers pertaining to P.S.C. returns and representation of Scheduled Castes and Scheduled Tribes in services in the Central Press and allied offices at Bangalore, and Branch Presses, maintenance of vacancy registers, gradation lists and seniority lists of employees according to establishment and branchwise gradation lists and seniority lists and attending to correspondence relating to the Government Press Employees Association, under the guidance of the Superintendent Grade II. He should attend to the work of granting House Building Advance, Bicycle Advance and other advances of the department.

He should be very prompt and personnel questions should as far as possible be disposed of on the day of receipt and whenever papers accumulate he should clear them by working early and late and seek higher guidance whenever necessary and never allow arrears to accumulate.

Second Division Clerk (Records Clerk)

(g) His duties shall be filing the records, as and when received and furnishing the references required, writing of approved office orders and U.O. replies in the Office Order Book and respective registers, maintenance of G.O. Files, Office Order Book and U.O. register, preparing index of files, Government Orders files and turn registers. He will be incharge of all permanent records and registers like Acquittance Rolls and Attendance Registers of the Government Press which have to be kept intact in separate almirahs or racks. He will be assisted by one of the other Clerks of the Despatching Section, whenever necessary. He should also assist the Superintendent Grade I in the preparation of correction slips to the Press Manual, Manual of Office Procedure and Manual of General Circulars and

Standing Orders. He should prepare the Stationery and Forms indents and be in charge of the office Stationery and forms and maintenance of accounts relating to them. He should preserve office stationery, Leave Memo Books, Forms and Registers required by the entire Department including Office Order books, etc., securely. He will be in charge of all works connected with the Medical Expenses reimbursement bills of the Government Presses and of notifying holidays and of free supply of spectacles to employees.

Tappal Distribution and Despatching Section

(h) In this section, ordinarily, one first division clerk and three second division clerks will work and the duties of the Section will be:

Registering of all the letters addressed to all the offices of the Directorate at Bangalore which should be numbered in the 'From' register and obtaining the acknowledgments of the officials to whom they are issued, noting cross references and preparing the lists of pending references daily and weekly, with each clerk of the Administration and Accounts Department of the Press and their submission to the Superintendent Grade II for scrutiny every day and every week (daily pending statements are necessary in respect of all urgent tappals or papers marked 'To-day' and weekly pending statements in respect of others:, despatch of all letters addressed to Government and other Departments by registering them in 'To' Registers and obtaining acknowledgment of the officials to whom they are delivered after despatch, maintaining the Peon and Tappal Book and Stamp Account Register.

One of the despatching clerks working in the Press Office will be trained in the Operation of the Postal Franking Machine, and be in charge of the Machine. He has to frank all the letters that go by post, received from all the sections as detailed below and maintain the accounts therefor.

All the sections of the Press, viz., Press Office, P.W.S., Forms and Despatching Branches, Costing Section, Stores, etc., and Stationery Depot and Book Depot, will send the letters that have to go by post along with a list in duplicate (such lists may be bound after a month or a Register may be maintained) of such letters to the Despatching Clerk. Every such letter should be put in an envelope and fully addressed and furnished, but the envelope should not be pasted. The Despatching Clerk will acknowledge the receipt of letters is one of the copies of the list and retain the other list with him.

The letters may ordinarily be sent by the several sections twice a day at 11 A.M. and 4-30 P.M. and in urgent cases at any other time also.

The Despatcher will then weigh each letter and mark the weight against the corresponding entry in the list which he retains. He also marks by its side the value of stamp required to be affixed to that letter.

He will take out each letter and enclosures, separate the letter and enclosures, from out of the envelope, using the franking machine frank the envelope, with the amount noted against it in the list and insert the letter with the enclosures fully into the envelope again with utmost care, arrange to paste it and arrange to have these posted in the nearest Post Box within half an hour of receipt of the letters from the section, i.e., at 11-30 A.M. and before 5 P.M. respectively.

The same evening he will furnish an extract of the amounts spent, on each list of letters that day, along with the list, for scrutiny and signature of the officer in charge, through the Superintendent Grade II (Accounts).

He will preserve the list and extracts till the amount in the franking machine gets exhausted and produce the entire accounts which should tally with the amount spent from out of the franking machine. This should be checked by the Superintendent Grade II and also the Superintendent Grade I.

The machine will then be released and the procedure repeated.

(O.O. No. 123/69-70, dated 27th May 1969)

The officials of this section should also assist the Superintendent Grade I as and when their services are required in the exigencies of work. One of the Second Division Clerks of this section should also assist the Records Clerk when necessary.

One First Division Clerk and One Second Division Clerk (Reconciliation of Accounts)

(i) A First Division Clerk will be in charge of Reconciliation work of the Accounts of the Press Office as well as those of the allied offices and the Branch Presses, with the Accounts of the Accountant General's Office. He should attend to this work and all correspondence thereon. He should personally go to the allied offices and Accountant General's Office and see that the figures and the Department and the Accountant General's Office are reconciled and always kept up-to-date.

The Second Division Clerk will attend to all routine duties of this section under the guidance of the First Division Clerk and assist him in his duties.

Second Division Clerk (Pensions)

(j)One Second Division Clerk will be in charge of duties connected with pensions of Government Servants of the Department, some of which are indicated below:-

Preparation of pension papers, both in advance for preliminary verification and final verification of pension papers, all correspondence relating to this work and prompt sanction of pension and gratuity, forwarding the monthly statements of pension cases to Government, and correspondence with Government, forwarded of quarterly statements of penson cases of Gazetted and Non-Gazetted Officers, notifying orders regarding retirement of Government Servants of the Department in advance, maintenance of all previous files of the pension cases securely and properly arranged.

This official is responsible for prompt action in all stages of the work relating to pensions and gratuity and should take the files personally to higher officers and ensure that sanction of all pensions and gratuity is prompt and that schedule of work prescribed and instructions of Government are followed strictly.

This official will also be in charge of the work of writing final orders in the Disciplinary Proceedings Order Book and of all work relating to Confidential Reports of Government Servants in the Government Press.

Second Division Clerk (Labour Matters)

(K) One Second Division Clerk will be in charge of the duties relating to Labour Matters of all the Government Presses of the Department and all correspondence with the Government Press Employees' Association. He will also be in charge of all clerical work in the Administration Section relating to disciplinary proceedings in the Government Press Bangalore. He will assist the official in charge of pensions work whenever necessary.

Second Division Clerk (Supply Bills)

(l) He will be in charge of passing and arranging payment of Supply and Stores Bills including Telephone Bills, Electricity Bills, Water Supply Bills, Rental Bills and Text Book Press Bills, and related correspondence. He should maintain the Register of firms's bills up-to-date and submit pending statements of outstanding bills monthly before 10th of each month for information of the Officer. He should ensure payment of supply and services bills promptly and ensure that no losses result by delay in passing bills. He should remind the several stores officials and officers concerned for stock certificates, etc., and ensure that there are no delays. He should maintain the Register of office furniture of the Government Press up-to-date, and arrange for the annual verification of furniture.

First Division Clerks and Second Division Clerks, First Division Computer and Second Division Computers (Five First Division officials and twelve Second Division officials) (Bills Section).

(m) The Bills Section will be divided into a suitable number of sub-sections which are at present five, viz., Permanent, Establishment Section, Temporary Establishment Section, Printing Establishment Section, Binding Establishment Section and Composing Establishment Section. Two, three or four officials as may be considered necessary will be posted to each section and they will attend to the duties relating to each section as indicated below:

To attend to the timely preparation of Pay Bills, Supplemental Bills, Lunch Allowance Bills, Confidential work Allowance Bills and the timely preparation of statements of leave of all officials and employees.

To attend to the proper maintenance of Service Registers of all officials and employees and arrange for annual verification of these Registers and submit the same to the Deputy Director (Administration and Accounts) for signature through the concerned Superintendent Grade II promptly.

To attend to all personnel matters like appointments and promotions.

First Division Clerk (Cashier) assisted by a Second Division Clerk (Assistant Cashier)

(n) He should with the assistance of a Second Division Clerk, be responsible for all cash work and all cash, should bring cash from the Reserve Bank and account for it, arrange for the disbursement of Pay and allowances to the officials and employees of the Government Press. He should maintain the Cash Book and connected Registers up-to-date and get the Cash Book and Subsidiary Registers checked by the Superintendent Grade I and the Deputy Director (Administration and Accounts) at the close of each day and keep the cash balance as per Cash Book in the Cash Chest with double lock in the immediate presene of the Deputy Dirctor (Administration and Accounts). He should arrange for the preparation of D.C. Bills for recoupment of Imprest and of A.C. Bills as and when necessary. He should arrange to send N.D.C. Bills as soon as possible in respect of amounts drawn on A.C. Bills and prepare in respect of all Government Servants and attend to correspondence connected therewith. He should arrange for the timely preparation of the Salary Bills of the Gazetted Officers of the Department and keep on account of the salaries drawn by each officer. He should arrange for the prompt remittance and attend to all correspondence of the Cash Section and maintain the Accounts of Service Stamps. In cases where deductions are made towards recoveries of the departmental Co-operative Societies or the Sickness, Retirement and Death Relief fund, he should maintain the relevant accounts and hand over promptly the totals of the amounts recovered to the authorised office bearers of the institutions concerned and obtain acknowledgments. He should attend to disbursements and payments connected with the printing of Lottery Tickets.

The apportionment of work between the Cashier and Assistant Cashier and details of procedures in respect of the duties of the Cashier are furnished in the Chapter on Administrative Branch.

Stenographer

(o) One Stenographer will work as the Personal Assistant to the Director and take dictations and transcribe them accurately and attend to all confidential work which may be entrusted to him by the Director. He will also attend to typing work of the office whenever he is not engaged on other special work.

(p) One Stenographer will work in the Press Office and take dictations from the Senior Deputy Director, Deputy Director and other officers, and transcribe them accurately and type fair copies of these. He will also attend to typing work of the office whenever he is not engaged on other special work.

Typists

(q) The Typists of all the sections of the Government Press will work in the Press Office in a Typing Pool and all the typing work of the Press Office, Costing Branch, P.W. Branch, Gazette Office, Forms Branch and Stores (General and P.Z.S) will be attended to by the Typists. The seniormost typist

will distribute the work among the typists, himself also taking up individual typing work. Each Typist will attend to the typing work with promptness and accuracy and pay special attention to urgent and important matter and not allow work to be in arrears to any time. The Typists should also observe strict secrecy in their work.

GENERAL STORES

37. (a) The following are the duties and responsibilities of the officials and the Foreman of the General Stores:-

Foreman, General Stores

(b) (i) The Foreman will be in general charge of the Stores and will hold direct charge of all spare parts of Machinery and Electrical fittings in the Government Press, Bangalore, and account for these, arrange for repairs of machines and replacement of machine parts and account for receipts of the spare parts from suppliers and issue the same to indenting branches ; maintain separate D.B.R. (Day Book of Receipts) and D.B.I. (Day Book of Issues) in respect of receipts and issues.

(ii) He will arrange for replenishment of stocks of spare parts as and whey they run out ; and see that all spare parts most essentially required are always kept in ready stock for immediate issue and that no machine is made to idle for want of spare parts.

(iii) Whenever a new machine is purchased and installed, it will be his duty to write and obtain from the supplier the relevant catalogue of spare parts by keeping himself in close touch with the planning section; to ascertain in consultation with the Mechanical Supervisor and the Deputy Director, the parts that may frequently require replacement due to fair wear and tear and to arrange for the purchase of such parts in advance and to stock them.

(iv) He will maintain the Register of Bills received and returned with stock certificate and furnish stock certificates on all bills received in the General Stores; and no bill may be delayed in certification for more than 24 hours on receipt except for valid reasons.

(v) He will maintain a “Register of samples received” and arrange for testing of samples by the consuming branches without any delay; no test report should be delayed for more than 48 hours unless the process itself demands more time and if there should be any delay, the matter should be reported to the Officer in charge of the Press Stores Branch on the third day after sending the sample for testing.

(vi) He should maintain “Articles checked and taken to stock’’ register.

(vii) He will maintain a “register of repairs got done through outside agencies”, providing necessary columns by check and ensure the timely procurement of the necessary parts by arranging for advance payments, if required.

(viii) He will draw advances for cash purchases or to meet repair charges, watch for timely production of vouchers relating to the same and arrange to furnish the vouchers to the cashier usually within 48 hours after drawal of cash, except in rare and unavoidable cases.

(ix) He will attend to the disposal of press cuttings, oiled sweepings, Gazette accumulations, old and unserviceable articles and arrange for their disposal by way of public auctions once in two months regularly.

(x) He will maintain stocks of Washing Soap, Cloth, Towels, Nail Brushes, etc., intended for issue to employees periodically and account for their receipts, issue and balances.

(xi) He will maintain the “Receipt, issue and balance stock” register of wood reepers and planks.

(xii) He will maintain the "Daily Receipt Register of Plant and petty plant", prepare monthly lists therefrom and furnish the list relating to a particular month, to the Plant Ledger clerk in the Photo Zinco Section by the end of the first week of the following month.

(xiii) He will take care to see that all articles in the General Stores are kept in proper condition neatly and securely arranged.

(xiv) He must supervise the closing, locking and sealing of the General Stores at the close of the working day and also opening the seal, unlocking and opening of the stores the next day. The Foreman will keep the key of the Spare Parts Stores with him in safe custody and the General Store Keeper will keep the key of the General Stores with him.

General Store Keeper (First Division Clerk)

(c) The duties of the General Store Keeper are:-

(i) He is in charge of all Stores in the General Stores other than those dealt with by the Foreman, General Stores, will receive all the incoming articles (other than spare parts, soaps, cloth, towels, nail brushes, etc., and wooden reepers and planks) and enter them in the Day Book of Receipts.

(ii) He will draw up all "Supply reports".

(iii) He will issue articles to consuming branches after proper weighments or measurements as the case may be, against indents approved by competent authority and enter them in the Day Book of Issues.

(iv) He will arrange prompt supplies of press Miscellaneous articles to the Government Branch Press, after invoicing, etc., as per claims in the indents received from the respective officers after approval by competent authority he should not wait till reminders are received from the officers in charge of the Branch Presses.

(v) He will submit reports for replenishing stocks of articles before they fall below the minimum level.

(vi) He will maintain a Register of S.P.D. Local Indents Received in the form prescribed ; it will be his duty to remind the suppliers and obtain from them agreement bonds and security deposits as per conditions in the relevant S.P.D Local Indents. Sufficient cyclostyled copies may be kept ready by him for issue to the suppliers selected by the S.P.D.

(vii) He will maintain a separate "Register of Supplies received against S.P.D. Local Indents". The supplies must be watched for any delay which may have to be condoned by the Director or the S.P.D. later.

(viii) On receipt of Agreement bonds, it will be his duty to scrutinise them carefully and then submit the same to the Director through the officer in charge of the Press Stores for signature; completed and signed copies of bonds must be sent to the Cashier for safe custody; similarly cheques or bank drafts received towards payment of security deposits should also be sent to the Cashier ; he should promptly arrange for releases of security deposits immediately on satisfactory completion of supplies within due dates fixed in the relevant S.P.D Local Indents ; whenever necessary, he will put up draft letters for obtaining condonation by the S.P.D of delays in supplies ; he should maintain a register for noting down bonds and security deposits passed on to the Cashier, with full details of the respective S.P.D Local Indents, amounts involved, due dates of supplies, actual dates on which supplies are received, etc,; this register should be consulted once a week and releases of security deposits against satisfactory and prompt supplies should be duly arranged, without giving any room for reminders or complaint from the supplier firms.

(ix) He will prepare and submit annual stock verification reports of Government Press General Stores; he will seek orders on annual stock verification reports of Branch Presses and communicate orders so obtained to the respective officers, whenever necessary. He will put up draft letters to

Government seeking orders on stock verification reports. The same procedure will apply in the case of quinquennial stock verification reports also.

(x) He will maintain the Purchase order book in the form prescribed. This must be put up to the officer in charge of the Press Stores for perusal on the 2nd of every month.

(xi) He will furnish figures for incorporation in the Annual Administration reports before the dates on which they are due.

(xii) He will attend to all audit objections relating to the General Stores.

(xiii) He will prepare annual indents for Press Miscellaneous articles to the forwarded to the Stores Purchase Department and the annual statement of articles for direct purchase within the powers of the Director well in advance of the commencement of the official year during which the articles are required for use.

(xiv) He will write up and keep the bin cards of all consumable articles posted up-to-date to show balances of articles readily and at a glance at any time.

Assistant Store Keeper (or Ledger Clerk - Second Division)

(d) The duties of the Assistant Store Keepers are:-

(i) He will post all entries from the Day Book of Receipts to the Ledgers (Press-Miscellaneous articles, spare parts, Dead Stock and Petty Plant).

(ii) He will post all entries from indents and invoices to the Day Book of Issues.

(iii) He will post all entries from the Day Book of Issues to the Ledgers (Press-Miscellaneous articles, Spare parts, Dead Stock and Petty Plant).

(iv) He will call for quotations for the direct purchase of articles and prepare comparative statements from quotations received both in respect of articles of direct purchase and those to be purchased through the S.P.D.

(v) He will receive RR's, and Lorry receipts, issue clearance instructions in respect of all incoming consignments to the official concerned and watch carefully for the prompt receipt of all the consignments.

(vi) He will maintain the "Register of Credit notes issued" and send daily extracts from this register to the Superintendent Grade II.

(vii) He will maintain the "Register of Receipts and Issues of Composing furniture" prepared in the Carpentry section.

(viii) He will maintain Mazdoors' Attendance Register.

Correspondence Clerk (First Division Clerk)

(e) The duties of the Correspondence Clerk are:-

(i) He will maintain the Sectional Personal Register of currents received and note down the progressive disposal of all incoming currents relating to the General Stores, Numbers of all currents finally disposed of must be rounded off in red ink in the Personal Register. All currents received must be first registered in the Personal Register and assigned G.S. numbers and then put up to the officer in charge of the Press Stores for perusal and instructions, whenever necessary. The General Stores "Personal Register of currents received" must be put up for perusal to the officer on the 2nd and 17th of every month without fail.

(ii) He will also maintain a separate "Personal Register of Requisition for purchases of Press-Miscellaneous articles and other notes" received from the working branches or from the Press Office, and record therein the receipts and progressive disposals of all such papers. The numbers assigned to

these papers in the Personal Register should also be rounded off when they are finally disposed of. This Register must be put up to the officer in charge of the Press Stores once a week positively.

(iii) He will attend to all the correspondence of the Press General Stores Section and maintain connected files properly numbered, indexed and arranged for easy and ready location.

(iv) He will scrutinise and correct if necessary, statements of figures furnished for incorporation in the Annual Administration Reports, replies issued to audit objections annual indents for Press Miscellaneous articles prepared for transmission to the S.P.D, "drafts put up etc., by the General Store Keeper and enquiries to be issued for supply of articles to firms by the Assistant Store Keeper or Ledger Clerk, before the same are submitted to the officer in charge of the Stores for approval.

It shall be the duty of the Foreman, General Stores, General Store Keeper and Assistant Store Keeper to arrange or rearrange, stores properly in the General Stores, as often as necessary and atleast once in a month.

COSTING BRANCH

Chief Cost Accountant

38. (a) He is the Ministerial Head of the Costing and Estimating Branch and is responsible for the overall supervison of the work of the Costing and Estimating Branch and is also responsible for the proper discharge of duties of all the officials posted to work therein. He is responsible for the proper working of the Costing system in the Department. He shall analyse the various costs and prepare the Analysis of Press Costs. He has to prepare the Annual Expenditure statements. He has to prepare the hourly rates for each operation and machine, and is responsible for their applications for valuation. He has also forecast the probable increase in rates, strictly on the basis of the budgetary allocation. He has to prepare several *Proforma* accounts of capital Accounts, Buildings, Machines, Types cast, Mechanical and Carpentry Sections and Depreciation. He shall work out the percentages of overhead expenses to Direct cost and percentages of handling and Stores expenses. He has to scrutinise the hourly rates of several Branch Presses and to ensure proper maintenance, processing and preservation of the Time Sheets and other connected records of the Central Press, Bangalore. He is responsible for the compilation of all necessary data for the Administration Report. He should attend to all ministerial duties relating to the entrusting of Government Printing works to private presses including execution of Agreements, valuation of works, scrutiny of bills, quotations, price fixation of Government Publications and preparation of estimates of printing whenever necessary. He is responsible for the compilation of daily and weekly statistics regarding the production in the various productive branches and for the maintenance of production statements of all the working branches.

Cost Accountant

(b) All the cost Accountants should be thoroughly conversant with the working of the Costing system as approved by Government and with the use of all Forms and Registers prescribed for the working of the system.

(i) One cost Accountant should maintain the prescribed register of payments up-to-date by posting payments made under appropriate heading such as wages paid to workmen, their leave salaries, Overtime and other compensatory wages, salaries to Supervisory Branch, Director and other officers of the Management. He has to scrutinise the daily Time Sheets and other remarks of the Composing branches maintained by the computer. He is responsible for the preparation and maintenance of Production statements (plus and minus hours statements) in respect of all the Composing Branches and for the scrutiny of the Time Summary Sheets and other records maintained by the Computer in the several Composing Branches.

Approved by Government and with the use of all Forms and Registers prescribed for the working of the system.

(i) One Cost Accountant Should maintain the prescribed register of payments up-to-date by posting payments made under appropriate headings such as wages paid to workmen, their leave salaries, Overtime and other compensatory wages, salaries to Supervisory Branch, Director and other officers for the Management. He has to scrutinize the daily Time Sheets and other remarks of the Composing branches maintained by the computer. He is responsible for the preparation and maintenance of Production statements (*plus* and *minus* hours statements) in respect of all the Composing Branches and for the scrutiny of the Time Summary Sheets and other records maintained by the Computers in the several Composing Branches.

(ii) One Cost Accountant should scrutinise the daily Time Sheets and connected registers of the Machine Branch and submit these to the higher authorities. He shall check all bills, ledger postings and claims (payments) received and periodical statements of accounts of the Bill Section. He is responsible for the maintenance of the production statement in respect of the Machine Branch. He is also responsible for the maintenance of the register of consumable stores and the scrutiny of the Inventory.

(iii) One cost Accountant has to check the valuation of all works executed and the estimates of works and fixing of prices of forms and other publications meant for sale. He should scrutinise the daily Time Sheets and other records of the Binding Branch P. Z. Section, Workshop, III Shift, Periodical Section, Proof Branch, etc., maintained by the computers. He shall check all the bills of the Bills section in respect of forms.

(iv) One cost Accountant has to scrutinise the cost sheets of all non-chargeable works of forms and bookwork's prepared by the computers and prepare the annual statement of works done for various departments of Government (Statement No. II) under different operational heads. He should also scrutinise the paper account in respect of all works executed with reference to the quantity issued by the Paper Room and bring to the notice of the higher authorities the excess or deficiency in the quantity of paper drawn on any work, and pay particular attention to this important work. He shall check all the bills of the Bills section in respect of printing works.

Head Computers

(c) (i) One Head Computer will attend to the scrutiny of all the accounts in respect of Piecework Composing and Piecework Binding sections and will check the earnings calculated on each voucher in detail He will scrutinise the valuation sheets, estimates, bills, statements and all other accounts connected with the Forms and Press works. He will also attend to any other work that may be entrusted to him by the officer of the branch.

(ii) One Head Computer will scrutinise all the statements of outturn of work prepared by the computers and also the production statements (*plus* and *minus* hours statement) in respect of all the composing, printing and binding branches and will scrutinise all the registers maintained in this regard. He will watch the recovery of outstanding amounts from the paying departments and is responsible for the preparation of the periodical statements connected therewith. He will also attend to any other work that may be entrusted to him by the officer of the branch.

Computer

(d) The following are the duties of computers working in the Productive Branches (Composing, Printing and Binding) :-

(1) Maintenance of Personal Progress Registers of each workman and machine.

(2) Assessment of total daily outturn of each machine and each operative and submission of abstract of daily outturn.

(3) Scrutiny of daily Time Sheets with reference to the Personal Progress Registers.

(4) Computing the chargeable and non-chargeable time, and maintenance of their account and submission of monthly and annual statements of chargeable and non chargeable hours.

(5) Computing of chargeable time and materials spent for different works and posting of the chargeable hours spent for each work to the concerned Time Summary Sheets.

(6) Maintenance of Time Summary sheets in respect of each work docket posted up-to-date and forwardal of the same to the Costing Office for purposes of valuation as and when required and at the end of the year together with all statements of the time and materials spent for different works in progress and not completed.

(7) Preparation of *plus* and *minus* statements of out turn of operatives and machines.

(8) Scrutinising and maintenance of all other initial data necessary for correct evaluation of each work executed in the Government Press.

The following are the duties of the Computers working in the Costing Branch, the duties to be assigned to each Computer being fixed by the Chief Cost Accountant :-

(1) Scrutiny of all the entries made in the Time Summary Sheets sent by the Computers in the Productive Branches and scrutiny of the paper accounts and accounts of the binding materials pertaining to each Work Docket.

(2) Valuation of all works executed in the Press, both chargeable and non-chargeable, including collection and maintenance of necessary data.

(3) Fixation of prices of such of the Publications, Forms, Registers for which prices have to be fixed.

(4) Preparation of estimates of works to be executed for scrutiny by Cost Accountant and higher officers.

(5) All works relating to the approval of private presses for entrusting of Government work.

(6) Preparation of bills of all works executed and forms and registers supplied to paying departments including Municipalities.

(7) Posting of bills to the Day Book of Bills and Ledgers.

(8) Maintenance of Ledger accounts of several offices and Departments.

(9) Preparations of monthly annual and periodical statements of claims and statements of Demand, Collection and Balance.

(10) Maintenance of Register of Receipts and posting of all receipts to the concerned accounts.

(11) Attending to all correspondence connected with the duties enumerated and maintenance of necessary files and records.

(12) Sending of periodical reminders to paying departments regarding payment of pending bills and collection of payments in settlement of dues.

(13) All other works connected with Costing, Estimating and Computing of the Department.

PRESS WORKS SECTION (P.W.S.)

39. One or two officials, depending on the volume of work, will work in this section and attend to works being undertaken, registering all letters received, examining admissibility of concerned works being undertaken, put up notes and obtain orders from the concerned officers for the issue of Work Dockets, pass on necessary instructions to the Work Dockets Clerk, and attend to all correspondence relating to these works. They will also maintain all the files, copies of Government Orders and office

orders applicable to these works, and attend to all miscellaneous office duties connected with these works.

INTERNAL AUDIT SECTION

40. The duties attached to posts in the Internal Audit Section are furnished in the Chapter on Administration Branch.

GAZETTE OFFICE (ENGLISH AND KANNADA)

Superintendent Grade 1

41. (a) He is the immediate head of both the English and Kannada Gazette Offices and all references to and from the Gazette Office should pass through him. He is responsible for the distribution of Tappals to the various sections and officials and for the prompt despatch of all correspondence, for the timely issue for publication of all notifications, and for arrangements for timely despatch of all Gazettes and Extraordinary Gazettes.

He is responsible for the proper maintenance of the various records of the English and Kannada Gazette Offices by the officials concerned, for timely submission of monthly pending statements relating to the Gazette office and all duties connected with the efficient management of the Gazette Office. The following will be his duties in particular:-

General Supervision of the Gazette Office ; marking of the several receipts to the concerned officials important receipts like Government Letters and Registered Letters, D.O. letters and others which require particular care may be first seen and then marked to the concerned officials, other receipts, may be sent direct to the General Receipt Clerk who sorts out the notifications and then makes entries in the Receipt Register; scrutiny of the General From Register, (Receipts Register) ; submitting Personal Registers of the Gazette Office every week on Saturday evening ; maintaining a separate book for noting urgent and important letters, Notifications, etc., and their disposal ; checking of all P. R. Registers and ensuring that all previous registers are available and that no one is missing; disposal of very old volumes with reference to the provisions of the Press Manual ; examining permanent and temporary records with reference to the periods after which some of them may be destroyed or disposed of ; checking the bills pertaining to despatch of Gazettes without pre-payment prepared in the Gazette Office and bills received from the postal department and their payments, etc., watching the simultaneous publication of matters, both in the English and Kannada versions of the *Mysore Gazette ;* checking the Service Stamps Register periodically and at least once a month.

First Division Clerk

(b) The following will be the duties of the First Division Clerk working in the Gazette Office:

Scrutiny of drafts pertaining to publication matters and supply of Gazette, etc., correspondence relating to urgent and important letters, complaints, etc., and their timely disposal; checking the subscription cash book ; marking lists of both free supply and supply to subscribers and maintenance of registers of pendencies ; attending to the duties of the Superintendent Grade I during his absence and assisting him in urgent matters and matters relating to complaints ; scrutiny of pending letters and disposal of spare copies and maintenance of Old Gazette volumes.

Works Clerk

(c) The following will be the duties of the Works Clerk working in the Gazette Office :

Registering Gazette Notifications relating to Part III-2 to be published free of charge ; correspondence relating to other than Land Acquisition Notifications, Part II-2 Notifications, Scrutiny of the necessity to publish these Notifications.

Second Division Clerks (5)

(d) Each to these five Second Division Clerks will be responsible for registering Gazette Notifications relating to certain Parts, watching the progress of the printing work of the Notifications in these parts, recording the particulars of the pages and the dates of the *Mysore Gazette* in which the Notifications are published and all correspondence connected with the receipt, publication of the notifications, and supplies of copies.

Each of these Second Division Clerks shall maintain the Registers prescribed in connection with his duties and attend to all other connected work.

Each official will also mark in the weekly Gazette the published Notifications of the parts with which he is concerned, after publication, every week, and thus enable the Marked Gazette to be prepared.

(i) One Second Division Clerk will attend to these duties in respect of Land Acquisition Notifications of Part III-1, Notifications relating to subjects other than Land Acquisition, i.e., Miscellaneous Notifications of Part III-1, and Land Acquisition Notifications of Part III-2 issued by the Deputy Commissioners and Assistant Commissioners.

(ii) One Second Division Clerk will attend to the duties connected with Notifications of paying departments and private advertisements to be published in Parts III-2, III-3 and VI, This official will also attend to the work of reconciliation of accounts connected with paying departments and private parties.

(iii) One Second Division Clerk will attend to the work relating to Notifications in Parts V, VI, VII and VIII, to be published free of charge.

(iv) One Second Division Clerk will attend to the work of Notifications of Parts II-1, II-2. In addition he will attend to the duties of registering tappals and their distribution to several officials noting the part in which each notification has to appear.

(v) One Second Division Clerk will attend to the duties connected with Notifications in Part IV1-A, 1-B and 1-C and Part IV 2-A, 2-B and 2-C(i) and 2-c(ii) and 2-D. It shall be the duty of this official to Register all Extraordinary Gazette Notifications and attend to the duties connected with the publication of Extraordinary Gazette Notifications in all parts and supply of spare copies.

(e) One Second Division Clerk will attend to the following duties :

Preparing bills with reference to Gazette Notifications of paying departments; postings in the concerned bill ledgers ; effecting adjustments of receipts by Treasury Chaleans, Cheques or Demand Drafts and reconciliation work; correspondence relating to bills due and overdue bills regarding adjustments and discrepancies regarding wrong credits, and attending to all work relating to Notifications in Part I.

(f) Two Second Division Clerks will together attend to the following duties :

Preparation of labels of *Mysore Gazette* subscribers both English and Kannada ; watching and marking in the periods of subscription of subscribers with reference to Gazette monthly cards ; correspondence relating to complaints of subscribers ; arranging supply of Gazette to all subscribers ; preparation of bills pertaining to despatch of Gazette without pre-payments, maintenance of Personal Ledgers of subscribers ; attending to reconciliation work pertaining to the challans received towards subscription charges ; maintaining files of subscribers both in English and Kannada of full and several parts separately.

(g) One Second Division Clerk will attend to the following duties :

Preparation of labels of *Mysore Gazette* for free supply both English and Kannada ; preparation of Mysore Police and Criminal Intelligence Gazettes labels ; correspondence relating to the free supplies

to Government offices, arranging supply of Gazette to all Government Offices (Free supplies) and preparation of Bills pertaining to despatch of Gazette without pre-payment.

(h) One Second Division Clerk will attend to the following duties :

Registering 'From' and 'To' letters ; maintaining Service Stamps account issued for the despatch of Gazettes and spare copies; maintaining of Complaints Register and also of the register and the copies of Gazette packets returned and undelivered ; submitting pending statements ; maintenance of important files.

(i) One Second Division Clerk will attend to the following duties :

Despatching of all spare copies including those of Part IV ; attending to the correspondence relating to supply and non-receipt of spare copies ; issuing weekly Gazette on Gazette delivery cards, preserving copies of Gazette for binding the Gazette volume for the Gazette Office.

(f) The duties of works Clerk in the Kannada Gazette Office will be the following ;

General supervision of the Kannada Gazette Office, under the guidance of the Superintendent Grade I ; issue of Notifications to the concerned clerks to enter in the P, R. Ledgers ; day-to-day correspondence and correspondence relating to complaints of receiving officers and subscribers relating to Kannada Gazette ; checking the Stamps accounts and stock periodically and at least once in a month ; checking the Bills pertaining to despatch of Kannada Gazette without pre-payment ; checking of all P.R. Registers to ensure that all previous registers are available and no one is missing ; watching the progress of the Kannada Gazette in all stages every week ; keeping a record of all important letters and urgent notifications and watching their timely publication.

(k) Two Second Division Officials will attend to all duties connected with notifications in Kannada of certain parts as detailed fully in the case of officials attending to work connected with the English Gazette and the apportionment of work between them will be decided from time to time by the Superintendent Grade I.

KANNADA TRANSLATION CELL

Translators

42. (a) The senior official of the two Translators will be the head of the cell and will be responsible for the efficient working of the cell, for prompt translation of notifications and other matters received for translation, for proper distribution of work among the Assistant Translators, for maintenance of discipline and orderliness in the branch and for any notes being put up and correspondence to be attended to. The second Translator will assist him in these duties and himself perform these duties in the absence of the senior official. Each Translator must maintain a record of the work done by him and write out his individual Time Sheet. The following will be the main duties of each Translator.

Supervision of the work of the Translation Cell ; receipt of notifications for translation ; translation of difficult passages and of Part-I of the Gazette ; distribution of the notifications and other matters for translation among Assistant Translators ; Clarification of doubts and resolving difficulties in difficult passages ; general and individual guidance in translation to the Assistant Translators ; receipt of translated work and checking the progress ; scrutinizing the notifications translated by Assistant Translators ; and arranging for delivery of translated work to the Composing Branch.

Assistant Translators

(b) The Assistant Translators shall work under the instructions and guidance of the Translators and shall attend to individual translation work of the notifications and other passages entrusted to them for translation. They shall attend to this work with utmost promptness and diligence and must ensure accuracy and faithfulness to the original in their translation. They must write out the translated passages neatly and legibly with enough spacing between words and between lines, on only one side of

paper, so that composing will be easy. They must maintain a record of the work done by them daily and maintain the registers prescribed. They must also write out individual Time Sheets.

(c) The apportionment of translation work among the Assistant Translators which may be varied as circumstances require, will be as follows :

One Assistant Translator

Translation of notifications to be published in Parts VI, VII and VIII of the Gazette.

One Assistant Translator

Translation of notifications to be published in Part IV of the Gazette.

Note :- The translation of notifications in Part IV of the Gazette should always be done by the Office of the Chief Translator to Government and only in very exceptional cases, and under clear instructions from Government could this work be taken up by the Translation Cell, in which case the Chief Translator may also be informed.

One Assistant Translator

Translation of notifications to be published in Parts III-1, II-2, and VI of the Gazette.

One Assistant Translator

Translation of notifications to be published in Parts III-2, III-3 and V of the Gazette.

One Assistant Translator

Translation of notifications to be published in Parts III-2, II-1 and V of the Gazette.

FORMS AND DESPATCHING BRANCHES

Duties of Superintendent Grade I and other Officials of the Forms Office.

Superintendent Grade I (Forms Branch)

43. (a) He is the immediate head of both the Forms Office and Despatching Branch and all references to and from the Forms Office and Despatching Branch should pass through him. He is responsible for the distribution of Tappals to the various sections and officials and for the prompt despatch of all correspondence, for the timely disposal of all matters relating to calling of indents, consolidation, printing and supply of all forms and registers.

He is responsible for the proper maintenance of the various records of the Forms Office and Despatching Branch. He is responsible for the timely submission of daily (in the case of urgent references), weekly and monthly pending statements, and lists of important activities, relating to Forms, to be submitted to the Director every month. He should scrutinise the notes and drafts submitted by the officials of the Branch and take necessary action to ensure promptness in disposal of matters He should make necessary arrangements within the section in the case of absence of officials. He should see that the Branch maintains a tidy and smart appearance. He is responsible for equitable distribution of work among the clerks, inspiring confidence, prompt attendance, quick disposals and Coureous treatment particularly to the oftician and officers form other departments calling on official duties. He must maintain orderlines and report in respect of officials and emplyoees entering the Branch for loose talk. He should personally attend to important matters requiring attention and maintain important files, should check the personal Registers maintained by the officials and submit them to the officer once a month and check daily the stamp account of the Branch to maintain it up-to-date. His other duties are; General Supervision of the Forms Office ; marking of the several receipts to the concerned officials-important receipts like Government Letters and Registered Letters, D.O. letters and others which require particular care may be first seen and then marked to the concerned officials, in necessary cases being retained for being dealt with by himself to take action as noted by the Officer-in-charge ; watching the General From Register and To Register ; maintaining a separate book for

noting urgent and important letters and their disposal ; checking of all G.Os. received and ensuring that copies of all G.Os. are made and are duly filed and indexed ; examining permanent and temporary records with reference to the periods after which some of them may be destroyed or disposed of ; checking the bills, if any, pertaining to Forms printing got done elsewhere due to urgency.

First and Second Division Clerks, Computers and Works Clerk.

(b) Each First or Second Division Clerk working in the Forms Office and attending to indents work is referred to as Indent Clerk. He must, in accordance with the cycle of Indents prescribed, call for indents from the various offices of the Government Departments for the supply of forms and registers in the time prescribed. He must, if the indents are not received in time, follow up with reminders and D.O. reminders, and Finally D.O. reminders to the Head of the Department concerned, and see that all indents are received in time according to the cycle of indents. He must then consolidate the indents so received, obtain orders for their printing either at the Central Press or at the several Branch Presses. He must also watch the progress of work in its several stages and see that the printed forms and registers are delivered to the Forms Despatching Section in time so that supplies are made according to the cycle of Indents, then watch whether the Despatching Branch has been arranging for the despatch of the Forms and Registers according to the Indents received. In short, he must watch whether the stages prescribed in the cycle of Indents, viz., calling for Indents, consolidation of Indents, stages of Printing work, i.e., composing, printing and binding, and despatching are strictly in accordance with the cycle of Indents and bring to the notice of higher authorities of there are deviations.

(c) One of the Computers will work in the Forms Office and be in charge of all Care Printing Works, like cheque books, Service Registers and all other priced Froms and Registers. He must maintain proper accounts of such forms, in addition to being the Indent Clerk in respect of all supplies to paying departments. He must himself maintain the Day Book of Receipts and Issues, which shall also serve as the Stock Ledger. All supplies made by him, should be got approved by the officer in charge, and his initials obtained in the relevant registers, as they are priced or care printing supplies. He shall also be in charge of the care printing Sub-store of the Forms Despatch Section. He must attend to all the duties of calling for indents, etc., as the other Indent Clerks do in respect of the departments the supply to whom is entrusted to him. He must also attend to the reconciliation of the accounts of which he is in charge. He must arrange to pass the bills received for supplies received, like bills from the Security Press, Nasik after recording the stock certificate of the bill and maintain a register to note all details. He must also collect, compile data and put up the *plus* and *minus* statements received from the several Treasuries for Service Registers, priced application forms and the like.

(d) One of the Computers working in the Forms Branch is designated as Progress Clerk. He must prepare and maintain the progress records of all works done in the section. He is, together with the Works Clerk, responsible for the proper maintenance of the Work Dockets Progress Register, wherein are recorded all details of the movement of the Work Docket after it leaves the Forms Branch, and the progress of work from one working branch to another. He must maintain the Register in such a way that entries in the Work Docket Register should indicate where exactly any work is at any given moment, and the progress should be recorded every time a work enters a new branch, and after the work is completed it should be recorded as such, upto the point of noting the number and date of the Bill sent in case of chargeable Works. He must submit daily, weekly, and monthly statements of progress. He must send proofs for approval of the concerned departments, watch for their return in due time remind the departments, of not received, follow up by D.O. reminders, if necessary, and see that the proofs are received duly approved, and record their receipts in the proof forwarded book when received. He must see that no Work Docket is pending in the working branches for want of approved proof in respect of all works, and more particularly in respect of chargeable works. He should also keep particular watch on urgent and schedule works, i.e., works for which Work Dockets are issued noting the date on which the works are to be completed and see that the time schedules are adhered to by bringing the stages of work to the notice of the officers in due time, and also wherever the progress is

not satisfactory. He must maintain a diary of works to be completed to a time schedule and keep in touch with the officers for their timely execution.

(e) The Works Clerk working in the Forms Branch should keep standing files of all standardised forms and registers, departmentwise and should see that the files are complete with all prescribed forms. He is responsible for issue of Work Dockets in respect of all forms and registers of all departments including common and financial forms and registers and also Rubber Stamps, and should see that the stocks in respect of the common and financial forms in the Despatch Section are replenished well in time. He should maintain a Register to ensure that no new Work Docket is issued unless the one previously issued has been completed and sent to the costing branch for valuation. He is responsible for accuracy in the various entries in each Work Docket and should exercise utmost care in the issue of Work Dockets.

Superintendent Grade II

44. (a) One of the Superintendent Grade II (Industrial) is designated as Chief Despatcher of the Forms Despatching Branch, who should work under the Superintendent Grade I of the Forms and Despatching Branches. The Chief Despatcher is the Chief Store Keeper of the Forms Store and shall be responsible for the arrangement, despatch, and accounting of all forms and registers received in the Forms Stores, excepting care printing forms and registers. All the Industrial Clerks working as Despatch Clerks shall work under him. The Chief Despatcher, besides being in direct charge of work connected with some important paying departments like Municipalities and Block Development Offices, shall be responsible for the maintenance of the General Day Book of Receipts, wherein should be recorded all receipts into the Forms Stores, including receipts from Branch Presses and from other sources, the Work Docketwise Register and the Daily Progress Register of Bundles prepared, which should be submitted daily to the officer in charge. He should arrange for proper distribution of work, in the absence of any of the Despatching Clerks, and for the consolidation of the progress statements of each Despatch Clerk. He should maintain the of stamps, and is responsible for the maintenance of the Registered Post Register, beside the Bundles Register, He should personally see that all papers referred to the Despatching Branch are attended to promptly the day they are received, and should send them to the Forms Office after getting the approval of the officer in charge. He should receive and record receipt of all bills received for printing works done for the Department, and record stock certificates and arrange for their passing.

(b) Two of the Industrial Clerks working in the Forms Despatching Section, shall work one in each shift, as Miscellaneous Despatch Clerks. They should receive all printed forms sent from the working branches of the Press and after checking up with the Work Dockets for the correctness of the receipts, give acknowledgments for having received them. They must enter all receipts in the Day Book of Receipts (General) and get the Register attested by the officer in charge daily after scrutiny by the Chief Despatcher, They must post all these entries into the Work Docketwise register and ensure that in the case of departmental forms and registers, the receipt entries are posted into the respective departmental stock ledgers after noting the cross references, They should ensure that after these are noted, the concerned despatch clerks affix their initials against each entry without fail.

As soon as printed forms and registers are received in the Store, they should intimate to the departments concerned of receipt and arrange for their early despatch by sending intimations to the concerned officers, followed up, if necessary, by reminders, D. O. reminders, and personal messages, through the officer in charge, and report if any printed work received is not lifted within a reasonable time, *They should also send the completed Work Dockets,, after making the necessary entries, without delay to the Costing Branch for working out the cost and sending bills in necessary cases they should past the Bill number in the work* Docketwise registers for cross reference. They should also be in charge of despatch work of forms and registers of certain Departments.

(c) One of the Industrial Clerks working in the Despatching Section must attend to receipt of bundles form outside to the Forms Store and delivery of the bundles prepared at the Store to the

railway station for booking. He must be the custodian of all Railway Receipts received in respect of Forms Store and after booking the bundles prepared, must hand over the Railway Receipts, the *same day* to the Chief Despatcher, for further action. Care should be taken to see that no inward Railway Receipts remain uncleared or no outward Railway Receipts unders patched by Registered Post, resulting in demurrage charges. He must also maintain correct accounts of credit notes and submit them after scrutiny by the Chief Despatcher and approval by the officer in charge to the Press Office, when required. He must see that the numbers of the Railway Receipts when given to the Chief Despatcher are entered against each bundle in the Bundle Book. He must also prepare the delivery notes and the other forms required for booking of bundles and must see that sufficient stock is kept of them. He must go through the Register of consignments expected and bundles to be checked maintained at the Time Office, daily at the close of the day, review the day's receipts and arrange for clearance of the consignments recorded in the register, by making special arrangements under instructions form the officers concerned so that demurrage does not result.

(d) The other Industrial Clerks of the Despatching Section, called Despatch clerks, must attend to despatch of forms and registers of the departments allotted to them strictly in accordance with the cycle of indents prescribed, in consultation with the concerned Indent Clerk. They are responsible for receipt of the forms and registers, their arrangement, and orderly and secure storage so as to be located easily, and their proper accounting. They must all maintain separate stock ledgers. Departmentwise, and post the day's receipt and issues daily, after initialling in the relevant place in the General Day Book of Receipts and get them attested by the officer in charge after scrutiny by the Chief Despatcher. They must personally see that the packers allotted to them work properly and get the maximum number of bundles prepared from them, and enter the day's outturn in the register prescribed, at the end of the day. They must also see that the correct number of copies of forms and books as in the invoices are supplied and bundled, and personally ensure that bundles are packed properly, and note correctly the bundle number and address on the bundles and note the bundle number in the bundle Register also. When the Railway Receipt is received, they must check whether the bundle has been booked to the proper address with reference to the Invoices, and address the registered envelope properly so that it reaches the proper officer. This is essential, as any mistake would lead to levy of demurrage charges and other losses. They must also watch for the return of the duly acknowledged invoices, after the bundles are despatched. It is very essential that the acknowledged invoices are received and pasted in the Invoice Book in the proper place, in the case of every supply and particularly in the case of chargeable supplies. If the invoices are not received in a reasonable time, reminder cards must be sent, followed up by D.O. reminders, so that they are received. If however, after all these, the acknowledged invoices are not received the Despatch Clerks must send a communication through the concerned Indent Clerks that it is presumed that the articles are received by the officers to whom they are sent correctly, and that the mater would be treated as closed and paste a copy of the communication in the relevant invoice book. When any communication pointing out any discrepancy is received form the officers to whom supplies are made, as to non-receipt, short-receipt, booking to wrong station, etc., the concerned Despatch Clerks must at *once* put up notes by reference to relevant records and after scrutiny by the Chief Despatcher, get orders of the officer in charge and pass the paper on to the concerned Indent Clerk under acknowledgment. All officials dealing with such communications shall attend to them *at once* and the paper shall be taken personally by the official concerned to all higher officials and final action on the communication also completed on the day of receipt.

(e) One of the Despatch Clerks besides being in charge of some departments shall be in charge of despatch of all Rubber Stamps, for which he must maintain separate Day Books of Receipts and Day Books of Issues. He must arrange for packing the Rubber stamps in a secure manner and arrange for their despatch. Intimation should be sent to the costing section of all such despatches so that bills are prepared in respect of all the supplies.

(f) One of the Despatch Clerks shall attend to the despatch of all common and financial forms to all offices. He will be assisted by another Industrial Clerk who must maintain accounts of all receipts, issues and the Stock Ledgers. He must see that all forms are in stock always, by bringing to the notice of the officer in charge, in proper time, depletion of stocks for taking very early action.

PROOF BRANCH

Chief Examiner

45. (a) He should have wide practical experience of book and job Proof reading, type faces, layouts and must know the principles of display, format of book, principles of several schemes of imposition, editing of copy, preparation of Index and Erratum and be well conversant with paper sizes and 'style of the house'. He must be conversant with the reading of Proofs of all subjects from Agriculture to Zoology and correcting all kinds of mistakes.

The Chief Examiner (Deputy Chief Examiner in the Branch Presses where there is no Chief Examiner) is responsible for the efficient working and proper outturn of the work in the Proof Branch in all respects. He must exercise proper control over the officials in the Branch and enforce discipline among his subordinates. He must go through the final proofs of all important matters, give proper instructions for maintenance of uniformity of style throughout a book or job and for the stict observation of the style of the house. He should arrange for prompt return and even flow of proofs to and from the Composing Branch in the order of priority.

The Chief Examiner (Deputy Chief Examiner in the Branch Presses where there is no Chief Examiner) must maintain the file of all important instructions and orders relating to the Proof Branch. He shall distribute the work of Proof Reading to the subordinates, according as they are Senior Proof Examiners or Junior Proof Examiners, also depending on their suitability for each category of works. He must solve all queries raised by them either by himself or by referring them to the Gazetted officer in charge, or the Department of author concerned as promptly as possible. He must maintain the prescribed Registers and forms of the Proof Branch and submit outturn abstracts daily, weekly, monthly and annually. He must also maintain a Register of all mistakes omitted to be corrected by the proof examiners, and caution them against negligence and in persistent cases report to the higher authorities for necessary action. The mistakes omitted have to be ascertained by going through at random final printed copies and proofs of succeeding stages.

He must post only dependable Proof Examiners with long service for work in the Confidential Branch or for reading Confidential and security Papers.

Deputy Chief Examiner

(b) Deputy Chief Examiners are generally posted as Heads of the Proof Branch in the larger Government Branch Presses and should attend to all duties in the Branch Press which are assigned to the Chief Examiner of the Government Central Press, Bangalore.

In Presses, where there is a post of Chief Examiner, the Deputy Chief Examiner will assist the chief examiner in his duties, on instructions from the Chief Examiner, function as Chief Examiner during his absence, besides attending to individual duties as a Senior Examiner in the scrutiny of Proofs.

In Presses where there is no post of Chief Examiner or Deputy Chief Examiner, the seniormost of the Proof Examiners will perform the duties of Chief Examiner in addition to his individual duties.

Senior Proof Examiners

(c) The Senior Proof Examiner shall examine the fair and final proofs and all proofs "Care" papers, and be responsible for the accuracy of all papers, read by him. He must take the assistance of the Junior Proof Examiners for reading from the "Copy" to him whenever necessary. He should never read from the proof to the Junior Proof Examiner holding the copy. He must know the several sizes and

faces of types. He must report the names of compositors/Lino or Mono Operators who have committed too many mistakes in their work, to the Chief or Deputy Chief Examiner as the case may be. He shall see to the uniformity of style, spelling, use of capitals, punctuation, division of words, equal spacing, leading out, bad breaks in text and tables, et., before final reading by himself he should get the proof revised with the author's proof. He must check the imposition of all forms or machine proofs and attend to all other work incidental to Proof correction. He must know all schemes of imposition.

He must maintain a clear record of the details of the work done by him each day and submit the progress of work each day.

Junior Proof Examiners

(d) The Junior Proof Examiner should generally examine the rough or the first proof. He must know the several sizes and faces of types. A more experienced Junior Examiner should examine the second proof and read the final proof of all ordinary works or jobs. A beginner should read from the copy loud enough and correctly to the examiner, pause at each punctuation mark, sufficiently. He should be able to decipher bad manuscripts and correct defective ones. While reading he must spell out difficult and rare and long words specially of foreign origin and proper names of persons or places and countries. He must know the ordinary schemes or imposition. He must maintain a clear record of the details of the work done by him each day and submit the progress of work each day.

Machine Reviser

(e) He is responsible for revising the Machine Proof with the corrections in the strike order Proof. He must be conversant with all ordinary schemes of imposition. He must bring to the notice of the Machine Overseer whenever the machine proof contains mistakes already marked in the Print Order Proof but not carried out in the Composing Branches, thus wasting time on the machines. He must peruse the edges of printed matter on each page to find out any type being moved up and down or dropping out. He must be particularly careful in revising matter transferred from one page to the next page or omitted in any page. In checking corrections effected, he must examine the neighborhood of the corrections and ensure that no fresh mistakes are made. He should be able to do all the duties of the Junior Proof Examiner. After revising the Machine Proof he should get it passed for print by the Machine Overseer regarding the margins, ink, and impressions before regular printing of the copies. He must maintain a clear record of the details of the work done by him each day and submit the progress of work each day.

PROGRESS RECORDER

46. He must work as Progress Assistant to the Officers in charge of working branches. He must maintain Progress Cards of all works, issued for excution-smal or big-note their progress on it daily. The Progress Cards of urgent and important works have to be maintained separately on different coloured cards. He must be conversant with the stages at which each work stands at any time and bring to notice the works which have been held up on any account. He must help the preparation of Arrears Lists of works in each working Branch. He must maintain a clear record of the details of the work done by him each day and submit the progress or work each day.

ATTENDERS (INDUSTRIAL)

47. The Attender should work in the Proof Branch or in any of the Industrial (Clerical) Sections, and should be able to understand the nature of proofs or files of papers he is handling, should note details in the Proof Delivery Register and deliver the proofs or files to the Department or Office (Local) under acknowledgment or despatch them by post to outside offices under postal Registration or certificates in accordance with the instructions of the head of the branch in which he may be working. He must also attend to other routine type of duties entrusted to him by the head of the branch. He must maintain a clear record of the details of the work done by him each day and submit the progress of work each day.

INDUSTRIAL ESTABLISHMENT (TECHNICAL SUPERVISORY)

Supervisors

48. (a) The Supervisors are responsible for efficient supervision of all technical work and proper outturn, timely execution and despatch of works, proper accounting of all materials and economy in the use of materials and quality of work and good labour relationship and discipline, co-ordination of work for smooth and efficient progress of several works, and maintenance of prescribed Registers and Forms in the Branches under their charge, and submission or returns in proper time. They must guide and supervise the work of Overseers, Senior Foremen and Foremen working under them.

Overseers and Senior Foremen

(b) The Overseer or Senior Foremen for the Composing Branch must maintain properly all the prescribed registers and Forms in the Branch. He must be thoroughly conversant with the work of his branch, making up, imposing with different schemes for job and book works, must have a good knowledge of paper sizes and metals used for Mechanical and Hand Composition. He must edit copies, cast up manuscripts, determine the size of type required, be able to take decisions regarding work and arrange to expedite urgent work. He must be well conversant with the duties of the Composing Foreman and senior compositors, and guide them.

(c) The Overseer or Senior Foremen for the Machine Branch must be experienced in handling Platen and Cylinder Printing machines, hand-fed and automatic fed, must know the proper setting and adjusting of the main working parts of the above machines, and the techniques of roller casting and seasoning, must have a good knowledge of sizes of papers, of printing of line and half tone blocks in black and colours, and of inserting, working and maintenance of numbering machines. In addition he must know the various kinds of imposition schemes. He is also responsible for the efficient working of the Branch and its outturn, for good quality of work, proper acconting of all stores and materials and economy in the use of all materials. He must be able to test the qualities of the several materials used in the Branch. He must be well conversant with the duties of the Machine Foremen and Senior Machine Minders and guide them.

(d) The Overseer or Senior Foremen for the Binding Branch must be conversant with all varieties of binding, including full binding, half and quarter binding, library style binding, ledger binding, embossing, gilding stop and through ruling, sewing, stitching, envelope making and folding both hand and mechanical, etc. He must be able to test the qualities of the several binding materials used in the Branch. He must be well conversant with the duties of the Binding Foremen and Senior Binders, and guide them.

(e) All Overseers and Senior Foremen are responsible for the custody of all plant and fixtures and the articles produced (Composed matters, printed forms and bound books, etc.), and are responsible to maintain standard quality and quantity of outturn in their respective branches. They are also responsible for planning out and timely execution of all work in the branches under their charge and for arranging for the necessary co-ordination with other branches to secure this. They must be able to control the workmen under them and maintain good relations with labour, besides discipline in their respective branches. They must guide, and supervise the work of the Foremen working under them.

Foremen

(f) The Foremen are responsible for the proper, timely and efficient execution of all works in their branches, to guide the workmen in the branches, supply them with work and auxiliary materials required, and for the safe custody of the plant and the fixtures in the Branch and for recording the progress of work in the Branch and maintaining the prescribed Registers and Forms. They must help the Overseers and Supervisors and Senior Foremen immediately above them and carry out their instructions in regard to expedition production and maintenance of good quality. The Foremen must be

well conversant with the duties and responsibilities of the Senior workmen and workmen of their respective Branches and guide them.

(g) The Composing Foremen must have a practical knowledge of marking copy, casting up, have a good knowledge of type faces, sizes, schemes of imposition, metals used for printing types, sizes of paper ; must have capacity to distribute work correctly among the Compositors with instructions regarding different styles of composing and with a view to expeditious completion of a work and to distinguish urgent works from normal works, and to maintain an even flow of work to the Proof Branch. He must maintain the prescribed Registers and Forms and submit the prescribed returns in due time. He must be able to control and guide the workmen under him, supervise the work and maintain discipline and get proper outturn. He must plan out the work of the branch well ahead and distribute work in such a way as to secure optimum production and good quality. He is responsible for all type materials and other composing room materials in the branch and also the composed matter till it is sent to the machine branch for printing. He must watch the return of forms, pages or lines of type sent out of his branch and ensure that these are got back.

(h) The Foremen in charge of Lino and Mono Handling Branch should have working knowledge of the Lino and Mono Machines, in addition to what is prescribed in para (g).

(i) The Printing Foremen should have a working knowledge of all letterpress printing machines, sizes of paper, and of the technique of casting of Composition Rollers and their care and maintenance. He must be able to handle all printing machines, guide the employees working on them, in proper packing, setting of rollers, make-ready of the forms including forms with line blocks, half tone blocks, three or four colour blocks, mounted stereos and electros. He must know the mechanism and handling of Type High numbering machines of all makes in use. He must guide and control the employees under him and supervise their work. He must maintain the prescribed Registers and Forms and submit the prescribed return. He must be able to maintain discipline and get proper outturn. He must control the use of consumable stores such as paper, ink, lubricants, etc., very economically. He is responsible for the paper, etc., received for printing works, in addition to the respective machinemen till they are printed and handed over to the Warehouse or Bindery or Despatching Branch. He must plan out the work of the Branch well ahead and distribute work in such a way as to secure optimum production and quality.

He must ensure that the paper and form required for the next form for each machine is available before the printing of a form on the machine is completed. He must post employees to work on several machines with care ensuring that maximum advantage is derived. He must see that forms are properly cleaned before and after printing and returned after printing to the respective composing branches. He must ensure that properly counted printed copies are delivered to the Binding Branch or Despatching Branches as soon as possible after printing and acknowledgements obtained.

He must take all necessary measures to ensure proper maintenance of the machines in his branch, to ensure that all machines are supplied with good rollers, that facilities are provided for preserving rollers, that all materials necessary for efficient working are made available and attend to all other technical matters.

He is responsible for the efficient and timely execution of works in his branch and or all matters connected with the work of the Branch under him. He should not unnecessarily allow any machines to idle.

(j) The Binding Foremen must be conversant with all binding operations, including full binding, half binding, quarter binding, Library style binding, Stationery Binding, Ledger binding, embossing and punching, eyeletting, hand numbering and envelope making, gilding, stop and through ruling. He must be able to handle all binding machines, including guillotines, and to guide the workmen under him in the above operations. He must be able to prepare indents of binding materials accurately. He must maintain the prescribed registers and forms and submit returns.

He is in general custody of all the machines in the Branch and their spare parts and tools etc., and is responsible for the safe custody and economical use of all binding materials received by him, for execution of several works in the Branch. He is also responsible for the printing stock and other works received for binding till their despatch. He must maintain the prescribed Registers and Forms and submit the prescribed returns. He must be able to control the workmen under him, guide them and supervise their work and maintain discipline and get proper outturn. He must plan out the work of the Branch well ahead and distribute work as to secure optimum production and good quality, and arrange for all materials to be available before any work is taken up.

He must arrange for printed sheets received from the printing branches being counted and for acknowledgments being furnished therefor and for the proper stocking of these before they are taken up for binding, arrange for works being completed according to the instructions on the Work Dockets, and despatched as soon as possible after completion.

He is responsible for the efficient and timely execution of works in his branch and for all matters connected with the work of the Branch under him.

Special cases

49. When more than one Foreman is posted to work in any branch in any shift the officers in charge may suitably apportion duties amongst them ensuring that all duties are provided for.

50. When any supervisory official is entrusted with duties of a branch comprising more than one class of work, e.g., a Foremen in charge of small sections of Composing, Machines and Binding, his duties shall be the combined duties applicable to each of these classes of work as prescribed for the separate branches.

51. Consistent with the principles in the foregoing paragraphs for duties of the several posts the officer may prescribe duties for supervisory posts of special nature where specialised work may be executed.

52. In the case of all the Presses, the officers in charge of them may entrust duties other than those specified above to any of the supervisory staff and the latter are bound to carry out such duties.

PHOTO-ZINCO SECTION

Supervisor (Photo-Zinco Section)

53. (a) He is responsible for the efficient supervision of the work of both Process and Offset Sections. He is generally responsible for the security and maintenance of the delicate plants therein, i.e., Camera, its Lenses, Colour filters, Halftone Screens, Etching and Developing Plants and the chemicals used therein, Arc lamps, Whirler, Plate graining machine, Printing down frame, etc. He must be able to judge the suitable screen to be used in preparing half-tone block form the given subject and also judge whether half-tone or line block of the matter is preferably prepared. He should decide in consultation with the Artist the number of colour plates to be prepared for printing a coloured object by Offset method. He must guide the colour correction, toning down or up of any colour, while printing. He must know the sizes and qualities of papers used in clock printing and the screen wuitable for the paper and also different varieties of Litho Offset Papers. He is responsible for getting efficient technical work and proper outturn, timely execution and dispatch of works, proper accounting of all materials and economy in the use of materials, quality of work, and good labour relationship and discipline, co-ordination of work of the various sections for smooth and efficient progress of several works and maintenance of the prescribed forms and registers and submission of returns in proper time.

He must plan out the work of the Branch well ahead and distribute work in such a way as to secure optimum production and good quality.

He must take all necessary measures to ensure proper maintenance of the machines in his branch, to ensure that all machines are supplied with good rollers, that facilities are provided for

preserving rollers, that all materials necessary for efficient working are made available and attend to all other technical matters.

He is responsible for the efficient and timely execution of works in his branch and for all matters connected with the work of the Branch under him.

Process Operator

(b) He must know every aspect of Photography and its application to Printing. He should handle the Camera skillfully, focus the lens against the object accurately. He must gauge the time required for exposure and the power of the Arc Lamp required. He must be able to set the suitable Half-tone Screen at the correct distance behind the lens. He must be able to use the prism where necessary, to avoid reversal of the printed object. He must know the colour filters to be used when preparing the negative place of any colour from a given coloured subject, and the angle at which the Half-tone screen is to be set in the Camera. He must be conversant with the operation of the Camera for process work as well as for offset work.

He must be able to develop the plate after photographic exposure and must also be conversant with the preparation of the wet plates. He must attend to any other work incidental to the Process work and must maintain the prescribed Registers and Forms and submit returns. He must maintain Time-Sheets and submit daily, and ensure proper outturn of work.

Assistant Process Operator

(c) He must attend to all the preparatory work of the Process Operator and work as his Assistant and carry out his instructions. He must be able to photograph and develop the negatives of all single color objects, and he must keep all equipment clean, neat and tidy. He must maintain daily Time-Sheets and submit daily and ensure proper outturn of work. He must be able to attend to the duties of the Process Operator in his absence.

Artist and Fine Etcher (also Artist)

(d) He must prepare the drawing, photograph, landscape or coloured drawing in fast colour or Indian ink. He must assist the Process Operator in the work of colour separation of a colour work by using suitable colour filter. He must also attend to colour correction in etching process and also while preparing Offset plates. He must suggest the appropriate colours in printing from tri-colour blocks or offset plates, with a view to producing prints true to the original artist's work. He must know the qualities of good drawing paper and inks. He must be able to retouch all defective parts in the negative and also on the plate. He must maintain daily Time-Sheets and submit them daily and ensure proper outturn of work.

Engraver and Mounter

(e) He must be able to operate on the Routing machines to remove all non-printing areas form the plate and must level the edges, make suitable holes in the edges and in non-printing areas for nailing to the wooden mount. He must know the warping nature of the wooden planks and use only well-seasoned planks. He must mount the plates correct to type height thus reducing much labour in making ready. He must be conversant with the use of engraving tools and engrave any design or letterings for wax seals required, on steel, brass, copper or any suitable metal. He must also engrave and prepare embossing dies both for mono and multicolours. He must be able to operate the Pantograph Engraving Machine and to Engrave Matrices for casting.

Process Plate Maker

(f) He should prepare sensitised plates of Zinc or Copper or other metal for printing from the Photographic negative and print it in a printing down frame against natural or artificial light, wash and develop it using dye solution and protect the print using dragon's blood or other protective powder. Before sensitising the plate he must scrub and wash the plate and clean it thoroughly. He must have a

working knowledge of the several solutions used and their physical and chemical properties. All poisonous chemicals should be carefully handled. He must maintain Time-Sheets and submit daily to higher authorities and ensure proper outturn of work.

Assistant Plate Maker

(g) He should assist the Process Plate Maker in his duties and work under his guidance and attend to the duties of Process Plate Maker in his absence. He must maintain Time Sheets and submit these daily and ensure proper outturn of work.

Senior Offset Plate Maker

(h) He must be able to operate the Whirler and other equipment used in Plate Making. He should be conversant with the physical and chemical characteristics of Zinc, Aluminium and other metal surfaces used for offset plates. He should know the preparation of the chemical solutions used, such as Collodion Solution, Bichromated gelatine solutions and their preservation. He must be able to prepare a sensitised metal of any size for offset printing to print on it the design from the negative in a printing down frame or other modern equipment using suitable arc lamp, and wash, develop and fix it and etch and desensitize it and gum it up. He should also be able to make any corrections in the prepared plate, when necessary. He should prepare plates, print thereon different colour-separated images of coloured objects. He must be able to fix the fineness of the grains of the plate suitable for different kinds of works. He must maintain daily Time Sheets and submit daily and ensure proper outturn of work. In addition to performing individual duties himself, he must guide the Offset Plate Maker and Assistant Offset Plate Maker in their duties and see that Plate Making work is up-to-date and properly done.

Offset Plate Maker

(i) He must be able to operate the Whirler and other equipment used in Plate Making. He should be conversant with the physical and chemical characteristics of Zinc, Aluminium and other metal surfaces used for offset plates, He should know the preparation of the chemical solutions used, such as Collodion Solution, Bichromated gelatine solutions and their preservation. He must be able to prepare a sensitized metal plate of any size for offset printing to print on it the design from the negative in a printing down frame or other modern equipment using suitable arc lamp, and wash, develop and fix it and etch and desensitize it and gum it up. He should also be able to make any corrections in the prepared plate, when necessary. He should prepare plates, print thereon different colour-separated images of coloured objects. He must be able to fix the fineness of the grains of the plate suitable for different kinds of works. He must maintain daily Time Sheets and submit daily and ensure proper outturn of work.

Assistant Offset Plate Maker

(j) He should be conversant with the characteristics of metal plates used in Offset Printing, have working knowledge of the properties of chemicals and their solutions used and should prepare plates, print and develop the image, etch it or gum it for printing all monochrome plates. He must be able to test the grains of the plate suitable for different classes of works. He must maintain Daily Time Sheets and submit daily, and ensure proper outturn of work. He must be able to attend to the duties of the Offset Plate Maker during his absence.

Plate Grainer

(k) He should be acquainted with the characteristics of the several metal surfaces used for graining, the mechanism of the graining machine and the adjustments of its several parts and to secure the desired fineness of the grains on the plate. He must have knowledge of the several kinds of sizes of marbles and the varieties of sand and other abrasive materials used in graining. He must know the quantities of marbles, sand and water, etc., to be used for several finenesses of grains. He must

know the scrubbing solutions used for removing the old images on the plates. He must maintain Daily Time Sheets and submit daily and ensure proper outturn of work.

Assistant Plate Grainer

(l) He must be able to operate the graining machine and to distinguish between fine grain and coarse grain and how to produce them. He must be conversant with the properties of different metal surfaces used for graining and must know the different sizes of marbles and sand used in graining. He must be able to scrub the old images on the plate and to produce fresh grains on it. He must maintain Time Sheets and submit daily and ensure proper outturn of work. He must be able to attend to the duties of the Plate Grainer during his absence.

Senior Offset Printer

(m) He must be in charge of all offset printing machines and look after their maintenance repairs, etc. He must also attend to work individually on the two colour offset printing machines and be responsible for the maintenance and upkeep of the machine on which he works. He must be able to attend to all minor adjustments of the machine, rollers, cylinders, ink ducts and water ducts, automatic feeders, etc. He must be acquainted with mutual properties of water, grease and metal surface. He must be able to etch out all scumming areas of the plate and produce fine prints on paper. He must know the different sizes and qualities of Litho Offset Papers and the special characteristics of Litho inks. He must be able to print multi-coloured matter with separate plates in good register. He must also be able to maintain uniformity of colours throughout the printing of a subject in colour. He must give at least 85% of the outturn at maximum prescribed speed of the machine excluding time taken for make-ready. He must maintain Time Sheets and submit daily.

He is responsible for the work and the Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch, immediately after printing.

Offset Printer

(n) He must be acquainted with the mutual properties of grease, ink, water, metal plates and various chemicals used for washing, etching, etc. He must be responsible for the machine on which he works regarding its maintenance and upkeep. He must be conversant with its working mechanism, and must be able to set the ink and damping rollers, adjust the automatic feeders to take up any thin and thick papers and to regulate the flow of ink. He must be able to attend to work on two colour offset machines. He must fix the plates on the cylinder and set the impression and must give at least 85% of the outturn at maximum prescribed speed excluding time taken for make-ready. He must maintain Daily Time Sheets and submit daily. He must be able to attend to the duties of the Senior Offset Printer during his absence.

He is responsible for the work and the Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch.

Assistant Offset Printer

(o) He must be able to attend to all monochrome works on Baby Offset machines or similar size machines independently, attending to all details required of an offset printer in the case of bigger offset Printing machines and must give at least 80% of the outturn at the maximum prescribed speed excluding time taken for make-ready. He must work as an Assistant to the Senior Offset Printer or the Offset Printer, and attend to all physical work such as carrying paper and other materials from the Stores and printed stock to the Warehouse / Bindery / Despatching Branch. He must be conversant with the uses of various solutions used for washing, etching, desensitising, etc. He must maintain Daily Time Sheets and submit daily. He must be able to attend to the duties of the Offset Printer during his absence.

He is responsible for the work and the Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch, immediately after printing.

Dark Room Assistant

(p) He must know the art of preparing sensitive plates for negative making, developing and fixing the images in the negative. He must know the use of red light, dim light and no light in the process of developing. He must know the printing of positives on the sensitised paper and metal surfaces from the negatives and minor retouching, etc., of defective parts therein,. He must be conversant with the uses and action of the various solutions used in making wet plates and in the process of developing and fixing. He must be on gurad against the poisonous chemicals used in the Dark Room. He must maintain Daily Time Sheets and submit daily and ensure proper outturn of work.

LINOTYPE AND MONOTYPE BRANCHES

Lino Supervisor

54. (a) He must be able to handle Linotype and Intertype machines or Monotype machines (keyboard), effect minor adjustments of their working mechanism and be conversant with the construction and parts of Linotype and Intertype machines or Monotype machines. He must know the style of the house, mark out copies distribute them equitably among the operators with a view to suitability and expeditious completion of the work and maintain an even flow of work to the Proof Branch. He is responsible for the safe custody of all machines, tools, materials and matter in the Branch in addition to the individual operator in charge of each machine.

He is responsible for efficient supervision of all technical work and proper and adequate outturn from all the machines, Linotype, Intertype and Monotype, timely execution and despatch of works, proper accounting of all materials and economy in the use of materials, quality of work and good labour relationship and discipline, co-ordination of work of the various sections for smooth and efficient progress of several works and maintenance of the prescribed forms and registers and submission of returns in proper time.

He must plan out the work of the Branch well ahead and distribute work in such a way as to secure optimum production and good quality.

He must take all necessary measures to ensure proper maintenance of the machines in his branch, to ensure that all materials necessary for efficient working are made available and attend to all other technical matters.

He is responsible for the efficient and timely execution of works in his branch and for all matters connected with the work of the branch under him.

Lino Mechanic

(b) The Lino mechanic should be well conversant with the mechanism of the Linotype and Intertype and shall be responsible for keeping all Linotype and Intertype machines in good working order. He must notice any defective working and set right the same immediately. He must be able to erect or dismantle the Linotype and Intertype Machines and replace the defective parts with good ones. He must maintain work orders and submit prescribed returns. He must not meddle with any part of the machine while in motion, unnecessarily. He must maintain Daily Time Sheets and submit daily.

Mono Mechanic

(c) The Mono mechanic should be well conversant with the mechanism of the Monotype Keyboard and Caster and shall be responsible for keeping all Monotype machines in good working order. He must notice any defective working and set right the same immediately. He must be able to erect or dismantle the Monotype Machines and replace the defective parts with good ones. He must

maintain work orders and submit prescribed returns. He must not meddle with any part of the machine while in motion, unnecessarily. He must maintain Daily Time Sheets and submit daily.

Lino Operator

(d) The operator must be able to operate Keyboard with a minimum speed of 5,000 corrected ens per hour in English, 4.500 corrected ens in Kannada and 4,000 corrected ens in Devanagari. At the stage of efficiency bar he should give an outturn of 6,000 corrected ens in English, 5,500 corrected ens in Kannada and 4,500 corrected ens in Devangari per hour. He must know the correct spelling and division of words and be capable of setting type according to the style of the House specified. He must get the matrices cleaned and space bands lubricated daily. He must also be able to carry out minor adjustments of Linotype machines and their working parts, change ejector blades, distribution box, moulds, liners, etc. He must know the correct temperature of the molten metal on the machines. He is responsible for safe custody and proper maintenance of the machine, its parts, matrices and space bands, etc., in his charge. He should not meddle with any part of the machine while in motion, unnecessarily. He must maintain Daily Time Sheets and submit daily, and also submit any other returns which may be prescribed.

Mono Operator

(e) The operator should be able to operate 6,000 corrected ens per hour in English, 5,000 corrected ens per hour in Kannada, 4,000 corrected ens per hour in Devanagari. At the stage of efficiency bar he must give an outturn of 1,000 corrected ens more than the above in each case. He must know the working mechanism of the Monotype Key board. He must be able to quickly detect any mistake on the Keyboard. He must know the correctness of the measures and calculations and justification, correct spacing, correct reading of the manuscripts, good punctuation, must avoid spelling mistakes, and be able to set up tabular and column work and intricate types of work. He must be able to distinguish different sets (widths) of Monotype faces. He must be able to open the Keyboard and overhaul it by replacing the worn out parts. He is responsible for the safe custody and proper maintenance of the machine and the spare parts in his charge. He must have a thorough knowledge of the layout of the Keyboard matrix cases and changes to be made in Keyboards, bars, stop bars and justification arrangements of drums, and of the working of Air Compressor. He must maintain Daily Time Sheets and submit daily and also submit other returns which may be prescribed.

Furnace Attendant

(f) The Attendant must be physically strong and be able to withstand the heat from the furnace and the physical strain. He must be able to distinguish several kinds of metals ; type metal, lead metal, mono and lino metals, heat the old metal to correct melting point and cast into ingots. He will work under the guidance of the Store Keeper and the Head Type Caster and render correct account of old metal received and of ingots returned to Stores. He must drain three melting pots per working day. He must maintain daily Time Sheets and submit daily. He is responsible for the proper maintenance of the furnace.

CASTING BRANCH

Head Type Caster

55. (a) The Head Type Caster is responsible for the upkeep of all type and metal casting machines in the Casting Brach (Foundry) and must be able to set right any working defects of the machines. He must have good knowledge of different type faces, sizes of types body wise and setwise, both point system and English body system, type metals, alloys for foundry, testing the quality of several metals, remelting and refining of metals used in the Foundry. He must be well conversant with the use of several matrices used in type-casting machines, changing of moulds for casting types, leads, quadrats, quotations, etc., the operation and maintenance of all machines including the Super Caster

and the Thompson Caster. He must also be experienced in preparing matrices for Stereotype both by wet flong and dry flong methods.

He must plan out the work of the Branch well ahead and distribute work in such a way as to ensure optimum production and good quality.

He must take all necessary measures to ensure proper maintenance of the machines in his branch, to ensure that all materials necessary for efficient working are made available and to attend to all other technical matters.

He is responsible for the efficient and timely execution of work in his branch and for all matters connected with the work of the Branch under him.

He must maintain the prescribed Registers and Forms and work orders in the Branch and submit the returns daily, weekly, monthly and yearly as the case may be. He is responsible for all metals received, used for casting and in ingots. He should not meddle with any part of the machine while in motion, unnecessarily. He must be able to control the workmen under him and maintain discipline and get proper outturn. He must himself operate machines and maintain Daily Time Sheets and submit daily.

Head Mono Caster

(b) The Head Mono Caster should be thoroughly conversant with the working mechanism of all Mono Casters and the Supercaster and must be able to dismantle these and clean and erect correctly, change the moulds, die cases matrices and adjust them. He must be able to calculate the dimensions of types point wise, their alignment and know the temperature of metals used on the Mono machines. He must be able to test quality of metals suitable for Mono casters and Supercasters and be conversant with the use of the micrometer. The Head Mono Caster must have a thorough knowledge of different Mono Die cases, matrices, moulds, nozzles, plungers and working of Air compressors. He must be able to detect quickly the causes of faulty casting and other troubles while casting. He should not meddle with any part of the machine while in motion unnecessarily.

He must maintain the prescribed Registers and Forms and submit the prescribed returns. He must be able to control the workmen under him and maintain discipline and get proper outturn. He must plan out the work of the Branch will ahead and distribute work in such a way as to ensure optimum production and good quality. He must take all necessary measures to ensure proper maintenance of the machines in his branch, to ensure that all materials necessary for efficient working are made available and to attend to all other technical matters. He is responsible for the efficient and timely execution of work in his branch and for all matters connected with the work of the Branch under him. He must himself operate machines and maintain Daily Time Sheets and submit daily.

Mono Caster

(c) The Mono Caster should be conversant with the working of the Mono Casting machines, should be able to adjust, the moulds, die cases, matrices, maintain the machines in good working order, know the correct temperature of the meting pot, must give an average outturn of 8000 ens per hour and must maintain and submit prescribed returns. He must not meddle with any part of the machines while in motion unnecessarily. He must maintain Daily Time Sheets and submit daily.

Assistant Mono Caster

(d) He should be able to operate the Mono Casting machine and maintain it in an efficient condition, must be able to change the mould, die case, adjust Air Compressor and waterflow to maintain proper temperature of the metal pot, carry ingots and type matter, etc., under instructions of the Head Mono Caster or Mono Caster. He must not meddle with any part of the machine, while in motion, unnecessarily. He must maintain and submit Daily Time Sheets.

Type Caster

(e) The Type Caster must be conversant with the working mechanism of all Type Casting machines, the matrices of several type faces, must be able to change moulds, set the width of the types, both normal and over hanging, must be able to test the quality of the metals used for types, leads, spaces and must know the proper temperature of molten metal for casting. He must be able to operate on all type casting machines and the Super caster and maintain the machines in good working order and clean them. He must give an outturn of 23 kgs. of pica types per working day (seven hours) according to the rated speed of the machine, proportionately smaller outturn in the case of smaller size (10 pt., 8 pt., etc.), of types. He must not meddle with any part of the machine unnecessarily, while in motion. He must maintain Daily Time Sheets and submit daily.

Assistant Type Caster

(f) The Assistant Type Caster should be able to operate all casting machines and the Supercaster and maintain them in good working order, and clean them, feed matrices, rub and dress the types including overhanging types under the guidance of the Head Type Caster or Type Caster. He must carry metal ingots and newly cast types from and to the Stores. He must not meddle with any part of the machine while in motion unnecessarily. He must maintain Daily Time Sheets and submit daily.

He must be able to attend to the duties of the Type Caster during his absence.

WORKSHOP SECTION

MECHANICAL SUPERVISOR

56. (a) The Mechanical Supervisor is the head of the Workshop Section. He should be conversant with the construction of all machines and Lathes in the Workshop including their erection, etc. He must be able to erect and dismantle, Binding Machines, Mechanical Composing machines, Printing Machines, Offset Printing Machines, Guillotines, Type-casting machines and all other allied machines in the Central Press of Branch Presses. He must guide the other mechanics in their duties. He must be capable of working on lathes, and preparing minor spare parts of all machines, using good raw materials, whenever these parts are not easily available from the manufacturers or their cost is exorbitant or it is otherwise advantageous to prepare the parts. He must have a sound knowledge of turning, drilling, fitting, filing an welding an allied operations. It is also his duty to get spare parts prepared in other workshops (wherever it is not possible to do it in the Press workshop) after obtaining the sanction of the competent authority in the Press. He must go round and observe the working of each machines are properly maintain and report to the officer in charge any dereliction of duty on the part of the employees under his charge or the employees working on the machines.

It is his essential duty to see that all machines are in working order and any machine out of orders set right without any delay. He must control the employees working in the Workshop and get proper work form them. He is responsible for efficient and timely execution of work in his branch and for al matters connected with the work of the Branch under him. he must himself attend to repairs. Preparation of parts and to other individual duties. He must maintain the prescribed Registers, Forms and submit the prescribed returns. In brief, the satisfactory outturn from various machines in the Press greatly depends on his ability to guide and control the Workshop. He must maintain daily Time Sheets and submit daily.

Mechanical Overseer

(b) The Mechanical Overseer is next to the Mechanical Supervisor and should possess similar capacities and should supervise the work of the mechanics in one of the shifts. He must work under the guidance of the Mechanical Supervisor. He must also himself attend to repairs, preparation of parts and other individual duties of the Work shop. He must maintain daily Time Sheets and submit daily.

Mechanic

(c) The Mechanic must be able to attend to all petty repairs to the machines other than very specialized machines in the Press by removing the affected parts and replacing with new or repaired ones. he must e able to work on all machines in the workshop and must know turning, drilling, filing, fitting and welding operations. He must be able to prepare small spare parts of the machines under the guidance of the Mechanical Overseer or Supervisor. He must carry out the instructions of the latter in maintaining the efficient working of all machines in the Press. He must also be able to operate the Knife Grinding machine. He must not meddle with any part of any machine while in motion, unnecessarily. He must maintain Daily Time Sheets and submit daily.

Assistant Mechanic

(d) The Assistant Mechanic should be able to assist the Mechanic in all his several duties. He should know all the operations of turning, fitting and filing and drilling, and to operate the machines in the Workshop under the guidance of the Mechanical Overseer or Mechanic. He must attend to the work on the Knif Grinding machine. He must not meddle with any part of the machine while in motion, unnecessarily. He must maintain Daily Time Sheets and submit daily.

Turner

(e) He must attend to the turning and drilling all tools, etc., on the Lathe or other machines in the Branch according to the instructions of his seniors, and manufacture ordinary spare parts such as nuts, bolts, screws. He must not meddle with any part of the machine, while in motion unnecessarily. He must maintain Daily Time Sheets and submit daily.

Fitter

(f) He must attend to the fitting of all tools, etc., on all the machines in the Branch according to the instructions of the Mechanical Supervisor or Overseer or Mechanic. He must attend to the work on the Knife Grinding machine. He must maintain Daily Time Sheets and submit daily.

Electrician

(g) He must be thoroughly conversant with details of the Electrical supply to the Press and the installations in all aspects. He must be well conversant with the wiring work and repairs to electrical installations. He is responsible for maintaining all electrical connections including motors, etc., to the several machines in the Press in an efficient manner by periodical inspections. He must attend to all repairs to printing, binding and mechanical composing machines connected with electrical work. He must co-ordinate his work with the work of the Mechanical Supervisor or Overseer. he must maintain the prescribed Registers and Forms, work orders and submit returns. He must attend to the wring and repairing the wring of electrical connections of the several machines in the Press. He must cut off the current while doing any repairs, connections and installations, and must not meddle with any part of the machine, while in motion, unnecessarily. It is his duty to see that power is switched on in the Press for all installations when work starts and that power in the entire Press except for lighting in essential areas is switched off after the close of work each day.

In brief the satisfactory production in the machines and satisfactory electrical supply partly depends on the ability and vigilance of the Electrician. He must maintain Daily Time Sheets and submit daily.

Stereotype Caster

(h) The stereotype Caster must be able to prepare the type matter for Stereotyping, dress it, preplate dies and dry flongs, take out the matrices from them ; operate the Stereo casting machine an cast the Stereo, ruout in and mount it on wood or meta, correct to type height. He must know the composition of Stereo metal and the qualities of each constituent and correct temperature of the molten

metal for casting stereos. He should give a minimum of six matrices per working day and cast and prepare stereos on different moulds. He must also be able to work on the Routing machine.

Engraver

(i) The Engraver must attend to all engraving works, including type matrices and dies for embossing. he must know the characteristics of the different metals such as, steel, brass, copper, bronze, used for engraving and the uses of the several types of engraving tools. He must maintain Daily Time Sheets and submit daily.

Carpenter

(j) He must be able to understand the instructions on the work orders, to manufacture patterns for casting, attend to manufacture and repairs of furniture, mount stereos, electros, line blocks and half tone blocks correct to type height, mount rubber stamps, prepare boxes for packing. He must also be able to prepare galley-racks, type cabinets, special pattern admirals required in the Press, and stools, wooden sided galleries and any wooden accessories for us in the Press and attend to all other work which a carpenter can do. He must maintain Daily Time Sheets and submit daily.

Rubber Stamp Caster

(k) He must be able to set in type matter for the stamp, prepare moulds, vulcanize Rubber sheets, set the type matter for the rubber stamp in the required pattern and prepare it for casting there from, cast it and mount it on the wooden or other mounts and attach to handles. He must give six moulds per working day.

The Rubber Stamp Caster must know the qualities of different kinds of rubber used in casting and must be conversant with the different types of metal daters used for preparing Rubber stamps with date lines. He must be capable of maintaining work orders, records of receipt and dispatch of articles and materials and maintain and submit Time Sheets daily. He is responsible for the safe custody of all apparatus, appliances and other materials in the Branch.

Assistant Rubber Stamp Caster

(l) He must be able to set in type matter for the Stamp, prepare moulds, vulcanize rubber sheets, set the matter in the type faces and in the pattern as per instructions of the Rubber Stamp Caster. He must be able to cast all ordinary Rubber Stamps and mount them. he must attend to the duties of mounting the Rubber Stamps after they are cast and attaching handles and assist the Rubber Stamp Caster in all his duties. he must give an outturn of five moulds per working day. He must maintain work orders and other progress records and maintain and submit Time Sheets daily. He must be able to attend to the duties of the Rubber Stamp Caster during his absence.

Watch And Ward Section

Chief Time Keeper

57. (a) The Chief Time Keeper is the head of the Watch and Ward Section and the Time Keepers, two Industrial Clerks Gate Keepers, Assistant Gate Keepers, Night Watchman, Cycle Watchmen, Sweepers and Scavengers will work under his supervision and control. He shall entrust duties to the Time Keepers and others to obtain assistance in the discharge of his responsibilities. He is in overall charge of Press buildings and the bales, bundles, cases of papers and machinery and o0ther materials lying in the open verandahs, quadrangles, etc. He must therefore maintain a Register of all these materials lying, at the commencement of each working day and also at the closing of the day, have it attested by the respective Store keepers, Head Dispatchers. etc., and submit it to the Director through the Officer in charge daily.

He must arrange for the proper locking, at the close of work of the respective section, of all work rooms by the respective Foremen / Overseer / Supervisor / Store-Keeper / Manager / Head Clerk, etc., and also the Main gates and seal the latter and hand over the keys to the official residence of the

Director on the premises along with the seal. He must particularly ensure that proper precautions are taken against fire.

He must have efficient check over the ingress and egress of the employees, official and official visitors of the Press (by seeing the details about persons officially visiting and the nature of work are entered in the Register maintained) and should not allow any private person to enter the Press without permission of the Director or other officer authorized by him.

He must supervise the punching of cards by the employees, be responsible for their safe custody and proper arrangements of these cards and also for the proper maintenance of the Time Recorders.

It is the duty of the Chief Time Keeper to arrange for the efficient checking all the articles, books, bundles, cases, etc., under dispatch at the Gate with the Invoices or other authorizing memos and keep the latter duly filed for reference.

The Chief Time Keeper should be conversant with the Rules of attendance of the employees and officials (Industrial and Ministerial) and enforce the same strictly.

He must know the Rules of Late Attendance and maintain the Late Attendance Register and enforce strict observance of the rules.

He must know the Rules of Overtime Attendance and maintain a Register showing the overtime worked by each official and employees as per overtime card punched by him.

At the end of each month he must with the assistance of other staff provided, furnish all details and the schedules of late attendance, leave, overtime work, etc., to the Bill clerks at the time or preparations of Pay Bills and Supplemental Pay Bills.

The Chief Time Keeper should arrange for the proper search of all employees at the time of their egress except the exempted ones. In case of any valid suspicion he must detain the employee for detailed search and interrogation. If any employees is found carrying any Government property or papers, he must make a report to the Director immediately or to his immediate subordinate officer present in the Press for further action.

In the case of any accidents to any employees on duty he should arrange for the First Aid and, if necessary, send him with the approval of the Director or other officer in charge of work, to the Hospital in an Ambulance or other conveyance for necessary treatment.

He must maintain a Register of the Home Address of all employees and officials and officers and keep it up to-date every year. He must have control over the sweepers and scavengers and must get the premises cleaned, daily and where necessary twice a day. He must have walls and roofs cleaned at least once a fortnight. He must ensure that the lavatories are kept clean and provided with essential amenities always. He must be conversant with the main provisions of the Factories Act and Rules there under in respect of the Welfare measures and maximum number of working hours.

Time Keeper

(b) The Time Keeper of the Government Central Press, Bangalore, in the absence of the Chief Time Keeper, and the Time Keepers of the Branch Presses at Dharwar, Gulbarga, etc., shall attend to all the duties attached to the Chief Time Keeper. In the case of Government Branch Presses, the Time Keeper shall be responsible to the Deputy Director or other Officer in charge of the Government Branch Press.

The senior most Time Keeper at the Central Press, Bangalore shall assist the Chief Time Keeper in carrying out his several duties, maintaining the Time Recorder in good working condition, pundhing cards by the employees and keeping them in safe custody, posting the timings in the Overtime Register. He must keep the Attendance Registers and Late Attendance Registers in safe custody till they are handed over to the Officer Branch. He must arrange for proper checking of all articles, books, bundles,

cases, etc., under despatch with the Invoices and keep the latter duly filed for references. He shall perform all the duties of the Chief Time Keeper in one shift. The other Time Keepers shall perform similar duties and work under the guidance of the Senior Time Keeper or the Chief Time Keeper and shall be responsible for the duties which might be entrusted to them.

Industrial Clerks

(c) Two of the Industrial Clerks, working in the Time Office constitute the attendance section and must work under one Chief Time Keeper. They must post into the Register details of attendance, late arrivals and early goings, as recorded in Time Cards. These postings must the done daily and the postings of one clerk should be checked by the other and submitted to the officer concern3ed for his scrutiny and attestation. They must also prepare monthly statements of late coming and going early and after checking as above, and after attestation by the officer in charge of Watch and Ward, send the statements to Press Office for further action regarding any necessary deductions in salaries as per rules.

Gate Keeper

(d) The Gate keeper should always be at the main gate of the Press through which all or most of the workers enter into or go out of the Press. He should not allow any employee to go out of the Press during his working hours without a valid permit. He must maintain a Register of all employees going out are noted, and hand it over to the Chief Time Keeper of Time Keeper at the end of each working day for perusal and attestation. The latter will prepare or get prepared necessary schedules for action being taken as per rules.

He shall see that no outsider enters the Press without the permission of the Director or other senior officer. He must not allow the employees who have been absent without leave, to enter into the Press without permission, but the question of permission should be settled immediately with out any delay.

He must personally check the articles, books, bundles, cases, etc., under despatch at the gate with the Invoices or other authorizing memos and keep the latter duly filed for further reference.

Assistant Gate Keeper

(e) The Assistant Gate Keeper shall help the Gate Keeper in carrying out his duties. Where there are other entrances than the Main gate through which the workers will be entering or leaving the premises, such entrances shall be watched by the Assistant Gate Keeper. But it is incumbent or every worker to leave the Press at the end of the day's work through the Main Gate only.

Night Watchman

(f) the Night Watchmen will attend office before the close of the working day, keep watch over the properties in open yards of the premises, go round the premises at prescribed hours carrying the Tell Tale clock and punch the same with the key stationed at different places, and go on beats by turns, throughout the night. They are responsible for keeping the locked and sealed Gates and other doors in tact. They should not allow any one to enter into the premises when the Press is not working. They must also work as Day Watchmen on Sundays and other holidays, by turns as per instructions of the Chief Time Keeper or Time Keeper. They must be conversant with the localities, and houses in which the several officers and important officials and senior workmen live. They must report to the Director (or other officers in the case of Branch Presses) residing close to the Press, any untoward happenings during the period of their duty. In case any consignment arrives, unexpectedly, at the premises, it must be intimated to the Officer residing on the premises, for taking needful action. The detailed procedure regarding the duties of the watchmen is given under the Section "Watch and ward".

Bicycle Watchman

(g) The Bicycle watchman must be literate enough to distinguish one make of bicycle from another, able to keep the bicycle and other article in order when they are left in the stand he has to watch, duly locked, and allow the owner to take them back when they surrender the token. He must also have numbered tokens in duplicate, one of which has to be issued to the owners of the bicycles and the other kept with their bicycle for identification of the bicycle and return later. He must not allow the owner of one bicycle to meddle with that of another. He must be always vigilant and alert and never leave his place of duty from where he can see all the bicycles he should watch.

Sweeper

(h) The Sweeper will attend to sweeping and keeping clean and washing if necessary, the various portions of the rooms, verandahs, roads, and open spaces of the entire premises belonging to the Department allotted to him, and also to clean the walls and ceilings and keep the rooms free form cobwebs, etc. Work shall be so distributed among the Sweepers that every portion of the premises of the Department is covered and that the entire premises are kept clean. Each Sweeper will have to sweep and clean the portions allotted to him not less than once in each shift and as many times as may be necessary. All the Sweepers must also perform, whenever required, routine duties involving manual labour like those in transporting furniture and equipment and reception of machines.

Scavenger

(i) The Scavenger will attend to sweeping, washing and keeping clean the lavatories and urinals, and cleaning wash-hand basins, etc., which may be allotted to him. He will also attend to the duties of Sweeper whenever required and to routine duties involving manual labour like the Sweepers.

INDUSTRIAL WORK ESTABLISHMENT

Senior Compositor

58. (a) (i) He must be conversant with different sizes and faces of types in different languages and must be able to align and justify them the same line.

(ii) He must be able to set 1,000 corrected ens in Engllish/Kannada/Tamil/Telugu and 800 corrected ens in Devanagari/Urdu, per hour of solid matter.

(iii) He must be able to set up any intricate job, tabular, mathematical, pedigree and archaeological matter, all types of display work, and attend to house and author's corrections.

(iv) He must be able to make up solid, tabular and oblong pages with or without blocks.

(v) He must be capable of handling any ordinary or intricate imposition of type pages or steros, electros or blocks with proper margins for ordinary or parallel folding by hand or on machine.

(vi) He must also be able to handle Lino and Mono type matter.

(vii) He must be able to perform Pre-make ready operations, and must know the principles of Monotype set and the points system.

When engaged mainly or 'correction' and 'make up' work he must give an outturn of 80 typographical corrections per hour or must make up 8 foolscap folio pages (A4) or 10 Royal Octavo (A5) pages per hour taking additional time for making up of oblong pages with column statements. He must be able to impose with the help of a Junior Compositor three forms of 4 pages of Foolscap folio or A-4 Size or Two forms of 8 pages of Royal/Demy Octavo or A-5 Size, per hour by packing with the necessary furniture, side and foot sticks and quoins.

It is also the duty of the Senior Compositor, to be in charge of a group of compositors to guide them with proper instructions in the discharge of their duties efficiently and expeditiously. He must maintain the prescribed Time Sheets correctly and submit them daily and also any other returns prescribed. He must be able to dissect type formes for colour work.

He is responsible for the work its work dockets entrusted to him, materials drawn for the work and for the delivery of the finished work to the next Branch.

He must attend to any other work connected with or incidental to Compositor's work.

Compositor

(b) The Compositor should be able to :-

(i) know the different sizes and faces of types in several languages and align and justify them in one line;

(ii) set up 1,000 corrected ens in Engllish/Kannada/Tamil/Telugu and 800 corredted ens in Devanagari/Urdu, of solid matter per hour using correct measures, justification and spacing; give clear proof without spelling mistakes and distribute the types at least at five times the above speed in composing;

(iii) set up any tabular, mathematical, pedigree, display and archaeological matter and attend to House and author's corrections ;

(iv) make up solid, tabular or oblong type matter with or without blocks;

(v) impose all ordinary and oblong schems of type pages, stereos, elector, or blocks up to 64 pages with proper margins for ordinary or parallel folding by hand or on machine;

(vi) handle Lino and Mono type matters.

When engaged or corrections work, making up and imposition, the rate of outturn should be the same as prescribed for the Senior Compositor.

While he must be able to compose in English and Kannada, ability to compose at least in any one of there important Indian scripts preferable Devangari is desirable.

He must pull proof of all type matter handled by him, correct the errors marked thereon in the composed matter. He must also attend to machine revise corrections. He must be able to decipher the manuscripts and know the spelling of the words he is composing. He must be conversant with the style of the Hose. He must able to dissect type formes for colour works and attend to any other work connected with or incidental to compositor's work. He must maintain the prescribed Time Sheets and submit these daily and also other prescribed returns. He is responsible for the work and its Work Dockets entrusted to him, materials drawn for the work and for the delivery of the finished work to the next Branch.

Junior Compositor including Standing Room Care Taker.

(c) The Junior Compositor must be able to set up matter in English and Kannada at 900 corrected ens (and knowledge of composing in Devanagari or one of other Indian languages in desirable) and also distribute the types at five times the above speed in composing. He must also be able to set up all ordinary tabular, mathematical archaeological and display matter, make up solid matter, with or without blocks and impose ordinary schemes of 4 foolscap folio or A-4 size pages and 8 pages of 8-vo or A-5 size. The Junior Compositor must attend to House corrections as well as author's corrections and ordinary machine revise corrections. He must be capable of using correct measures, good justification, correct spacing and giving clear proof without spelling mistakes. He must be able to decipher manuscripts, be conversant with the spelling of the works he is composing and also the style of the House. He must maintain the prescribed Time Sheets and submit these daily and also other prescribed returns. He must attend to any other work connected with or incidental to compositor's work. He is responsible for the work and its work dockets entrusted to him, materials drawn for the work and for the delivery of the finished work to the next Branch.

(d) The Standing Room Care Taker should in addition be conversant with the important annual or periodical works which are received for printing and whose type mattes should be kept "Standing"

either in forme or in pages. He must keep all standing matter of one work at the same place in racks duly labeled and where possible the standing matters of the same departments should be dept together. He must maintain a Register for noting the name of work, the number of pages or formes and Rack number, etc., for easy identification in which any matter issued is noted and acknowledgment obtained. He must report to the Foremen/Overseer if any standing forme taken out form his custody is not returned after printing within a reasonable time.

Senior Machine Minder

(e) He is responsible for the proper maintenance of the Machine entrusted to him. He must be able to handle all letterpress printing machines efficiently form Platen to Stop Cylinder and Two Revolution, both handfed and automatic, independently, dress the cylinders, set the rollers, adjust ink duct or plate, make ready any letter press forme including Stereos, Electros, Line and Half-tone blocks, in single colour or multi-colour and for three or four clour Half-tone block printing. He must impose stereos and electros or metal mounts on the bed of the machine. He must be able to prepare overlays, underlay and interlays for making ready. He must be conversant with the use and maintenance of Rubber Rollers and the preparation and qualities of good compassion rollers, their proper custody when not in use and their treatment during the different seasons. He must also know the qualities of good printing ink, their constituents, how to avoid set off, use of driers and thinners. He must be well-versed in adjusting ink to secure good printing. He must also be conversant with the different kinds and qualities of papers, their sizes and their suitability for different classes of works and estimate the quantity of paper required for a job. He must be able to distinguish the right side from the wrong side of the paper and also its machine direction. He must be able to set Type high numbering machines and perforating rules in the forme correctly. He must be able to make minor adjustments in the working parts of the machines. He must know the art of printing on silk, calico, leather and other like materials, he must know the adjustments on the feed know the type of packing to the used for different jobs and must be able to set up the anti-set off spray equipment. He must be able to estimate the quantity of ink required for various jobs, and be conversant with matching of inks and ink mixing.

He must not take more than the prescribed time for make ready of the formes, and give an outturn at 90% of the rated speed of the machine, inclusive of lifting paper to the feed board and removing printed stock. He must not meddle with any parts of the machine while in motion unnecessarily.

In addition to his individual duties, which he must perform always, he must be in charge of a group of machines, distribute work and give necessary instructions to machine men and get the maximum outturn form them. He must maintain the prescribed Time Sheets and submit these daily and also other prescribed returns.

He is responsible for the work and the Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch, immediately after printing and for the return of the washed forme to Composing Branch.

He must attend to any other work connected with or incidental to the printing work in the Machine Branch.

Machine Minder

(f) He is responsible for the proper maintenance of the Machine entrusted to him. He must be able to work on any printing machine allotted to him form time to time, form Platen to Stop-Cylinder, Two revolution, both handfed and automatic, make ready the type formes including Stereos. Electors, Line blocks and Halftone blocks in single colour or mutli-colour, and three and four colour half-tone work. He must know the imposition of Stereos and Electros on metal mounts on the machine bed. He must know the art of printing on silk, calico, leather and other like materials. He must be able to cast good Composition Rollers, and maintain them in printable condition and set them on the machine properly, adjust ink duct or plate. He must know the use and maintain them in printable condition an

set them on the machine properly, adjust ink duct or plate. He must know the use and maintenance of Rubber Rollers. He must be conversant with the composition and good qualities of Printing Ink, the drying and thinning agents and how to adjust ink. He must be able to distinguish different classes of works and estimate the quantities of ink required for a job. He must be able to distinguish right side from the wrong side of the paper and also its machine direction. He must be able to adjust Type-high numbering machines and perforating rules in the forme on the machine. H must be able to adjust minor parts of the machine correctly, including front lays, side lays and Rubber fingers of the automatic machine for printing and remove it when the work is completed or stopped on account of other urgent works, with the help of his Junior. He must be able to make ready a forme within the prescribed time and give an outturn at 80% of the rated speed of the machine, inclusive of lifting paper to the feed board and removing the printed stock. He must not meddle with any parts of the machine while in motion unnecessarily.

He must maintain the prescribed Time Sheets and submit daily and also prescribed returns.

He is responsible for the work and its Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch, immediately after printing and for the return of the washed forme to the Composing Branch.

He must attend to any other work connected with or incidental to the Printing work in the Machine Branch.

Assistant Machine Minder

(g) He must posses good physique, be capable of heavy manual work, to carry type formes from the Composing Branch, wash them well and dry them and bring them to the machine and return them after printing duly washed and cleaned. He must help his seniors to lift the forme and to remove it form the machine. He must also carry paper stock format he Paper Room or Stationery Stores and the Printed stock to the Warehouse or Bindery. He must be pendently and the Cylinder Printing machines along with senior Machine Minder or Machine Minder. He must be able to unlock, plane down and lock all ordinary type formes, make ready the same and feed paper by hand at normal speed of the machine of the standard types of Cylinder and Printing machines, inclusive of time required for lifting paper and removing printed stock. He must be able to cast compassion rollers under the guidance of his senior, set them on the ordinary machines, and adjust ink. He must know the different kinds and sizes papers and their general use. He must be able to adjust Type high numbering machines and perforating rule in the forme. He must not meddle with any part of the machine unnecessarily, while in motion.

He must be able to attend to the duties of Machine Minder during his absence. He must submit Time Sheets daily. He must attend to any other work of ordinary nature. Connected with or incidental to the art of Printing in the Machine Branch. He is responsible for the work and Work Dockets entrusted to him, paper and other materials drawn for the work and for the delivery of the finished work to the next Branch, immediately after printing and for the return of the washed forme to the Composing Branch.

Senior Binder

(h) He must be able to do all classes of binding, both stationery and letterpress, such as Leather binding, full cloth binding, casing in, Ledger binding, hollow back, tight back, spring back, Library style binding, Half and quarter binding, Hand gilding and blind tooling, marbling, and several kinds of forwarding and finishing. He must be able to operate all binding machines, including Guillotines, Sewing, Stitching and Ruling machines. He must have experience in punching, eyeleting, hand numbering and envelope making and embossing operations, including preparing artistic leather or calico or silk cases or boxes, for presentation. He must be able to select suitable materials for binding and to estimate the required quantities correctly. He must know the preparation and uses of various adhesives, such as paste, glue and gum, and of glair.

He must be the leader of his group of Binders and Assistant Binders and give them proper instructions to do the work correctly and expeditiously while he himself also must turn out productive work individually. He is responsible for all the tools, machines and appliances and materials received by him and for the speedy completion and despatch of the work in his charge. He must maintain the Time Sheets prescribed, and submit them daily thorough the Foreman/Overseer. He is responsible for the work and Work Dockets entrusted to him, paper, boards and other materials drawn for the work and for the delivery of the finished work to the next Branch in the correct quantities obtainable form the sheets issued to him. He must not unnecessarily meddle with any part of the machine, while in motion.

He must attend to any other work of high class binding connected with or incidental to the art of binding.

Binder

(i) He must be able to handle all binding work such as Leather Binding, full cloth binding, casing in, Half and Quarter binding, Ledger, binding with hollow back, tight back, or spring back, Library style binding, forwarding and finishing. He must have experience in Ruling – Stop and through, cutting, sewing, over sewing, wire stitching, punching, eyeleting, hand numbering and embossing and envelope making operations, and in gilding and blind tooling work.

He must be able to operate all binding machines including Guillotine, Sewing, Stitching, Ruling, Folding and Envelope making machines and be able to prepare calico/leather/silk cases/boxes for presentation.

He must know the preparation and uses of various adhesives such as paste, glue and gum.

He must maintain the Time Sheets and submit it daily through his group leader. He is responsible for the work and the Work Dockets entrusted to him, paper, boards, and other materials drawn for the work, and for the delivery of the finished work in the correct quantities obtainable from the sheets issued to him, to the next Branch, He must not unnecessarily meddle with any part of the machines he may be working with while in motion.

Assistant Binder

(i) He must attend to all operations of Forwarding such as folding, gathering, collating, hand sewing, rounding, backing, and full cloth, half and quarter cloth binding, casing in, both letterpress and Stationery binding. He shall work as Machine Assistant on all the machines in the Bindery whenever required. He shall carry printed forms from the warehouse or Machine Branch and bound books, etc., to the Despatchin Branch. Whenever required he shall carry blank paper, binding materials, etc., from the Stores. He must maintain Time Sheets and submit daily through his Group leader. He is responsible for the work, the Work Dockets entrusted to him, paper, boards and other materials drawn for the work and or the delivery of the finished work in the correct quantities obtainable form the sheets issued to him, to the next branch.

Note :- Senior Binders or Binders working on machines-electically operated-like Sewing, Wire Stitching, Folding, Ruling, and Cutting machines should give production at the rate of 80% of the rated speed, and are responsible for their proper maintenance.

INDUSTRIAL-CLASS IV

Counter (Senior)

59. (a) The Counter shall be responsible for the correct counting of all books, Registers and Forms received from the Machine Branch and Binding Brach, stocking them neatly and in an orderly manner on racks, attaching Bin Cards, taking out the Registers and Forms according to invoices, under instructions from the Despatching clerk, packing them into convenient bundles and covering

them in gunnies or deal wood cases, label or address them correctly. He shall carry out any other work connected with or incidental to his duties.

Counter (Junior)

(b) He shall perform duties as prescribed for the Senior Counter, assist the Senior Counter and also shall carry out any other work connected with or incidental to his duties entrusted to him, particularly of a routine nature involving manual labour. He must carry small bundles to outsides officers including the Mysore Government Secretariat and also transport by trolley consignments whenever required.

MINISTERIAL-CLASS IV

Peons, Orderlies etc.

60. All the peons must attend officer 15 minutes before the commencing time of the office and keep open the office, clean all the tables and chairs and the offices, keep the office clean and tidy, deliver tappals and papers, and files to various Sections, Branches and Officers. They should also attend to other routine types of manual assistance work entrusted to them by officers and officials.

TRANSPORT BRANCH

Motor Vehicle Driver-Lorry and Jeep Driver

61. (a) He should possess current Driving License of Heavy Motor Vehicles and should be able carefully to drive the Jeep or Lorry at the permissible speed and also through crowded streets without danger to the vehicle or to any persons. He should be able to detect any unusual sound or other defect while the vehicle is in motion and remedy the same at least temporarily. He must be able to maintain the Battery, Engine and other vital parts includi8ng water in the engine or air pressure in the wheels in efficient condition and get any defect developed therein, remedied well in time. He must be thoroughly conversant with all Traffic Rules and signals, He must see that Diesel or Petrol and oil are used very economically and he is responsible for their proper use and has to account for them. He shall maintain a Log Book for the vehicle he is driving and shall record correctly all journeys performed and all other details.

Lorry Cleaner

(b) He must clean all external parts of the Motor Vehicles of the Department daily with water and cloth and assist in inflating the tubes of the wheels or removing or replacing them or any other part of the vehicle. He must be able to start the vehicle with the manual starter. He must attend to any other manual work connected with the efficient e maintenance and running of the vehicle and render all assistance to the Driver.

Malis

62. The Malis will attend to all the duties of maintaining a good garden in the open spaces belonging to the Department at Bangalore, like planting of plants, trees and creepers, watering all of them as necessary, pruning and all work of daily maintenance. They are responsible to keep the entire open area in the vicinity of the Government Press clean and to attend to any other type of routine assistance duties as may be assigned to them.

APPLICABILITY TO ALL THE PRESSES OF THE DEPARTMENT

63. Duties of several posts have been furnished in the foregoing paragraphs mainly with reference to the set up of the Government Central Press, Bangalore. These duties may themselves be suitably modified or readjusted or supplemented as circumstances require on the orders of the Director. The duties as set forth shall be applicable tot the Director. The duties as set forth shall be applicable to the posts in the several Branch Presses and the High Court Presses, the duties being the same in respect of posts with the same designation or requiring the same objectives to be achieved and

being suitably adjusted to suit requirements of work which the officers in charge of the respective units will be competent to do. For example, a Supervisor or a Foreman in a Branch Press may be in immediate charge of the Composing, Letterpress machines and Binding Branches. His duties will then have to be the duties of the Supervisor or Foremen of all the three branches. But the duties as set forth in this chapter shall form the basis of entrustment of duties to the personnel in the several posts of the Branch Presses also.

Chapter III

Abstract of General Rules

THE GOVERNMENT PRESS AND BRANCHES OF THE GOVERNMENT PRESSES.

64. There is one Government Central Press at Bangalore with its Branch Presses at Dharwar, Gulbarga and Mercara and a High Court Branch Press at Bangalore. The Government Central Press consists of the following Branches under the guidance of the Director as the Chief Administrative Officer assisted by one Senior Deputy Director and two Deputy Directors, six Assistant Directors and one Labour Welfare Officer on the technical side and by one Deputy Director (Administration and Accounts), one Assistant Director (non-technical) Inspection, one Assistant Director (Printers' Costing), and one Stock Verification Officer on the Ministerial side.

I. Direction and Supervision.

II. Administrative Branch.

(i) Office (Establishment and Correspondence) Section;

(ii) Office (Cash and Accounts) Section;

(iii) Office (Costing and Valuation Section) ;

(iv) Internal Audit Section ;

(v) Gazette Section ;

(vi) Press Works Section (P.W.S.);

(vii) Forms (Control) Section ;

(viii) Planning Section ;

(ix) Stores (General and Photo Zinco);

(x) Records Section.*

III. Productive Branches

A. Composing Branch

(i) Hand Composing (General) Section ;

(ii) Hand Composing (Gazette) Section ;

(iii) Hand Composing (Kannada) Section ;

(iv) Forms Composing Section ;

(v) Make up and Imposing (Hour Account) Section;

(vi) Standing Matter Section ;

(vii) Mechanical Composing (Monotype) Section ;

(viii) Mechanical Composing (Linotype) Section ;

(ix) Mechanical Composing (Lino) Handling Section;

(x) Mechanical Composing (Mono) Handling Section;

(xi) Confidential Composing Section;

(xii) Legislature Section;

(xiii) Casual Labour Piece work Composing Section; (Temporary).

B. Proof Branch.

C. Printing Branch.

(i) Machine (General Printing) Section;

(ii) Confidential (Printing and Binding) Section;

(iii) Care Printing and Binding Section; Lottery Tickets Section;

(iv) Paper Room.

D. Binding Branch.

(i) Binding (General) Section and Warehouse;

(ii) Casual Labour Piece Work Binding Section ;

(iii) Care Printing and Binding Section; Lottery Tickets Section;

(iv) Paper Room.

D. Binding Branch.

(i) Binding (General) Section and Warehouse;

(ii) Casual Labour Piece Work Binding Section (Temporary);

(iii) Kannada Encyclopedia Binding Section (Temporary);

E. Lithographic and Process Branch.

(i) Art Work Section ;

(ii) Photo Zinco (Process) Section ;

(iii) Carpentry Shop ;

(iv) Despatching Section ;

(v) Transport Section ;

V. Watch and Ward and Sanitary Establishment.

VI. Research Branch.

VII. Government Branch Presses. Dharwar, Gulbarga and Mercara and the High Court Press, Bangalore.

APPLICABILITY OF THE FACTORIES ACT

65. The Government Central Press, Bangalore and all its Braches at Dharwar, Gulbarga and Mercara and the High Court Press, Bangalore each employing more than 10 workers with the aid of machinery are factories carrying on the manufacturing process of Composing, Printing and Book Binding and their working is governed by the Factories Act, 1948. These Presses should be registered and the registration renewed annually under the above Act and the necessary fees paid.

Government of Mysore is having ultimate control over the affairs of the Government Central Press and the Branch Presses. But the Director of Printing in the case of the Central Press and the High Court Press, Bangalore, the Deputy Directors of Printing in the case of the Branch Presses at

Dharwar and Gulbarga and the Manger in the case of the Branch Press at Mercara, are 'Occupiers' as defined in Section 2 of the Factories Act, 1948.

APPLICABILITY OF THESE RULES

66. The rule contained in the following paragraphs though framed for the Government Central Press, Bangalore shall be applicable to the Government Branch Presses and the High Court Press to the extent applicable, with necessary modifications where necessary. If there is no reference to or rules regarding any matter in these paragraphs, the orders of Government on the Director, thereon have to be referred to. In case of any doubt regarding the applicability of these rules, the decision of the Director shall be final and binding.

ESTABLISHMENT

67. The Establishment of the Printing Department is divided into two categories, viz., (a) Ministerial and (b) Industrial.

GENERAL SERVICE RULES

Ministerial Establishment

68. The ministerial Establishment is governed by the Mysore Civil Services Rules in respect of all service matters, by the General Recruitment Rules, the Seniority Rules, the Probation Rules, the Medical Attendance Rules, the Insurance Rules and all such other rules applicable to Ministerial Government Servants in any other Government Departments of the Mysore State. Their working hours shall be those as may be prescribed by Government, as in the case of the Ministerial Establishment of any other Government Department. They are also subject to the Mysore Civil Service (Classification, Control and Appeal) Rules and Mysore Civil Services (Conduct) Rules.

69. It is incumbent on all officers, officials and employees of the Department of Printing, Stationery and Publications, as in the case of the members of the other Government Departments, to take the oath of Allegiance to the Country and the Constitution of India and sign in the prescribed form in evidence thereof in the presence of the concerned These will be securely pasted in their Service Registers with an endorsement to that effect. Failure to do this will be a serious omission. A separate Register for each grade of officers in the prescribed form should be opened in the Office of every Head of the Department for noting the Oath of Allegiance taken by the Government Servants including Gazetted Officers.

(O. M. No. Ch.s. 11126-225/Misc. 82-52-2, dated 8th February 1952).

70. The antecedents of candidates newly appointed have to be got verified in accordance with instructions for such verification.

71. The working hours of the Ministerial establishment are from 10-30 A.M. to 5-30 P.M. daily with a lunch interval of 45 minutes between 1-30 and 2-15 P.M. But whenever required and in urgent matters, they must work outside the above prescribed hours and on any holidays, as they are full time Government servants. Every Sunday and Second Saturday in each month, are holidays, in addition to other gazetted holidays, subject to exigencies of work.

Note – As a temporary measure, with effect form 10th May 1971, all Saturdays in a month are holidays in addition to Sundays and the working hours on working days are 10 A.M. to 1-30 P.M. and 2 P.M. to 5-45 P.M.

(O. M. No. GAD 3 MAQ 71, dated 4th May 1971)

72. Government Servants belonging to Muslim Community borne on the Ministerial Establishment and also Industrial Establishment who desire to offer Weekly Prayers on Fridays are permitted to leave the Office for one and half hours from 12-30 P.M. to 2 P.M. for the purpose.

(G. O. No. GAD 119 SSM 57, dated 16th February 1959)

73. The Industrial Establishment is also governed by all the Service Rules including Leave Rules, as for the Ministerial Establishment, except those Rules of the Mysore Civil Services (Conduct) Rules, which may not be consistent with provisions of any Labour Laws. All the General Service Rules, Pension and Gratuity Rules and T. A. Rules as in the M.C.S.R. are also applicable to this Establishment.

74. It is exempted from the operation of the Employees State Insurance Act as per letter No. HI-6 (42)/58, dated 25th July 1958 from the Under Secretary to the Government of India, Ministry of Labour and Employment and the Employees Provident Fund Act has also not been made applicable, as permitted by the Regional Provident Fund Commissioner, and exemption from this is under consideration.

75. The Rules regarding late attendance and permission to leave the Press early, and the Overtime rules are given in Paras 84, and 91. The relevant provisions of the several Acts and Rules applicable under the Labour Laws, to this Establishment are to be complied with except where exemption is given.

76. (i) The normal working hours of the Industrial Establishment are provisionally 42 hours per week now divided into seven (7) hours per day from Monday to Saturday on permanent basis as per G. O. No. ED TPS 67, dated 30th June 1967. When the Press works in one General Shift only daily, the working hours are from 10-00 A.M. to 5-30 P.M. with half an hour lunch interval between 1-30 P.M. and 2-00 P.M. (as against 9 hours per day and 48 hours per week prescribed in Section 5 day and 48 hours per week prescribed in Section 51 of Factories Act 1948). When the Presses work in two shifts, the first works from 6-30 A.M. to 2-00 P.M. with half an hour lunch interval between 10-00 A.M. and 10-30 A.M. and the second shift works form 2-00 P.M. to 9-30 P.M. with half an hour lunch interval between 5-30 P.M. and 6-00 P.M.

(ii) A small third shift is also introduced in the Government Central Press, Bangalore, which works from 10-00 P.M. to 5-30 A.M. with an interval from 1-30 A.M. to 2-00 A.M. This has been sanctioned as an experimental measure with certain additional posts, and the operation of the Third Shift shall be of a normal facility under the Factories Act and connected Labour Laws available to employees and the terms anl conditions of employment for the Third Shift shall be the same as for the day shifts in so far as the Press is concerned.

(G.O. No. ED 209 MPS 70, dated 22nd July 1970 and G.O. No. 369 MPS 71, dated 7th October, 1971).

Note – As a temporary measure, with effect from 10th May 1971, all Saturdays in a month are holidays in addition to Sundays for the Industrial Establishment also and the working hours are 71/2 hours on all working days with an interval of half an hour as indicated below for the different shifts.

(G. O. No. ED 167 MPS 71, dated 21st May 1971).

(a) 10 A.M. to 1-45 P.M. and 2-15 P.M. to 6-00 P.M.

(b) 6 A.M. to 9-45 A.M. and 10-15 A.M. to 2-00 P.M.

(c) 2 P.M. to 5-45 P.M. and 615 P.M. to 10-00 P.M.

(d) 10 P.M. to 1-45 A.M. and 2-15 A.M. to 6-00 A.M.

(iii) The working hours of the Night Watchmen, Day Watchmen, as well as their duties are prescribed separately. Their working hours are as follows :-

Night 8 P.M. to 6 A.M. (next day)

9 P.M. to 7 A.M. (next day), 9 P.M. to 8 A.M. if the next day is a holiday

Day 8 A.M. to 1 P.M.

1 P.M. to 8 P.M.

They will have one day off in the week by turns.

77. No employees is to leave the work without permission before the going sounds or before the time prescribed.

78. Any work outside the above normal working hours, will be treated as overtime work and will be paid for accordingly or compensation allowed in accordance with the provisions of the Factories Act, if the work done covers one full hour.

79. The sweepers and scavengers belong to the Industrial Establishment and will attend to their work earlier and will be allowed proportionate time off after their duty.

RECORD OF ATTENDANCE

Ministerial Staff

80. The Ministerial staff should mark their attendance daily be initialing in the Attendance Register. Their late attendance will be marked in a separate Late Attendance Register along with the exact time of arrival. This late attendance will be noted in the regular Attendance Register in red ink by the leave clerk.

81. Every member of the staff shall attend office punctually. The Heads of Offices, Branches and Sections should set example to others by attending office regularly at the prescribed hours. Executive officers, who have to go for inspections, etc., shall attend Office for the rest of the time.

82. An Attendance Register in the prescribed form shall be maintained for each office in which every member of the staff will mark attendance. This Register along with the causal leave and late attendance reports, if any, shall be places before the Head of the Office/Branch every day.

(i) All Government employees should attend Office punctually at the appointed hour and mark their attendance within five minutes of the appointed hour;

(ii) The Attendance Register should be placed before the Branch Officer, 5 minutes after the start of the Office hours. Officials attending Office thereafter have to see the Branch Officer and sign the Register in his presence marking the time of their attendance. The concerned officers will check the Registers 15 minutes after the start of the Office hours and put a cross against absentees after which no one will be allowed to mark his attendance ;

(iii) The grace time allowed to mark the attendance is only to meet exceptional situations wherein on account of unforeseen difficulties a Government servant cannot attend Office in time and it cannot be claimed as a matter of right or routine concession. The Branch Officers must keep a watch on all officials who habitually or frequently mark their attendance after the Registers are brought to them and make lists of all such officials ;

(iv) Officials attending Office after the Attendance Register is checked by the Branch Officer but before 2-00 P.M. have to be granted half-a-day's Casual Leave. If no Casual Leave is at the credit of the officer/official, he should forfeit a day's leave of any other kind at his credit and in case no other kind of leave is also at his credit, then the period will be treated as leave without allowance ;

(v) In the form for writing Confidential Reports of Non-Gazetted Officers particularly, there is a separate column regarding "Attendance" with regard to which the Reporting Officer is expected to express his views. While writing the Confidential Reports of the subordinate officers working under him, the Reporting Officer must make specific mention regarding late attendance in respect of officials who have been found to be habitual late comers and who frequently mark their attendance in the Registers after they are brought to the Officers or are sanctioned half day's Casual Leave for late attendance repeatedly.

(Circular No. GAD 49 MAR 7, dated 9th September 1971)

Industrial Staff

84. The Industrial staff are required to punch their cards in the Time Punching Wall Clock, every time they enter the Press at the commencement of work and they go out at the closing of each half day's (shift) work as approved in Letter No. ED 271 TPS 65, dated 9th November 1965 from the Secretary to Government, Education Department. This applies also to the staff engaged on overtime work when ordered.

Note :- Till additional punching machines and other necessary arrangements are made, punching of cards during egress is not insisted upon and at the time of egress, the cards may be handed over to the gate staff to be punched.

(Letter No. ED 271 TPS 65, dated 19th April 1966)

84. The Rules to regulate late attendance and early leaving of work place in the Government Presses, effective from 1st July 1967 are furnished below:-

(i) All employees shall be at the work spot at the time fixed and shall register attendance by punching their cards or in any other manner prescribed. All employees shall also be on work in their work spot till the time fixed for the close of each shift as indicated by the sounding of the gong or in any other manner prescribed. Workmen are liable to be sent out if they are not at the work spot at the scheduled time, and liable to be punished under C.C.A. Rules if they stop work before the scheduled time. However, workmen who come late may be admitted for work by the Officer in charge of the shift a this discretions and shall be subject to wage deduction as prescribed in these rules for the time absent from duty.

(ii) Deductions in wages of workmen coming late with permission or leaving early with permission, shall be made by totaling up the time of absence from duty by way of either coming late or leaving early with permission on the days in any particular month, and deductions in wages in that particular month shall be equal to the wages for the total time absent from duty on account of late attendance and early going, in that particular month. For this purpose, the time of absence form duty will be calculated in units of 10 minutes, i.e., absence from duty for a duration of 0 to 10 minutes shall be treated as absence for 10 minutes, and for more than 10 minutes up to 20 minutes as absence of 20 minutes, and so on.

(iii) Workmen attending late by more than 30 minutes are liable to be sent home and treated as absent.

(iv) The maximum permission for early going on any day will be one hour. Such permission may be granted by the Officer-in-charge at his discretion and only when the grant of such permission does not inconvenience work.

(v) Any employee who is late by 4 times a month continuously for 2 months will be regarded as a habitual late attender and shall be liable for punishment as per C.C.A. Rules.

(G.O. No. ED 148 TPS 67, dated 30th June 1967)

Note :- The provision, "for this purpose, the time of absence from duty wil be calculated in units of 10 minutes, i.e., absence form duty for a duration of more than 0 minutes to 10 minutes shall be treated as absence 0f 10 minutes shall be treated as absence of 10 minutes, and for more than 10 minutes up to 20 minutes as absence of 20 minutes, and so on," in G. O. No. ED 148 TPS 67, dated 30th June 1967 has to be applied only after totaling up for the full month, the actual time of absence from duty without rounding off on each day. Action should however be taken without fail against habitual late attenders. (O.O.No.284/68-69).

HOLIDAYS

85. (a) the Ministerial staff are entitled to all General Holidays declared by Government as well as special holidays notified on each special occasion during a Calendar year. But they are liable to be called upon to work on any of these holidays in case of urgency, without any extra payments.

(b) (i) The Industrial staff are entitled to all General (Calendared) holidays declared by Government including Second Saturday in each month and not to the special holidays notified on special occasions, except when any special holiday is extended to the Government Industrial undertakings generally or to the Government Press Industrial Establishments in particular.

(ii) Separate orders sanctioning or otherwise, the adhoc holidays on special occasions and partial permissions on special occasions to the employees borne on the Industrial Establishment of the Government Presses have to be obtained on each occasion from the Government in the Education Department after proposals being sent on each occasion from the Government in the Education Department after proposals being sent on each occasion to Government in the Education Department well in time.

(Government Letter No. ED 165 TPS 67, dated 25/27th November 1967).

(iii) Every Second Saturday in a Calendar month will be a full holidays for the Industrial Establishment also, subject to the conditions that for each working day the employees would be individually responsible for production covering a period of 7 hours 17 minutes based on the units of satisfactory work prescribed.

(G.O. No. ED 351 TPS 69, dated 28th March 1970)

(iv) Whenever there is any urgent work to be attended to on any of these holidays, the requisite staff may be ordered to work for the required number of hours and they will be paid overtime allowances or allowed compensation as per Rules.

(v) The Watchmen (Night and Day) will be allowed one day as Holiday in lieu of Sunday, during the week by turns.

(O.O. No. 775, dated 28th March 1966)

LEAVE

86. The grant of all kinds of leave to the Ministerial staff and the Industrial staff is governed by the Mysore Civil Services Rules 1958 as amended from time to time, and relevant orders of Government.

No leave can be claimed as a matter of right. All leave including casual leave should be applied for beforehand, got sanctioned before being availed of, except in the case of personal illness, supported by medical certificate, if required.

Past Leave Rules of the Industrial Establishment

87. The title to several kinds of leave and the grant thereof to the Industrial staff wre governed till 1st April 1968, by separate orders of Governmetn as in the rules given below :-

"the following were the leave rules in respect of Industiral Establishment of the Governmetn Press, Bangalore and the Government Branch Press, Mysore and made applicable also to the other Branch Presses, as sanctioned in G.O. No. M. 122211-12 P. & S. 90-45-2, dated 22nd April 1947, G.O. No. M. 2409-10 P. & S. 79-46-6, dated 27th August 1947 and G.O. No. M. 15634-357 P. & S. 74-47-6, dated 29th March 1950, G.O. No. M. 4361-2/P. & S. 17-50-2, dated 8th June 1950 and G.O. No. M. 12179-80/P. & S. 42-50-2, dated 28th September 1950.

1. These leave rules will not apply to the Permanent Establishment officials and employees in the Central Press and Branch Presses, who are holding their appointments permanently prior to the

Government Order, dated 22nd April 1947 and who are enjoying the privileges of Mysore Service Regulations.

(G.O. No.M.2409-10 P. & S. 79-46-6, dated 27th August 1947).

2. According to the Government Order, dated 22nd April 1947, there is no casual leave admissible to the Industrial staff except earned leave for 30 days on full pay. To regulate the grant of the revised leave, the maximum leave that can be granted on rule pay at a time is seven days exclusive of Sundays and other holidays and the minimum leave is one day.

(G.I. No. M. 2409-10 P. & S. 79-46-6, dated 27th August 1947).

Grant of half a day's (earned) leave, not more than twice in a month, is sanctioned to the employees of the Industrial Establishment.

(G.O. No. M. 11233-4/P. & S. 74-47-3, dated 14th February 1948.)

3. The employees of the Industrial Establishment of the Government Presses who are not eligible for leave under any leave rules and those who have put in a year's continuous service with regular attendance, will be eligible for leave with pay for a day's leave for every completed 11 days duty and one month for every completed 11 months duty in each calendar year. Regular attendance will be considered to include a total absence of not more than 45 days in calendar year, which will not include Sundays, authorized General Holidays, absence on account of injuries sustained while on duty, anti-rabic treatment and absence on accumulated leave and sick leave.

(G.O. No. M. 15634-35 P. & S. 74-47-6, dated 29th March 1950).

4. Leave with pay is admissible to any employee only on the condition that he returns to duty on the expiration of the same and unless this is complied with, any leave that may have been granted to the employees should ordinarily be treated as cancelled.

5. Extension of leave with pay can be sanctioned when required subject to the maximum of 30 days during a calendar year.

6. Leave with and without pay mat be combined, but leave without pay should not precede leave with pay under any circumstances.

7. Accumulation of leave with pay up to three months may be allowed whether the same has been applied for and refused or not, subject however, to the other conditions prescribed in Government Order, dated 27th August 1947.

(G. O. No. 728-29/P. & S. 94-50-2, dated 23rd April 1951).

8. An employee becomes eligible for leave with pay one year after date of entry into service and with regular attendance.

9. Thirty days' leave with pay for 11 moths service in a calendar year means 30 days in all from 1st January to 31st December of each calendar year.

10. The calendar year for the calculation of 45 days' absence form any cause means the previous calendar year (1st January to 31st December) to the one in which leave with pay is applied for.

For example (1) in case omen applying for leave with pay in 1965, their absence during 1964 only should be taken into account and so on every year. It may sometimes happen that the total absence in 1964 exceeds 45 days, but his need not affect the leave with pay applied for in 1964, as absence during 1963 is to be taken into account but it will affect with pay to be taken in 1965 and so on.

(b) If an employee is entitled to 30 days' leave with pay for 11 months service in 1965 by reason of his regular attendance in 1964 but has been irregular in 1965, he may be granted leave with pay to the extent of 30 days during 1965.

(c) If his total absence in 1964 exceeds 45 days, he will not be eligible for leave with pay during 1965.

11. In the case of men entertained in the middle of calendar year, i.e., after 1st January and before 31st December, their total absence for 12 months from date of entertainment should be taken into account for granting leave with pay only for the first year of service and thereafter in each calendar year.

12. Leave with pay cannot be granted with retrospective effect except in cases of bona fide sickness covered by Medical Certificate signed by the D.M.O. or any Medical Officer not below the rank of an Assistant Surgeon.

13. Whenever Sunday intervenes in any period If leave with pay, such period should be considered continuous with leave but not continuous with pay. The men should be debited with leave less Sundays; for instance, if a man taken 15 days continuous leave with pay, and if two Sundays intervene, he should be debited with only 13 days leave with pay the balance of 2 days remaining to his credit.

14. Pay for the days a workman is on leave should not be drawn unless the following conditions have been fulfilled.

(a) That the employee has been present on the Press working day previous to the date from or on which leave with pay has been granted.

(b) That an employee has returned to duty on the Press working day following that on which leave with pay expired.

(c) Any employee availing leave with pay will not be allowed to resume duty before expiration of such leave except under special circumstances.

15. The Register to be maintained will show at once the absence of a workman due to various causes for one year and should be posted up as under :-

Absence without permission to be marked .. 'A'

Leave without pay .. 'L'

Leave with pay / 'Earned Leave' .. 'W.P'

Sickness excluding absence due to anti-rabic treatment and accident while on duty and covered by medical certificate issued by a Medical Officer .. 'S'

Leave on account of accident while on duty covered by medical certificate issued by a Medical Officer to be marked .. 'L. A.'

Period under suspension, etc. .. 'S.L.'

16. Sick leave-Six months leave on half pay on production of Medical Certificate, the total period not exceeding two years in an employee's entire service, can be granted to an employee.

(G.O. No. M. 2409-10/P. & S. 79-46-6, dated 27th August 1947).

Note :- Leave on Medical Certificate on half pay will be earned at the rate of one month's leave for every completed period of 11 months of regards incomplete periods at one day's leave for every 11 days, it will be cumulative and will be granted only when no accumulated leave with pay is admissible.

(G.O. No. M. 15634-357/P. & S. 74-47-6, dated 29th March 1950).

17. Sick Leave on half pay may be granted for a period of three months in anticipation of earning, when no other leave is at the credit of the employee, provided he has put in at least three

years of service either temporary or permanent, subject to the production of the required medical certificate in the prescribed form.

(G.O. No. M. 728-29/P. & S. 94-50-2, dated 23rd April 1951)

18, Injury Leave-Injury leave half pay subject to a limit of one year for any disability and three years during an employee's service can be granted to an employee.

19. Grant of leave to Temporary employees of the Industrial Establishment. – (a) To grant leave with pay to the Temporary officials and employees of the Industial Establishment who have completed one or more than one year's service and are eligible for leave as per Clause (3) to the extend of 15 days in anticipation of earning, is not acceptable to Government. However Special leave not counting against ordinary C.L. is allowed in special cases noted below :-

(i) When cases of dangerous infectious diseases are reported to be prevailing in the residence of the employees;

(ii) When Government servants are bitten by rabid animals, the period required for anti-rabic treatment.

(G.O. No. M. 15634-35-P. & S. 74-47-6, dated 29th March 1950).

(b) Those Temporary employees who have put in a continuous service of not less than 2 years and who are not likely to be thrown out, may be granted sick leave on half pay on production of Medical Certificate upto a period of 3 months out of the leave earned by them at the rate of one month for every completed period 11 months and as regards the incomplete period at one day leave for every 11 days and that kind of leave will be granted only when no accumulated leave with pay is admissible.

(G.O. No. M. 4361-2 P. & S. 17-50-2, dated 8th June 1950).

(b) Those Temporary employees who have put in a continuous service of not less than 2 years and who are not likely, to be thrown out, may be granted sick leave on half pay on production of Medical Certificate upto a period of 3 months out of the leave earned by them at the rate of one month for every completed period of 11 months and as regards the incomplete period at one day leave for every 11 days and that kind of leave will be granted only when no accumulated leave with pay is admissible

(G.O. No. M. 4361-2-P. & S. 17-50-2, dated 8th June 1950).

(c) The new entrants among the temporary employees of the Industrial Establishment may be granted a day's leave with pay for every complete one month's service.

(G.O. No. M. 12179-80-P. & S. 42-50-2, dated 28th September 1959.)

88. G.O. No. ED 212 UPS 59, dated 18th November 957 sanctions seven days special casual leave with pay as per Government Order No. FD 131 SRS 59, dated 26th May 1959 to Industrial Employees of Government Presses who undergo Vasectomy or Tuberligation operation on the strength of Medical Certificate of Medical Officer concerned.

89. The benefit of travel concessions as in the M.C.S.R., have been made applicable to the employees borne on the Industrial Establishment of the Government Presses with effect from 1st September 1965.

Applicability of all the Rules of the M.C.S.Rs. to the Industrial Establishment

90. (a) The provisions of the Mysore Civil Services Rules which had not been applied to the employees borne on the Industrial Establishment of the Government Presses so far, inclusive of the Leave Rules under the M.C.S.Rs. have been made applicable to the employees borne on the Industrial Establishment of the Government Presses with effect from 1st April 1969. Employees who are on that day governed by the old rules, i.e., M.S.R. have been given option to elect the new rules, i.e., Mysore Civil Services within three months.

(b) Casual Leave for the employees of the Industrial Establishment has been regulated under the rules contained in Annexure B to the Mysore Civil Services Rules with effect from 1st April 1969. As regards the Earned Leave and Sick Leave, the leave accounts of all the employees at the end of March 1969 have been closed and leave calculated according to the leave rules of the Industrial Establishment which were applicable to them prior to 1st April 1969 and found to be at their credit at the end of March 1969, according to the leave rules of the Industrial Establishment, and carried for ward to their credit subject to the maximum prescribed under the leave rules of the Industrial Establishment for being availed of later. Leave due from 1st April 1969 has to be calculated according to the Rules in the Mysore Civil Services Rules and the total leave at credit calculated according to rules in M.C.Rs. and the total leave at credit (Calculated according to leave rules of Industrial Establishment up to 31st March 1969 and according to the rules in M.C.S.Rs.) permitted to be availed of by the Employees subject to the maximum limit fixed under the M.C.S.Rs.

(c) The Sick Leave on half pay "not due" untilised prior to 31st March 1969 by the employees of the Industrial Establishment shall be adjusted out of the Half Pay leave earned by them subsequent to 1st April 1969 under the Leave rules in M.C.S,Rs. treating the balance of the unadjusted leave as leave "not due"

(d) The entire period of sick leave "not due" in the case of employees of the Industrial Establishment of the Government Presses as were on sick leave prior to and after 1st April 1969 is treated as leave "not due". Half Pay leave is, however, regulated under Rule 106 (VIII) and 114(a) of the Mysore Civil Services Rules.

(e) With regard to computing the maximum limit of 360 days leave "not due" from 1st April 1969 and regulating the leave "not due" during the entire service of Presses employees, the sick leave "not due" availed of by them prior to 1st April 1969 under the leave rules of the Industrial Establishment shall also be taken into account for purposes of maximum leave and the leave "not due" may be granted after 1st April 1969 only to permanent and quasi permanent employees of the Press vide Rule 114(d) of sick leave already availed of by the employees of the Industrial Establishment in order to ensure that the maximum amount of leave "not due" enjoyed does not exceed 360 days during their entire service.

(f) The time limit in respect of the option from Mysore Service Regulations to the Mysore Civil Services Rules for the employees of the Industrial Establishment was extended up to 1st October, 1969. The benefit of option to Mysore Civil Services Rules for such of the employees as are governed by Bombay Civil Service Rules/Madras Fundamental Rules/Civil Services Rules as applicable to erstwhile Coorg State/Hyderabad Civil Services Rules, coming from erstwhile Bombay, Madras, Coorg and Hyderabad Karnataka areas respectively as in the case of employees governed by the Mysore Service Regulations/Rules of former Mysore State have been extended to the employees coming form erstwhile Bombay, Madras, Coorg and Hydarabad Karnatak areas.

(1) G.O. No. ED 169 TPS 69, dated 9th December 1968.

(2) G.O. No. ED 169 TPS 69, dated 31th March 1969.

(3) G.O. No. ED 36 TPS 69, dated 26th June 1969.

(4) G.O. No. ED 97 TPS 69, dated 31th July 1968.

(5) G.O. No. ED 280 TPS 69, dated 6th October 1969.

(6) G.O. No. ED 281 TPS 69, dated 4th February 1970.

RULES FOR OVERTIME WORK AND ALLOWANCES

91. (a) When absolutely necessary, either the whole Establishment, a whole Branch or a part of it, or some selected employees, may be required to work overtime, either earlier or later than the

prescribed timings of the normal or shift working hours or on holidays and the employee refusing or neglecting to work overtime is liable to be punished.

(b) The entire Industrial staff of the Government Central Press and the Branch Presses, including Sweepers, Scavengers who are classified as Industrial Employees as per G.O. No. ED 75 UPS 60, dated 19th May 1960 and other Class IV employees borne on the Industrial Establishment (except the Gazetted staff) is liable to work overtime and draw overtime allowances according to the following Rules or allowed compensatory time off, as permissible.

(c) Overtime work of employees will be paid on the basis of their salaries, including Dearness Allowance and House Rent Allowance, but excluding overtime compensatory allowance or any other duty or compensatory allowance for work done outside their normal shift working hours. For the days they earn overtime allowance proportionate Overtime Compensatory Allowance (O.T.C.A.) will be deducted.

A day should be taken as the unit for the purpose of deduction of overtime compensation allowance from the overtime allowance earned of an employee getting overtime allowance.

(G.O. No. ED 40 TPS 67, dated 22nd March 1969).

(d) For overtime work actually done beyond nine hours a day or forty-eight hours a week, the overtime allowance in pad at twice the rate of salry as defined in Rule (c) and for overtime work actually done upto nine hours a day or forty-eight hours a week, outside regular working hours, the overtime allowance in paid at one and half times.

(e) The overtime work done on Sundays and other holidays will be paid at one day's salary as defined in Rule (c) and for overtime work actually done upto nine hours a day or forty-eight hours a week, outside regular working hours, the over time allowance is paid at one and half times.

HEALTH AND SANITATION

92. (i) All work rooms including passages and adjacent open spaces are maintained in a clean condition providing for efficient disposal of all wastes and effluents.

(ii) The dust and fumes emanating from the Casting Room, Lino and Mono Casting and Metal Melting Rooms, are not allowed to contaminate the air in the Branches, these being let out by means of Exhaust pipes or other means.

(iii) Cool drinking water is provided in the premises at convenient places, a way from the Washing place and urinals/latrines. Every employees is provided with a metal tumbler to last for long period.

(iv) Sufficient number lf latrines and urinals with reasonable sanitary arrangements, are provided and maintained in clean condition always.

(v) Sufficient number of spittoons are provided at convenient places and maintained in a clean condition Every employee shall use only the spittoons when necessary. Any contravention of this is an offence. Was Basins are provided in or outside the Working Branches for the employees to wash their hands.

WELFARE

93. A Labour Welfare Officer having prescribed qualifications is appointed in the Government Central Press, Bangalore to act a Liaison Officer between the Administration and Employees and to perform all the duties prescribed for the post of Labour welfare Officer.

Safety and Amenities

Safety

94. (a) No employee is permitted to interfere with any part of the machinery while in motion even if it is for setting right any wrong or loose part. The machine must be stopped before any adjustment is made.

(ii) Every moving part of a machine, its flywheel, every electric motor or generator, dynamo, its belting or chain and every dangerous part of any other machinery and every part of a transmission machinery is secretly fenced by safety-guards of substantial construction and maintained position while the fenced parts are in motion.

(iii) Employees working on Routing machine, metal plate sawing machine, or working in a place where excessive lighting is used, or on any process likely to cause injury to their naked eyes, are provided with suitable goggles.

(iv) Employees who work in the dark rooms having carbon arcs are provided with protective glasses, and every employee who has to work with acids and chemicals is provided with one pair of rubber hand gloves per annum, a fresh supply being made only when the previously supplied gloves are returned and are found unsuitable.

(v) First Aid boxes or cupboards with the prescribed contents are provided and maintained readily accessible during all working hours in the Press, in charge of a responsible person well trained in First Aid Treatment.

95. No worker in the Press-

(a) shall willfully interface with or misuse any appliance, convenience or other thing provided in the Press for the purposes of securing the health, safety or welfare of the workers therein ;

(b) shall willfully and without reasonable cause do anything likely to endanger himself or other ; and

(c) shall willfully neglect to make use of any appliance or other thing provided in the Press for the purposes of securing the health or safety of the workers therein.

If any worker employed in the Press contravenes any of the above provisions, he shall be liable for punishment.

(d) Whenever any accident occurs in the Press, causing bodily injury by which the employee is unable to work for a period of forty-eight hours or more, it shall be reported to the Chief Inspector of Factories, in the prescribed manner within the prescribed period, in addition to any necessary medical attendance being rendered.

Amenities

96. (a) Every employee of the Industrial Establishment of the Government Presses will be supplied with one towel once a year.

(G.O. No. ED 299 UPS 59, dated 331st January 1960).

(b) Every employee of the Industrial Establishment of the Government Presses will be supplied with one cake of washing soap every month with effect from 1st April 1970 to wash his hands at the end of each half a day's work.

(G.O. No. ED 351 TPS 69, dated 28th March 1970).

(c) Every employee of the Industrial Establishment of the Government Presses at Bangalore and Mercara will be paid a lunch allowance of 35 p. per employee per working day with effect from 1st April 1970.

(G.O. No. ED 351 TPS 69, dated 28th March 1970).

Government have accorded sanction to the payment of lunch allowance of 35 paise per employee per working day to the Night Watchman of the Government Press, Bangalore and to the

employees of the Industrial Establishments of the Government Branch Presses at Dharwar and Gulbarga and the High Court Press at Bangalore with effect from 2nd June 1971.

(G.O. No. ED 115 MPS 71, dated 2nd June 1971).

This lunch allowance may be paid to such of the Industrial Employees who attend to duty for half a day either in the first half or in the second half provided the absence for the remaining half a day is for genuine reasons and is authorized by the competent authority. When the Government Press is closed on account of a holiday being declared for special reasons, the lunch allowance may be paid to the employees working in any shift on the same basis as for employees who attend to duty for half a day, if they have worked for half a day.

(G.O. No. ED 20 TPS 66, dated 10th March 1967).

(d) A special Monetary incentive of Re. 0.75 paise per employee per working day will be paid to the Supervisory Staff and the Employees who work in the full third (night) shift exclusive of the lunch allowance of 35 paise being paid to all the Industrial employees of the Department of Printing, Stationery and Publications, Bangalore, from 1st October 971.

(G.O. No. ED 272 MPS 71, dated 4th October 1971).

(e) Employees of the Industrial Establishment like Compositors, Binders and others for whom there is no other kind of clothing supply prescribed, will be supplied with one pair of aprons once in 18 months, a fresh supply being made on production of the previously supplied aprons. Senior Machine Minders, Machine Minders, Assistant and Assistant Offset Printer, Employees working in the Mechanical Workshop, Linotype and Monotype Operators, Employees working in the Type Casting and Mono Casting Branches and all other employees working on Machines in other branches also, will be supplied with one pair of overalls, i.e., w overalls, once in 18 months, a fresh supply being made on the production of the previously supplied overalls. Senior Packers, Packers, Senior Counters and Counters who are borne on the Industrial Establishment will be supplied with one pair of shorts and shirts once in 18 months, a fresh supply being made on production of the previously supplied clothes.

(G.O. No. ED 306 TPS 67, dated 4th May 1967 and G.O. No. ED 273 TPS 67, dated 6th November 1967).

The purpose of this supply is to prevent the clothes of employees being soiled when they are working.

Note – For the sake of convenience the blue D.T. for the aprons and Overalls, and Khaki Drill for Shorts and Shirts, may be supplied to the employees to get the necessary prescribed clothing stitched to suit them, and stitching charges at approved rates for each type of clothing, may be paid to each employee after obtaining acquaintance in the prescribed concerned shall produce both the old and new sets of clothing and surrender the old ones along with the relative vouchers by pasting the same on the reverse of the relevant form to the Labour Welfare Officer or other Officer nominated by the Director within 15 days from the date of supply of clothing along with a statement in the said form, failing which both the cost of the cloth and the stitching charges disbursed are liable to be recovered form the pay of the employees who fails to produce the same within the stipulated time, from the very next pay payable.

The employees shall always wear while on duty the clothing supplied to them and any employee who does not wear the clothing will be liable to be treated as absent and to be proceeded against for misconduct. Whenever an employee does not wear the uniform supplied while on duty, the Foreman, Overseer or Supervisor should immediately report the matter to the concerned officer for further penal action. The Supervisory officials will be liable for disciplinary action being taken against them if they do not report the cases of employees who are not wearing clothing issued to them.

(f) One pair of boots or shoes or other suitable foot wear will be supplied to each of the employees working with acid, molten metal, heat, etc., whose feet require protection. Once in a year,

replacement being made on return of old and unserviceable ones and subject to the condition that the boots are worn by the employees to whom they are supplied while on duty.

(G.O. No. ED 234 TPS 68, dated 7th August 1968 and G.O. No. ED 306 TPS 66, dated 4th May 1967).

Note – Employees should leave the footwear supplied to them in the Press before they leave the Press and they are not permitted to take this footwear outside the Press.

(g) Free supply of clothing is sanctioned to the Time and Gate Office staff as indicated below :-

1.	Chief Time-Keeper	-	Four sets of white Drill coat and trousers with the inscription of designation and officer, and a hat, once in two years.
2.	Time Keeper (II Division)	-	
3.	Gate-Keeper	-	Two sets of Khaki coat and trousers with badges with the inscription of designation and office, and a cap or a hat.
4.	Assistant Gate-Keeper		

The stitching charges of the clothing will also be borne by Government.

(G.O. No. ED 223 UPS 63, dated 7th April 1964).

(g) Jamedars, Daffedars and Peons, Watchmen and Guards, Cycle orderlies and Laskhars, Sweepers and Scavengers, Motor Drivers, will be supplied with clothing and other articles in accordance with the Rules regarding supply of clothing and liveries to Class IV Government Servants and Motor Drivers, in Appendix IV of the Manual of Contingent Expenditure.

Note – Class IV Government Servants who have put in less than five years of service should not be supplied free uniforms.

(G.O. No. ED 5 RCR 63, dated 8th May 1963).

(i) Sanction is accorded by Government to the supply of eight meters of Khaki Khadi Cloth per annum to each of the following working in the Government Stationery Stores of the Government Stationery Depot, Bangalore, provided they have completed five years of service. Stitching charges are also paid by the office.

1.	Packers	..	11
2.	Carpenter	..	1
3.	Counter	..	1

(G.O. No. ED 123 TPS 66, dated 19th November 1966)

(j) Every Compositor will be supplied one Pincers when he enters service in the Directorate. Replacement may be made at intervals of not less than 5 years when the previously supplied pincers become unserviceable and on the production of the unserviceable pincers.

(G.O. No. ED 161 TPS 67, dated 21st August 1967).

(k) Every employee of the Industrial Establishment who attends to executive work and whose fingers are likely to be soiled in the Press will be supplied with one nail brush. The brush may be replaces at intervals of not less than a year after it becomes unserviceable and only after production of such unserviceable brush. Proof Readers, Industrial Clerks and other similar staff are not eligible for this supply.

(G.O. No. ED 299 UPS 59, dated 31st January 1960).

(l) Every employee of the Industrial Establishment of the Government Presses will be supplied one Mysore Government Desk Diary (ordinary) once a year.

(G.O. No. ED 351 TPS 69, dated 28th March 1970).

(m) Every employee of the Industrial Establishment with defective vision will be supplied with a pair of suitable spectacles prescribed by a Government Ophthalmic Surgeon with a view to discharge his duties efficiently, at a cost not exceeding Rs. 15, twice only in his service. A sum of Rs. 15 only in lieu of one pair of spectacles may be paid to such employees if the prescribed conditions are satisfied and the employee who is paid this amount should produce the spectacles purchased along with valid vouchers form the firms concerned within 15 days from the drawl of the amount for having purchased the spectacles, failing which the entire amount Rs. 15 will be recovered in one lump form the next salary payable to him. Payment of Rs. 15 only in view of supply one pair of spectacles for the second time may be made only if the employee produces the old spectacles which was supplied to him previously and also produces the required prescription, by a Government Ophthalmic Surgeon regarding his vision being defective, required to purchase a fresh pair of spectacles, and all the other conditions as on the occasion of the first supply shall be applicable. This facility of supply of spectacles is permissible only twice in the entire service of an employee.

(G.O. No. ED 112 UPS 59, dated 30th July 1959 and G.O. No. ED 162 TPS, dated 22nd August 1967).

(n) Each of the Day and Night Watchman are provided with one rain coat and one cap at an interval of not earlier than four years, replacement being made only on the return of old and unserviceable ones, subject to the condition that they are worn while on duty and wearing them is necessary.

(G.O. No. ED 306 TPS 66, dated 4th May 1967).

(o) Government have sanctioned on several occasions suitable grants for the celebration of the Press Day in the Government Press, Bangalore and in the Government Branch Press, Dharwar. Such grants are, however, to be sanctioned by Government on each occasion, the amount of grant being sanctioned depending on circumstances.

(Letter No. ED 423 TPS 69, dated 24th January 1970 sanctions one such grant).

(p) The Director may permit utilisaiton of Government Vehicles for providing conveyance to the employees of the Government Press, Bangalore to their homes and bring them form their residence on special occasions only in case of exigencies of emergent work, such occasions being specified by the Director.

(Letter No. ED 423 TPS 69, dated 24th January 1970).

Department Canteen

(q) A Department Canteen is provided close to but outside the premises of the Government Central Press, Bangalore to supply hygienic eatables, food-stuffs and beverages to the employees on payment of reasonable rates.

The Canteen will be managed on the basis of the rules regarding establishment and working of the canteens in the Factories Rules. The Canteen will be managed by a Managing Committee consisting of two members to be nominated by the Management and two members to be elected by the employees.

"Rule 98 of the Mysore Factories Rules, 1969 reads as follows :-

"Canteen Managing Committee

(1) The Manager shall appoint a Canteen Managing Committee which shall be consulted form time to time as to

(a) running of the canteen;

(b) the quality and quantity of food-stuffs to be served in the canteen;

(c) the arrangement of menus;

(d) times of meals in the canteen ; and

(e) any other matter as may be directed by the committee;

Provided that where the canteen is managed by a Co-operative Society registered under the Mysore Co-operative Societies Act, 1948, it shall not be necessary to appoint a Canteen Managing Committee.

(2) The Canteen Managing Committee shall consist of an equal numbers of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory, provided that in no case shall there be more than 5 or less than 2 workers on the Committee.

(3) The Manager shall determine and supervise the procedure for elections to the Canteen Managing Committee.

(4) The Canteen Managing Committee shall be dissolved by the Manager two years after the last election, no account being taken of a bye-election."

The Senior Deputy Director and the Labour Welfare Officer have been nominated by the Manager to be members of this Committee.

Government have sanctioned the use of buildings, water and electricity free of charge for the conduct of this canteen and have also sanctioned the services of one official being spared to work as Supervisor of this canteen and a grant of Rs. 6,800 a year towards the establishment charges of this canteen.

(G.O. No. ED 160 UPS 60, dated 27th April 1961 and G.O. No. ED 318 TPS 65, dated 14th February 1967).

Recreation Club

(r) Government have sanctioned the establishment of a Club called The Mysore Government Press and Allied Offices Recreation Club, which has been registered under the Mysore Societies Registration Act, 1960, to provide recreation facilities to all the Government Servants of the Department in the offices situated at Bangalore.

The Management of the Club will vest in the Managing Committee which consist of the following:-

The Director of Printing, Stationery and Publications in Mysore, Bangalore will be the President. The Senior Deputy Director will be the Vice-President. The Labour Welfare Officer will be the General Secretary. The Governing Body of the Club shall be the Managing Committee which in addition to the above said Members shall consist of :-

(a) Two Assistant Directors to be nominated by the President;

(b) One Manager (Superintendent Grade I) of the Ministerial Sections of the Government Press and Allied Offices to be nominated by the President;

(c) Five employees from the Supervisory staff consisting of Foremen/Overseers/ Supervisors to be nominated by the President;

(d)Three respresntatives of the Government Press Employees Association as may be communicated by the said Association;

(c)One representative each of the Mysore Government Press Employees Samskritika Kalavrinda, the Football Club and one member each to represent Gymnasium Activities, Out-door games, Indoor Games and Library sections;

(f) The Supervisor, High Court Branch Press who shall be the Ex-Officio representative of the said Branch Press.

Government had initially sanctioned an initial grant of Rs. 2,000 and an annual grant of Rs. 750 for the Recreation Club. After the club having been registered under the Mysore Societies Registration Act, 1960, grants as admissible under the grant-in-aid rules will become applicable.

(G.O. No. ED 280 TPS 64. dated 11th June 1965, G.O. NO. 351 TPS 69, dated 29th March 1970, and G.O. No. GAD 2 DSW 69, dated 3rd April 1970).

The Branches of the Recreation Club are : The Library and Reading Room, Samskritika Kalavrinda, a Foot-ball Club, Indoor Games Club, and a Gymnasium. Each of these Braches arranges for activities it is concerned with and facilities are provided for healthy activities in all these.

Credit Co-operative Society

(s)For the benefit of the members of the staff of all the Offices under the Directorate of Printing, Stationery and Publications in Bangalore, a Credit Co-operative Society called the Mysore Government Press Employees Co-operative society has been established from 1915, This is a registered Society under the Co-operative Societies Act and liberal facilities of Credit on very reasonable terms are provided to the members of this Society. The Director is the Ex-Officio President of the Society and the Vice-President and the Honorary Secretary of the above Society will be nominated by the Director every year. Free use of some portion of the buildings for the office work of the Society has been permitted. Every Government Servant in the Department after three years service in the regular cadre is eligible to become a member of this Co-operative Society.

Consumers Co-operative Society

(t) A Consumers Co-operative Society called the Government Prees and Allied Offices Officials and Employees Consumers Co-operative Society, Bangalore has been established in the year 1965 for the benefit of the Government Servants working under the Directorate in Bangalore. This Society has also been registered under the Co-operative Societies Act. The Director is the Ex-Officio President of the Society and the Vice-President and the Honorary Secretary of the above Society will be nominated by the Director every year. All essential and useful consumer goods like food-stuffs, oils, soaps, stationery and others are made available both on credit basis upto a certain limit, and on payment of cash, to members and employees of the Department at reasonable rates and of good quality. This Society is permitted to be housed free in the buildings for its activities.

Every Government Servant in the Department in Bangalore after one year's service in the regular cadre is eligible to become a member of this Consumers Co-operative Society.

Sickness, Retirement and Death Relief Fund

(u) Another Welfare institution is the Mysore Government Press Employees Sickness, Retirement and Death Relief Fund which has been established from 1959. This has been registered under the Societies Registration Act. The Director is the Ex-Officio President of this Fund and the Vice-President and the Honorary Secretary are nominated by the Director. For the conduct of the activities of this Fund, free use of office room in the Buildings is permitted. Payment of substantial amounts of Gratuity in accordance with the bye-laws of the Fund are made whenever an employee dies in service or an employee retires from services, in the former case to the nominee or other person entitled to receive the amount and in the latter case to the retired employee. In the case of sickness of a member or when

a member undergoes any operation, he shall be given monetary relief at Rs. 20 and Rs.30 in the event of admission in the Hospital and operation, respective, on an application in te prescribed form being made to the Hon. Secretary of the Fund, after suitable enquiries are made.

Membership is open to all the Government Servants of the Directorate in the Offices at Bangalore and Dharwar, within 36 months from the date of regular appointment.

(v) Maximum facilities and guidance are made available for the smooth conduct of the activities of these several welfare organisations and subscriptions in instalments and of amounts due from the several members are arranged to be recovered at the time of payment of salaries and allowances for the Government Press Employees Co-operative Society; the Government Press and Allied Offices, Officials and Employees Consumers Co-operative Society; Sickness, Retirement and Death Relief Fund; and the Government Press and Allied Offices Recreation Club.

Dispensary or Ambulance Room

(w) Government had sanctioned the established of a Part Time Dispensary at the Government Central Press, Bangalore for the benefit of the Employees. The Working hours of this Part-time Dispensary were such as to enable employees to have facilities of treatment and medicines for about one hour beyond their working hours in the vicinity of the Government Press. The employees were also permitted to avail themselves of the medical facilities in the Government headquarters Hospital in Vidhana Soudha beyond the working hours.

The Government Servants Medical Attendance Rules are applicable to all the employees of the Department.

Government have recently sanctioned the establishment of an Ambulance Room with the following staff:-

(1) One Medical Officer; (2) One Male Nurse; (3) One Compounder; and (4) One Attender, to attend to the requirements of the Medical Aid and supply of medicies to the employees of the Government Press and allied offices at Bangalore, and this Ambulance Room has to be established.

(G.O.No.ED 140 TPS 67, dated 23rd January 1971).

Workers Education Scheme

(x) With a view to enable the employees to improve their knowledge and enable them to become better citizens of the country, Government have sanctioned the implementation of the Workers Education Scheme in the Government Presses. Training under the scheme will be imparted to the employees of the Government Presses in batches till the end of the Fourth Plan period and the following facilities have been sanctioned for the conduct of classes under the scheme.

A sum of Rs. 282 per quarter per batch of unit level classes will be sanctioned towards purchase of stationery articles, refreshment and visits by employees.

Furniture and Blackboard will be provided.

The workers admitted to Unit Level Classes will be granted 45 minutes concessions to enable them to attend the classes.

Even adjustments of shifts and duties, as far as possible shall also be made.

When the trainees go on tour after completion of their training, each time with Government approval, facilities of tour advance and treating absence as on special leave or duty may be considered favourably.

Worker-Teachers are also trained under the scheme of Worker-Teacher Training Scheme when required and found suitable, with Government sanction in each case.

The details of the scheme of Worker-Teacher Training are as follows:-

The Commissioner of Labour is the Ex-Officio Chairman, of the Workers Education Committee. Training of Worker-Teachers at the Regional Centres will be as follows:

(i) The period of three months training of the Workers selected by the Local Committee of Workers Education Centres, Bangalore and Hubli will be treated as on duty and the workers will be allowed the time required for journey to the Centres and back, and this time will also be treated as on duty.

(ii) The workers will be paid travelling allowance with incidental charges at the rates to which they are entitled for their journeys for joining Workers Education Centre for training and back, as if they were on duty.

(iii) The Worker-Teacher trainees coming from out-lying areas will be given an ad hoc allowance of Rs. 40 to Rs. 50 per month. They may not be transferred to the towns where Workers Education Centres are situated, merely to disentitle them to such an allowance for the period of their training.

(iv) The journeys undertaken by the Worker-Teacher trainees for their study tours organised by the Workers Education Centres should be treated as on duty and they shall be allowed the travelling allowance and daily allowance with incidental charges as if they were on duty.

(v) The Worker-Teacher trainee will also be given travelling allowance advance equivalent to 90 percent of the expenditure of their journey in their study tours as certified by the Regional Directors. Such advances may be paid at least two weeks before the study tour commences.

(vi) The ad hoc allowances mentioned at item (iii) should be paid to the worker-teachers immediately after the first of every month along with their pay.

(vii) The Worker-Teacher trainees may also be paid equivalent to one month's salary payable in 12 monthly instalments to enable them to undertake study tours conveniently.

(G.O. No. ED 358 UPS 60, dated 16th October 1962, and

G.O. No. ED 254 UPS 63, dated 14th January 1964 and

G.O. No. ED 347 TPS 64, dated 9th February 1965).

Facilities to enrol as Home Guards

(y) Government have formed Home Guards Organisations in certain important centres throughout the State of Mysore, who have to play an important and useful role in the life of the citizens, and have requested all Heads of Departments to permit Government Servants working under them to join Home Guards organisation and also to provide necessary facilities for this purpose. The training will be outside office hours and if in an emergency, a Government Servant who is enrolled as a member of the Home Guards Organisation is required by the Commandant General to perform any duties and functions during office hours, the period of absence shall be treated as Special Casual Leave. Such Home Guards shall also be permitted to receive, in addition to their Civil pay, such allowances as may be prescribed for them under the Home Guards Rules.

(O.M. No. 3 ONE 62, dated 20th December 1962).

Facilities to join the Territorial Army

(z) Government employees are permitted to join the Territorial Army. Some of the salient features relating to Government employees being enrolled in the Territorial Army are given below. For full details the advertisement Circular may be referred to.

Civil Government Servants or persons having any employment can have military training in their spare time either after office hours or on holidays.

The Territorial Army is a part-time voluntary army composed of citizens who are not professional soldiers but civilians eager to contribute to the country's defence.

The Territorial Army is designed to give the youth of the country an opportunity for receiving military training in their spare time so that in the event of a grave national emergency they may be called upon to bear arms for the country's defence.

All Indian Nationals-skilled as well as unskilled-between the ages of 18 and 35 who are physically and mentally fit, are eligible to join if they have a height of 160 cms., weight being 50 kgs. and expanded chest with 5 cms. expansions-82 cms.

Such persons are enrolled for 10 years service in colour and 5 years service in reserve, and are entitled to retain a lien on their civil jobs whether in Government or private employment, when called upon for training or military service. They are also provided with free rations or ration allowance when undergoing training in a camp or attending a course of instruction. They are also entitled to promotion and seniority under the 'next below rule' in their civil job during their absence on military duty.

(Government Letter No.HD 2 MST 71, dated 20th July 1971).

REGULATION OF HOURS OF WORK AND MINIMUM AGE OF EMPLOYMENT.

97. (i)The Industrial staff of the Government Central Press and of the Government Branch Presses are required to work seven hours a day and forty-two hours a week of six working days (as against nine hours a day and forty-eight hours a week provided in the Factories Act 1948).

(Note-Temporary changes effected have been indicated in a previous paragraph).

(ii) Every employee is allowed at least half an hour's time for rest after five hours or less of continuous work.

(iii) The spreadover of the periods of normal work of an employee inclusive of his interval for lunch and rest on any day shall not exceed ten and half hours.

(iv) Employees shall not be permitted to work in any other Press as long as they are borne on the Establishment of the Government Printing Department.

(v) Certain employees holding positions of supervision or management or working in a confidential capacity and employees engaged on urgent repairs or in any work which has to be carried on for technical reasons continuously, or in any work which must be completed and supplied every day or by a fixed time, may be exempted from the limitations of working hours and holidays referred to above.

(No persons below eighteen years of age is entertained to work in the Press. No employee will count his service in the Press for seniority and pension, etc., unless he has completed eighteen yars of age).

GRANT OF LEAVE

98, (a) Leave, other than sick leave, "not due" leave and commuted leave, to all officials and employees excepting the Supervisory staff may be granted by the Assistant Director in charge of the Branch or Section, Deputy Director or the Senior Deputy Director, according to the length and nature of leave applied for, as per office orders, in force. Leave for more than sixty days, "not due" leave, commuted leave on medical grounds to all officials and employees and any kind of leave to the Supervisory staff, shall be granted by the Director. Leave can be granted only subject to the exigencies of Public Service and cannot be claimed as a matter of right.

(b) Leave Memo books in counterfoils are printed on white paper and coloured paper and issued for use one at a time by each Branch or Section. The Officials and employees are required to use the white paper leave memo book to apply for any kind of leave sufficiently in advance and avail of the leave only when it is sanctioned. Leave should be applied for and got sanctioned before being availed of in all cases unless there are strong and valid reasons for not doing so. The officials and employees who stay away without permission shall use the coloured leave memo book and apply for leave. Manuscript leave applications will be entertained only when printed copies are out of stock.

Note 1- Leave for five days and less shall be deemed to have been applied for in advance and the use of white leave memos permitted if:-

(1) the applicant personally attends the Branch or Office and applies for leave, or sends the leave application through a messenger or co-worker, for a particular day within 24 working hours, with full and satisfactory reasons for not presenting the leave application in advance and obtaining prior sanction for the leave, and

(2) the Head of the Branch, viz., the Supervisor/Overseer/Foreman, and the Officer concerned, examine in a considerate manner, whether there were valid and satisfactory reasons, for the applicant not being able to apply for leave before utilising it and getting prior sanction, and if the Officer is satisfied that there were valid reasons and the Officer records a note to that effect on the leave application; provided that if the Officer is not satisfied that there were valid and satisfactory reasons for the applicant not being able to apply for leave in advance and get it sanctioned or is also of opinion that the leave could have been applied for in advance and got sanctioned, the leave shall be treated as not having been applied for in advance and the provisions of paragraph (d) below will apply in such cases.

Note 2.-In the case of employees who attend office for the first half of a shift and absent themselves for the second half without applying for leave and obtaining prior approval for their stopping away, the employees concerned shall be liable to be treated as absent without permission and also become liable for severe disciplinary proceedings. The Officers concerned and the supervisory officials concerned should particularly keep a watch about such absence and take necessary action immediately such absence is noticed.

(c) The employees should submit their leave applications to the Heads of Sections or Branches, who should specifically state thereon whether the leave may or may not be granted in the interest of Government work and send up the memo to the Gazetted Officer in charge for orders and then to be delivered to the concerned Leave Clerk in the Office Branch the same day, after obtaining acknowledgement in the counterfoil. The Leave Clerk will certify title to the leave applied for and submit them to the official (s) concerned for sanction. The Heads of Branches/Sections should maintain a Branchwise Leave Register wherein all leave applied for and sanctioned and any adverse remarks passed against the employees are entered up-to-date.

(d) Employees and officials who absent themselves without previous sanction of leave shall be cautioned by the Supervisory staff on the first three occasions, and after obtaining a written explanation, the officer in charge will record his warnings on the fourth, fifth and sixth occasions. Any lapse on the seventh occasion during a Calendar year will render the employee liable for disciplinary action under C.C.A. Rules. Any absence without previous sanction of leave on account of personal illness should be reported with the least possible delay by a personal letter through a co-worker or member of the family or by a post card or letter and followed by a valid medical certificate within three days of the commencement of treatment by the Medical Attendant. Employees who apply for leave on ill health, will have to appear before a Government Medical Officer for countersignature of the medical certificate, when required.

(e) It is the duty and responsibility of the Supervisory officials, i.e., Heads of Branches, in addition to the Officers concerned, to check the attendance of employees in their respective branches and to report cases where action is necessary against employees for their habitual irregularity or unauthorised absence causing inconvenience to work. The rules regarding applying for leave, regulating its sanction, and the procedural instructions prescribed, should be carefully studied and strictly applied by the Heads of Sections, and any lapses in this regard on the part of the Heads of Sections will be severely noticed and they will be subject to disciplinary proceedings. Officers should take action against Heads of Sections who are lax in this regard.

(f) Unauthorised absence from duty is an interruption of duty, liable to forfeiture of past service and its benefits, unless the same is commuted into extraordinary leave or leave without

allowances under the special circumstances either by the authority competent to grant leave or by the authority who sanctions the pension.

(g) Unless Government in view of the special circumstances of the case, determine otherwise, a Government servant who remains absent from duty for a continuous period exceeding five years, elsewhere than on foreign service whether with or without leave, shall be deemed to have resigned from Government service.

PAYMENT OF SALARIES, WAGES AND ALLOWANCES

99. (1) Disbursement of Establishment pay to the Ministerial staff and Industrial staff will be made generally on the first working day of each month in respect of the salaries for the previous month upto 4-30 P.M. and on the next working day upto 1 P.M. All officials and employees including those on leave on these two days should receive their pay during these periods without fial. Thereafter the disbursement of pay during these periods without fail. Thereafter the disbursement of pay, if any, will be resumed from the 6th working day of the month after cash balances and connected accounts are checked by the Internal Audit staff in the next 2-3 days.

(2) The Disbursement of Lunch (Refreshment) Allowances will be made generally on the 10th working day of the following month upto 4-30 P.M. and again on the 12th working day and lastly on the 14th working day upto 4-30 P.M. The balance, if any, will be paid on the corresponding days of the next month following.

(3) The disbursement of allowances for Confidential work and overtime allowance, if any, and of supplemental bill amounts will be amde generally after the 16th working day of the month from 12 noon to 1 P.M. and from 2-30 P.M. to 3-30 P.M. on all working days till the 22nd working day of the month and will again be resumed from the 26th working day till one day prior to the last working day.

(4) The disbursement of any other payments shall be made as ordered by the Director or other drawing and disbursing officer in each case.

(O.O. 762, dated 22nd March 1966)

INCREMENTS, PROMOTIONS AND PUNISHMENTS

100. Grant of increments and promotions to higher grades are governed by the Mysore Civil Services Rules, General Recruitment Rules, and Cadre and Recruitment Rules, subject to efficient work, general good conduct, regular attendance and seniority in service.

101. All appointments by promotion shall be on an officiating basis for a period of one year, and will be regulated in accordance with Rule 18(2) of the Mysore State Civil Services (General Recruitment) Rules, 1957.

102. Recorded warnings, may be administered or penalties, by way of fines, withholding of increments and promotion, reduction of pay, and others, including dismissal may be inflicted on any delinquent official or employee as per “Classification, Control and Appeal” Rules in force for misconduct like bad work, irregular or late attendance, disobedience of orders of higher authority, loud or unnecessary talking, grave irregularities, drunkenness on duty, loss of manuscripts, proofs or other records, destroying or wasting materials or stores, carelessly damaging the machines, meddling with electric motors, wires shouting slogans within the precincts, any kind of disorderly conduct or indiscipline of any kind, of disordely conduct or indiscipline of any kind, idling time during working hours, slowing down of work or instigating others to stop or slow down the work, any careless act causing or likely to cause personal injury to other Government servants or loss to Government, or damage to property, etc., or otherwise infringing the rules in force. With ordinary care and attention, no one will be liable to those penalties.

INFECTIOUS DISEASES

103. Employees in whose residences-there are cases of dangerous infectious diseases, shall report the fact immediately and will be allowd the leave they are entitled to , till the danger of infection has ceased. Failure to report the above matter will entail severe punishment. The Employee must produce a certificate from the Health Officer, or Medical Officer concerned on his return to work, that the infection has subsided.

CONDUCT

Conduct while on duty and within the Precincts

104. Officials and employees should abstain from holding unnecessary conversation in the work rooms, or making noise and creating any kind of disturbance within the precincts of the Press or shout any slogans and the like, and from doing anything which may cause annoyance to their collegaues and the management. They should leave the office immediately after their work is over and not loiter about the precincts. They should not bring outsiders into the office without permission, and must not allow strangers, nor even men of another section or branch of the office to loiter about in their branch. They should not read Newspapers or books during working hours in their branches or write private letters or engage themselves in any activity other than their prescribed duties.

All the rules of the Mysore Civil Services (Conduct) Rules, except those which may not be consistent with provisions of any Labour Laws, will be applicable to the Industrial Establishment also.

SECRECY

105. It is a part of the professional honour of a printer not to disclose the nature of the work upon which he is employed, specially about confidential works. Employees are therefore warned against communicating anything, however trivial, regarding the work to any person of the same branch who is not engaged on the work or to any outsider. Employees found guilty of the breach of this direction will be liable to be dismissed from service and debarred from future employment under Government and also to be prosecuted in serious cases.

REWARD

106. A reward of Rs. 100 (Rupees one hundred) wil; be given by Government to any person who gives authentic information which will lead to the detection of any one who is concerned in fraudulently giving any top-secret paper or information to unauthorised persons.

DELIVERY OF LETTERS TO EMPLOYEES

107. Letters addressed to the employees will be kept at the Gate office to be picked up by them during interval. However express letters and telegrams will be sent to them inside with a peon. When Money Orders, Registered or Insured articles are received, the concerned official or employee will be sent for by the Gate staff for receiving them. This will not apply to employees engaged in Confidential work. They have to make their own arrangements to receive them, after their work is over and they will be informed of the receipt.

ANNUAL PROPERTY STATEMENTS, THEIR MAINTENANCE AND SCRUTINY.

108. Every Government Servant should submit statements of assets and liabilities in the prescribed form once a year, giving the following particulars regarding:

(a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other persons;

(b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;

(c) Other movable property inherited by him or similarly owned, acquired or held by him;

(d) Debts or other liabilities incurred by him directly or indirectly.

The following are the instructions for maintenance and scrutiny of the Annual Property Statements.

(i)These statements shall be submitted in the form prescribed in the O.M. dated 18th December 1967 to the "Prescribed authority" mentioned in the explanation to Rule 23 of the M.C.S. (Conduct) Rules.

(ii) The "prescribed authority" will maintain a register in the form prescribed in the O.M. dated 7th May 1970 for watching the submission of these statements.

(iii) The statements for each Government Servant should be kept in a separate file with a docket sheet on the top, in which the particulars for the years for which the statements have been submitted should be indicated.

(iv) The 'prescribed authority' shall every year commencing with the statements for the year 1970 due in January, 1971 submit these statements to the Head of the Department in respect of Non-Gazetted staff and to Government in the Administrative Department concerned in respect of all Gazetted Officers.

(v) The Competent Authority for the scrutiny of these statements shall be :-

(a) in respect of all Non-Gazetted staff, the Director;

(b) in respect of Gazetted Officers both Class II and Class I, the Secretary to Government, Education and Youth Services Department;

(c) in respect of the Director, the Chief Secretary.

The Competent Authority may make arrangements for assistance in scrutinising these property statements by specially designating a suitable officer for the purpose.

(vi) The object of the scrutiny of these statements is to verify whether there are any variations in the annual statements involving breach of the M.C.S. (Conduct) Rules which would necessitate action against the Government Servant or whether the total assets of the Government Servant are disproportionate to his known sources of income which would warrant further investigation.

(O.M. No. GAD 9 SSR 67, dated 18th December 1967.

O.M. No. GAD 6 SRC 70, dated 7th May 1970.

O.M. No. GAD 6 SRC 70, dated 17th August 1970).

OBEDIENCE OF ORDERS

109. All employees must obey the orders of their superiors in their duties and employees having a grievance, must first carry out instructions and only afterwards represent their case individually through proper channel to the Director.

SMOKING OR TAKING ANY INTOXICANTS

110. Smoking, or taking any intoxicants or being present having taken any intoxicants, in any part of the Press premises is strictly prohibited, and is punishable, even with dismissal from service.

MONEY TRANSACTIONS

111. Money transactions between employees such as lending/borrowing or signing security bonds for another within the precincts of the Press, or offering or receiving money or valuable presents as a motive or bribe for any unfair or illegal consideration, are strictly forbidden. Employees found guilty of these offences are liable to be dismissed from service and in serious cases may be prosecuted. Employees in a chronic state of indebtedness, or whose salary is continually attached or who engage in private business of any description to the detriment of efficient Government work or who accept remuneration for such work without the permission of the Director are liable to be dismissed.

INTIMATING PLACE OF RESIDENCE

112. Every official or employee, permanent or temporary, should furnish his correct address for being noted in the Special Register maintained in the Time Office and should notify any change of Residence, immediately it occurs.

This Special Register shall contain the correct and up-to-date residential addresses of the officers, officials and employees, necessary arrangements being made for keeping the Register up-to-date by incorporating the changes of addresses whenever any official or employee changes his residence. It is obligatory on the part of all the officials and employees to intimate any change whenever they change their residence. The addresses furnished by the employees will be taken as their residential addresses for all purposes, unless they intimate changes in writing. If any official communication addressed to the address furnished is not received on account of any change in the address which is not intimated to the office, the office will not be responsible for such non-receipt. Furnishing of residential addresses should be in the form prescribed, a copy of which will be supplied on request from the Press Office and for intimation of future changes also. It is the responsibility of the Government Servants to intimate the changes in the same form. Two copies of the Special Register will be prepared. One copy of the Special Register shall be in the custody of the Chief Time Keeper and the other sent to the Director to be kept with him. The Officer in charge of the Time Office will ensure that this Register is kept up-to-date and changes are duly incorporated affixing his initials against such changes.

LIGHTS AND POWER

113. Each employee or group of employees will be responsible for switching off the light or power they were using, at the close of their work and will have to pay for any damage or loss caused by neglect or interference with these appliances. The Supervising staff in each Branch or Section are responsible to ensure that the lights and power are turned off in their Branches or Sections and the Time Keeper and his staff should switch off the lights in the passages, verandahs and quadrangles (except those ordered to be switched on throughout the night) at the close of the day's work.

SEARCHING

114. All members of the Industrial staff except Clerical and Supervisory staff and similar officials and the staff of the Proof Branch, are searched by the Gate staff on leaving the Press, at the end of each period of normal work or shift work. The Gate staff have instructions to detain on suspicion any employee behind for detailed search and they are empowered to do so. The Officer in charge of Watch and Ward, will pay surprise visits to the Gate with a view to see that the search of employees is properly conducted.

ENQUIRIES AND REPRESENTATIONS

115. (1) The employees seeking information and answers to queries with regard to sanction of leave, settlement of claims for arrears of pay, G.P.F. and Insurance Loans, bicycle and festival advances and other service particulars should contact the Heads of their Branches/sections (as the case may be), viz., the Supervisors/Overseers/Foremen or other Supervisory officials. The Supervisory staff should ascertain the particular information required by the employees working under them from the Press/Accounts Office and communicate the same to the employees concerned in a bound and page numbered Register with suitable headings.

The Manager of the Press Office will see that the required information is furnished by himself or by the concerned official immediately on receipt of the Register.

(2) First Shift-The "Employees' Information Register" should be sent to the Press Office before 11 A.M. on any office working day and the same should be returned to the concerned Branches/Sections duly furnishing information which can normally be furnished to the employees before 12 Noon, the same day.

(3) Second Shift-The "Emplyees' Information Register" should be sent to the Press Office before 3-30 P.M. on any office working day and the same should be returned to the concerend Branches/Sections duly furnishing information which can normally be furnished to the employees, before 4-30 P.M. the same day.

Note-For the employees of the Third Shift, the "Employees' Information Register" may be sent along with the Register for the First Shift of the next day and information required furnished to the employees on that day.

4) On any holidays for the Ministerial Establishment, no information can be furnished, and any information that may be required by the employees, on that day should have been obtained in the manner detailed above on a day preceding the holiday.

5) These procedural instructions are given with a view to save time, trouble, labour, anxiety and inconvenience to both the employees and the Press/Accounts Officials. The Registers must be got attested by the Officers in charge daily and must be produced at the time of inspection of the Branches/Sections.

6) All representations of the employees and officials other than the above should be submitted through proper channel and registered in a separate 'From' Register in the Press Office. They must receive immediate attention and final disposal should be noted therein and when the disposal is likely to take some time, an interim reply should be communicated to the concerned employee or official.

CASUAL APPOINTMENTS

116. Besides the regular Ministerial and Industrial Establishment, there is a staff recruited on casual appointment basis in the Composing, Proof Reading, Binding and Miscellaneous Branches of the Government Press, Bangalore. This staff may be recruited only when necessary and continued from time to time in accordance with the requirements of the work. The following are the conditions governing such staff recruited on casual labour basis:-

(1) The persons employed will be casual labourers working on piece work basis or lumpsum pay and eligible only to receive payment in accordance with the rates prescribed in the concerned orders.

(2) The persons employed will have no right to leave, pensions, gratuity or any other facilities admissible to full time Government Servants.

(3) The appointment of persons employed will be purely of casual nature terminable without any reasons being assigned therefor and a person thus employed will have no claims whatsoever for any future appointments in the Government Press.

(4) The persons employed will be subjected to rules of conduct and discipline of the Government Servants and their working hours will be the same as the working hours of the employees of the Industrial Establishment of the Government Press.

(G.O. No. ED 58 TPS 68, dated 17th April 1968).

117. Trainees under approved schemes undergoing training in the Government Press, viz., trainees under the Government of India Practical Training Stipend Scheme, the scheme of training of Scheduled Caste Trainees are subject to the working hours and disciplinary rules of the Government Press Industrial Establishment, the leave admissible to them being regulated by the provisions of the respective schemes.

(Letter No.ED.288 dated 30th September/1st October 1964

VISITORS AND OUTSIDE OFFICIALS

118. A Visitor's Book is kept at the Time Office and all officials of outside offices and non-officials having any official business in the Press are requested to enter their names in the special

Visitors' Book maintained at the time Office and pass inside, after permission is accorded by the concerned Gazetted Officer or the Director.

GENERAL

119. A copy of these rules is displayed at the Main Gate where the Time Office is located, in compliance with the provisions of the Factories Act, for the information and guidance of the officials and employees. Every person accepting employment in the Government Central Press, Bangalore and in the Government Branch Presses at Dharwar, Gulbarga and Mercara and the High Court Press, Bangalore shall be deemed to be acquainted therewith and be bound thereby. No copies of these rules are to be taken out of the Press.

MISCELLANEOUS

120. A Suggestions Scheme was sanctioned for one year, in the first instance by the Government and also implemented. This scheme is furnished below:

The Objects of the scheme are:-

(1) Encouraging employees to suggest methods and procedures of effecting economy in operation and use of materials, saving of labour and minimising routines, promoting improvements in quality and making better use of manpower, equipment and space available and the like.

(2) All Government Servants in the Department may make suggestions.

(3) Suggestions received will be assessed with reference to the following criteria:-

Originality, utility, resulting economy, savings in foreign exchange, safety factor and any other advantages that may result therefrom.

(4) Awards may be made for suggestions which are accepted and can be successfully implemented.

In determining originality, it shall be considered whether the suggested improvement is an invention, an adaptation, an extension of a known idea not used in the Government Press, or whether it is an extension of an already established method in the Government Presses.

In regard to utility, the suggestion will be considered from the point of view of temporary or permanent usefulness and whether the usefulness is limited to a single branch or it applies to more than one branch or work as specified by the suggester.

Suggestions regarding economy will be considered in terms of operations, materials, labour and routines. A suggestion, adoption of which has, resulted in economy in the use of materials like paper, printing and binding materials will make the suggester eligible for an award only if such suggestion was indisputably original. A suggestion for mere reduction in the size of a work or such other simple manipulation will not merit grant of an award.

A Suggestions Committee consisting of the Director in the Government Central Press, Bangalore, and the Officers in charge in the case of Branch Presses, and the next two subordinate Senior Officers in the case of each of the Presses shall consider and scrutinise each suggestion offered and decide whether the suggestion merits an award and whether it can be implemented. The Director in the case of the Government Central Press, and Heads of the Presses (Deputy Directors) in the case of the Government Branch Presses shall nominate one of the members of the Committee as the Secretary of the Suggestions Committee. All sugestions shall be delivered in a sealed cover to the Secretary, Suggestions Committee. Suggestions, if any, from any of the members constituting the Suggestions Committee meriting an award under this scheme, shall be considered by a separate committee consisting of the Head of the Office and two other Senior Subordinate Officers/Officials, other than the suggester, as may be nominated by the Head of the Office.

Suggestions should be written up on a specially prescribed Suggestion Form which will be made available at the Time and Gate Office. The Suggestions Committee shall meet once a month, or earlier if necessary, should there be any suggestions which require to be considered immediately. The Secretary of the Committee shall convene the meeting. The sealed cover containing the suggestion should have the objective of the suggestion superscribed on it, before it is presented. It shall be opened at the meeting and put up to the Committee for consideration and discussion. The Committee should carefully scrutinise each suggestion with reference to originality, utility, resulting economy,etc.

The Committee in each case will submit its recommendations to the Director regarding any award to be granted and the decision of the Director shall be final and irrevocable. When once an award is made, the suggester-employees are precluded from any claim of any nature by him/her/them, also his/her/their heirs and assigns upon the Government Press for the use of the suggestions in respect of which the award has been passed. Non-acceptance of a suggestion shall not constitute a grievance.

In implementing the suggestion or in its practical demonstration, the employee may offer his co-operation which the Suggestions Committee may accept at its discretion.

Awards of monetary prizes ranging from Rs. 20 to Rs.100 depending on the preciousness of the suggestions with regard to originality, utility, resulting economy, savings in foreign exchange, safety factor, etc., may be sanctioned by the Director and any award in excess of Rs. 100 shall be got sanctioned by Government to whom detailed proposals justifying the award should be submitted. The cost of the awards sanctioned by the Director and the Government, shall be met from the sanctioned grants under 'Contingencies' of the Department during each year. No monetary award is admissible to any suggester who is not an employee of the Government Press. Where the suggestions are not accepted, the suggesters concerned will be informed if a reply is required individual with reasons on broad lines.

The Management ensures that no employee already in service will be retrenched as a result of the implementation of any suggestion. Suggestions from employees shall not be considered as a bad reflection on the ability of the Supervisory staff. The Supervisory staff will encourage and help the employee/s in writing up his/their suggestion, if any, whenever necessary.

An accepted suggestion should normally be implemented within a month of its acceptance and all the concerned Departments should extend fullest co-operation in this regard. The Secretary should follow up and report on the implementation of all accepted suggestions to the main Committee. The award will be disbursed to the suggester only after implementation of the suggestion.

If an employee desires that his suggestion shall be treated as confidential he may inform so and his request shall be complied with.

Should any suggestion be not accepted by the Suggestions Committee for any reason the suggester-employee will be free to make use of his rejected suggestion elsewhere than in a Branch or Section of the Government Press.

Entries shall be made in the personal records of the suggesters whose suggestions have been accepted.

Photographs of award-winning suggesters will be put up on the Notice Board of the office for a month and then handed over to the suggester, the cost of the Photograph being met from Contingencies of the office.

(G.O. No ED 368 TPS 64, dated 2nd September 1965).

Awards for excellence in Printing of Books and Other Publications.

121. A scheme for instituting at the State level annual awards for outstanding works in Printing in the State has been sanctioned by Government, the details of which are furnished below:

Government have constituted a Managing Committee with the following members for the scheme, for a period of 5 years in the first instance.

1) The Secretary to Government of Mysore, Education and youth Welfare Department	Chairman
2) The Director of Printing, Stationery and Publications in Mysore, Bangalore	Member
3)The Senior Deputy Director of Printing, Stationery and Publications, Bangalore	Member
4)Representative for Printers' Association.	Member
5)Representative from Publishers' Association	Member

Government have accorded sanction to constitute a Committee of Judges with the following Members under the scheme of awards for a period of 5 years co-terminous with the Managing Committee:-

1) The Director of Printing, Stationery and Publications in Mysore, Bangalore.
2) Sri C.A. Subramaniam, M.A. (Oxon), 57/2 Charles Campbell Road, Bangalore-5.
3) Sri C.N. Parameswar, Graphic Art and Printing Educationist and Technical Consultant of Bombay.

The non-official members of the Managing Committee and the Committee of Judges are entitled to D.A. and T.A. under List 'A' of Annexure 'A' to Mysore Civil Services Rules.

The expenditure connected with the grant of awards for excellence in Printing under the scheme is to be met from the grant under the Head "68, Stationery and Printing-II D.A. - Government Presses - 3 - other charges".

The Director of Printing, Stationery and Publications in Mysore, Bangalore, is authorised to draw and disburse the lumpsum advance as per provisions of rule 6 of Annexure 'A' to the Mysore Civil Service Rules.

The Scheme for Instituting Awards for Excellence in Printing of Books and other Publications in the State.

1) The following categories of printing work will be considered for the award of prizes under the scheme.

i) Books (other than Nationalised Text Books):-
English and other foreign languages.

ii) Books (other than Nationalised Text Book)-
Kannada.

iii) Children's Books - Kannada.

iv) Magazines and Periodicals - English or Kannada.

v) Folders - Offset.

vi) Folders - Letterpress.

vii) Calendars and Diaries.

viii) Other displayed printing works like Greeting Cards, Playing Cards and similar works.

2) The entries under all categories will be limited to the productions brought out wholly in the Mysore State in a particular calendar year which will be specified.

3) It is essential that the designing of the various entires as well as their printing are completely executed within the Mysore State. Otherwise, they will not be eligible for the award of a prize.

4) In each category there will generally be 3 prizes. A. First Prize, B. Second Prize and C. Certificate of Merit as adjudged by the Committee of Judges.

5) The Committee shall lay down their own procedure to be followed by them for judging the entries.

6) The decision of the Government of Mysore as to whether a particular entry is eligible for competition and whether it falls under the specific category for the purpose of the award will be final.

7) The Managing Committee will consist of a Chairman and two Technical Officers of the Department of Printing, Stationery and Publications and two representatives one each of the Printing Indutry and the Publishing Industry.

8) No entry fee is charged.

9) An entry submitted shall not be returned.

10) Every competitor should submit his entry in each category at his own cost to the address specified in the circular for calling for entries. No responsibility shall be accepted by Government for the delay in receipt of an entry, its defacement, mutilation or loss in transit. Every entry should bear a slip giving relevant details as per *pro forma*. Entries received without the *pro forma* may not be entertained. When more than one entry is sent under one category or different categories, a complete list of entries sent should also be forwarded and each entry should be accompanied by a separate *pro forma.*

11) Reprints, which are done by the same Printer or by another Printer will not be admissible.

12) The entries should be sent in duplicate.

13) The first prize shall be of the value of Rs. 1,000 and the second prize shall be of the value of Rs. 500 (to be shared by the Printer and Publisher).

14) The scheme shall be administered by the Director of Printing, Stationery and Publications who may issue circulars calling for entries in the month of March or April succeeding the year for which the awards relate.

15) About 45 days time shall allowed for submission of entries.

(G.O.No. ED 135 TPS 69 dated 21st March 1970.

G.O. No. ED 289 MPS 70 dated 24th August 1970.

G.O. No ED 479 MPS 70 dated 3rd March 1971.

G.O. No. ED 133 MPS 71 dated 23rd August 1971).

CHAPTER IV

Direction and Supervision

GAZETTED STAFF

122. The Director of Printing, Stationery and Publications is the Head of the Department and is in charge of the Government Central Press in addition to Government Stationery Depot and the Government Central Book Depot at Bangalore. He is also the Compiler, *Mysore Gazette.* He is also the Controlling and Superintending Officer of the Government Branch Presses at Dharwar, Gulbarga and Mercara and the High Court Press, Bangalore, and the Branch Stationery and Book Depots at Dharwar and Gulbarga.

He is assisted by the Senior Deputy Director, two Deputy Directors (Technical), one Deputy Director (Administration and Accounts), six Assistant Directors (Technical), one Labour Welfare Officer, one Stock Verification Officer, one Assistant Director (non-technical), Lottery Section and one Assistant Director, Printers' costing, in the administration of the Central Press and by one Assistant Director (non-technical) incharge of each of the Government Stationery Depot and Government Central Book Depot at Bangalore, and one Assistant Director (non-technical) Inspection, and the Deputy Directors Government Branch Press, Branch Stationery Depot and Branch Book Depot at Dharwar and Gulbarga.

123. Under the general direction and administrative control of the Director, a Deputy Director (Technical) is in immediate charge of each of the Government Branch Presses at Dharwar and Gulbarga, and a Manager (Technical-Class III) in charge of the Government Branch Press, Mercara, which press will be under the immediate direction of the Senior Deputy Director, who will inspect the Press once a month. One of the Technical Gazetted Officers stationed at Bangalore will supervise the work of the High Court Press, under the direction of the Director and a Supervisor (Technical-Class III) will be in immediate charge of work of the High Court Press, Bangalore.

The Stock Verification Officer will work under the control and guidance of the Director through the Senior Deputy Director and the Deputy Director (Administration and Accounts).

The Labour Welfare Officer will work as Liasion Officer between the Management and employees for the smooth working of the Press and for all welfare measures and the redressal of the grievances of the workers if any.

Supervisory Staff

124. Supervisors are the highest Class III Officers (Technical) assisted by Overseers and Foremen, who are in immediate charge of a working Branch or group of working Branches, responsible for the execution of all works entrusted to each Branch, as per standing orders and rules and day-to-day instructions of the Gazetted Officers in charge.

125. The Superintendents Grade I are the highest non-gazetted Ministerial Officers (Class III) assisted by Superintendents Grade II and other Class III Officials, who are in charge of each of the administrative Branches and are responsible for the speedy disposal of the correspondence, accounts and matters connected therewith and also for proper maintenance and safe custody of all Registers and other records, under the guidance of the Gazetted Officers according to the standing orders and rules and day-to-day instructions of the Officer-in-charge.

126. The Internal Audit staff will work under the control and guidance of the Director through the Senior Deputy Director and the Deputy Director (Administration and Accounts).

CONFERENCE OF HEADS OF THE PRINTING AND STATIONERY DEPARTMENTS.

127. Government in thier Order No. M. 23464-65/P. and S. 46-55-2, dated 24th January 1956 has approved of the proposal of the Director of Printing and Stationery to accept the suggestion of the Controller of Printing and Stationery, Madras, to the conference of the Heads of the Printing and

Stationery Departments of Madras, Hyderabad (now Andhra Pradesh), Mysore, Travancore-Cochin (now Kerala) States at the Headquarters of any of the States, the expenditure in Travelling Allowance, etc., being met by the respective State Governments.

RESIDENTIAL QUARTERS

128. (1) The Director of Printing, Stationery and Publications in Bangalore, the Deputy Directors in charge of the Government Branch Presses at Dharwar and Gulbarga and the Manager in charge of the Government Branch Press at Mercara are permitted to occupy the residential quarters attached to the respective Presses free of rent and are required to attend to arrange for the execution of all urgent printing works received out of working hours.

(C & R Rules G.O. No. ED 14 TPS 64, dated 11th March 1964, and G.O. No. ED 363 UPS 58, dated 23rd July 1960).

2) Other residential quarters for the Department constructed at Dharwar, Gulbarga and Mercara, for the benefit of Government Servants of the Department are permitted to be occupied by the appropriate Government Servants on rental basis, as per rules governing such occupation.

3) The Jeep driver is permitted to occupy at Bangalore one of the sheds-like buildings on rental basis.

(ED 296 TPS 68, dated 29th January 1969).

4) It is directed in G.O. No. FD 67 SRS 62, dated 8th September 1962 that no additions, alterations, or improvements to the Government Residential Quarters should be made, without the specific sanction of Government except when damage is done to the Buildings on account of unforeseen causes.

5) Where the officers who occupy these Government quarters, themselves maintain the gardens and other fruit bearing trees in that premises at their own cost, they may make use of the fruits and other products of the garden; in other cases where the garden and other trees if any are maintained at Government cost, they are not entitled to the free use of fruits and other products.

(Conditions governing occupation of residential quarters are laid down in the M.C.S.Rs. and may be referred to)

CONTROL OF STATIONERY AND FORMS

129. It is directed in G.O. No. ED 234 UPS 62,dated 4th July 1963 that one of the Gazetted Assistants of the Head of each Department should be designated as ex-officio Controller of Stationery and Forms in their Department and he should be responsible for the proper indenting, accounting and economical use of stationery and forms in their Departments.

INSPECTIONS

130. The Director of Anti-Corruption and Inspection (now Director of Vigilance) will inspect the Offices of all Heads of Departments other than those of Divisional Commissioners and Officers of corresponding ranks, at least once in three years, with prior notice of at least seven days except in cases of surprise inspections. He will examine normally the broad aspects of the work of the office, or any special points in view. He will discuss his observations with the Heads of the Departments and consider his remarks, suggest remedial measures and finally send copies of his report to the Chief Secretary and Administrative Secretary and the Head of the Department.

(G.O. No. GAD 26 OOM 63, dated 16th February 1963).

131. (I) In the context of the recent revision of pay scales of Government Servants, it is considered necessary to promote greater economy and efficiency in all Government offices. With this object in view, the Efficiency Research Bureau in the General Administration Department will-

(i)Undertake 'time and motion' studies in all the departments and offices in order to locate surplus staff, if any, which may be adjusted or absorbed against future vacancies; and

(ii) arrange for both regular and surprise inspection visits to field offices and departments by its officers. The intention behind such inspections is not so much to find fault with the departments but to afford the supervisory officers and the staff expert high powered guidance and assistance so that they are themselves encouraged to introduce suitable improvements in day-to-day work.

(2) Regular Work Study Teams have been set up in the Efficiency Research Bureau and these Teams have started making 'time and motion' studies in Government offiUp¥UW$šUUÅHîUDÅ'ª®„K;KÀSãé_ à™Ê\T®mx□AËÄàg,tÒ ÃkÂ‰ □Y\8Ú□ò'¹²; □š'8÷¡®Þõ X4äN €¶" JzŠW·¶2%-ˆ´ÞÏKõ˜×ÓF¥Ië¾Q<•ÍÍÇ,ÎÛ—Ci¤F¨S□^Þù‰,¦Üèa"âÒ•d;“~Ñ?'□¬ålÕHè¼□ßfî+‰ Ê'–
it×uSP6<¨ß~ùä¤ðZ´ycá‰]€A¸Ûl³Æ¶ áiP+Æ-“ñ¡4í\´ êÖc|Âí$‡—Àx¿§jü ÆZ&”A‡“é¬â•×”€

ÕFõï@Fì„Ë"Ò§†□QôŽ™x.!□rk_Ý'ª*MY□_£îÉÂPÙ“öôÜšáâk0¥¶jÖ„wßÛÃ/

Ð¯Õ¨§ã…¬„ê¤n:tÄlÕ/rÒ™0Ñ ¢Ë‹–
„oŠÈÅ”HÅZÅ]Š»v*ìUØ«±Wb®Å]Š»v*ìUÿÔò¦*ìUØ«±Wb-□Š®\£UUÂÈ+F»ãl²ˆTòl¾%êžØXÒª¦6□R:°¾$²Œl¦q)
qS¾Ýý¶ÊŽÎd7T'ÑYC R§¾&rÄ*Â¥-„†Pª*ƒÔô$“ã,‹□´î @Zœ@zm¿¶c ;Á—□ -â2®“iU>=)•**...¼BTŠÚØE-Ý~/¢y**
o†0X4Ã G-zžªEiô ä½™Òcº1%‡□³Û|¨””ˆýw>Ÿ-ŸkÄW¦<Lx—

2Z3

¸þÁ–<IQ—N-ð°1¸`²AÉ Rm,º±1µe_ÝFjlkÓ¦Y wsR-W6“„Ô½G$ £ |úå‹ D(Ii Fj¦9©ïÜm“!‰ □±«¶c!–
‰ æzo™□ 8 y¡øÐqaôdÚùlT%‰ ù?³~¸o£¨IB0”JÈà °Í_l“QûÐòY²¡=S© má×-
Ø{mÉ/¸µ ¥*Ãè#èÉ‰ 4NéapOÂiÚ£%a Ä÷!Ý0ÛYŠ‰ \X„b…21BÓŠµŠ»v*ìUØ«±Wb®Å]Š»v*ìUÿÕò¦*ìUØ«x«©Š
®\—*¨£“@VUÂ□FAÀK`‰ ´¶□Š□_–FÃg†J2-
=Š€Uª}©úò&mñÂJ¡Ó\vjøTcÆÈéÝklÎ\¯E4©ÉJL1c&ÓkK'1□È»Ÿ§(”ÜØb(ØìASÍ□□É;Sé
7#Â¾i”zj²Ç!f
@&µ§†RržMñÂ6)¥-ŒDˆ{õ5úr‰ MÈŒ;]2OÙ«*□ÁÜøe2ÈÌ•ÎÆÚ4!®õ£o¹Û®U3iN-´Äo¶´,zv öÊ‰ bdŽ‡BFPUŠ
S¯|m„²&Piè†¼Œ•¥j:Óå…¦SEÃaKÍ•‹
„ýØÒ8Í ¯´e”3…¨û$mZ×¶-±È□]ØO²H½OÃÓz·É-–Í5ENô•R‡ÛÃ$$É#Ô!TV\57•|Tñ21–
3c÷*ÆãÕ¡ã¿§QØ÷Ì¸ò§
|í–8íÍHÊŽ¦´â2Ñ»L¶;„¾w^B¤ñØðßpwÛ,¦R^¶Öìyº Ñ‰ ¡éóÈC>□Ê…ÄEFÕU$•âGë
×8¥·K¾å□P§¯‡\°S□0RÉVVØõ-
²vÉìâÊÏT‹Q'i(w\X(²â…20!aPÑÅZÅ]Š»v*ìUØ«±Wb®Å]Š»□ÿÖò¦*Þ*Þ*iU°1UÊ£“UqP‘1H¨ •¹=†[£ÆÚ“6Ã–
Þ &øÃ}“H,¥`,—Än2£0æG)□½‘e$,Oe ýùY›‘hÉìÂ[¼Œ7U$3“mN›ä#;4Û<t-–
åý9f²æP“Ìï^¿<³<êN>□-0åÕ7 tÜŠ¢Ž»S¿Ð2□-S›á Ù–“ÉEh†û éï•Ju»da|Â>ÂÆV□–
JpCÅ□M»ås˜½›#[¦ÑéüÜ2Š·□)ß(ãfenable Government to have first hand knowledge of the work done by them (in the prescribed form).

(G.O. No. GAD (S-2) 5380-5530/38, dated 11th April 1967)

134. The copies of Tour Programmes of the Gazetted Officers should be forwarded to the Local Members of the Legislature and also to the Deputy Commissioner of the District concerned for information and discussion of important matters with them (O.M. No. Ch. S. 1360-459/Misc. 14-54-1, dated 30th April 1954 and Chief Secretary's letter No. GAD S (2) 17 GEI 57, dated 19th August 1957). All Heads of Departments should get their Tour Programme approved by Government once a quarter (O.M. No. GAD 2 SIW 66, dated 1st October 1965) and send copies to the concerned Divisional Commissioners, and Deputy Commissioners (O.M. No. GAD 9100 M 64, dated 26th October 1964).

135. Government Servants should abstain from presiding over Public functions in which the Ministers, Deputy Ministers and Parliamentary Secretaries and other personages of similar or higher status, participate.

(O.M. No. GAD 47 SRR 60, dated 26th January 1961,

O.M. No. GAD (SI) 67 SRR 63, dated 30th April 1963 and

O.M. No. GAD 44 SRR 65, dated 16th August 1965).

136. All officers who are provided with Telephone at Government cost at their residence should be available at their telephones at all reasonable hours and whenever they are compelled to be away they should leave information as to where they will be available and can be contacted (preferably a telephone number).

(Circular No. GAD 174 OOM 65, dated 10th September 1965.)

137. The Heads of Departments and the Secretaries to Government should not leave Headquarters while the Legislature is in Session except with the previous permission of the Chief secretary as they may have to furnish information, statistics, etc., required by Government during the Session.

(O.M. No. GAD 7 STN 1966, dated 28th February 1966).

138. The Heads of Departments and holders of other posts of the rank of the District Officers should obtain Government permission for the employment of their sons, daughters or other dependants in private firms.

(O.M. No. GAD (S-2) 6-GEI-57, dated 9th July 1957).

139. The Heads of Departments and others concerned should follow the procedure laid down for their guidance in Government Circular No. LAW 119 AAP 57 dated 17th October 1957, when a Civil Court passes a Decree against Government in the matter of, either preferring an Appeal in consultation with the Government Pleader and Law Department of the Secretariat, or satisfying the Decree.

140. Pending cases of Printing, Stationery and Publications Department may be discussed with the Officers of the Education Secretariat on Fridays at 5 P.M.

(G.O. No. ED 7 DAR 64, dated 24th February 1964).

141. O.M. No. GAD 21 SSR 6, dated 26th February 1964 issues a set of confidencial instructions (non-mandatory) for guidance of the Disciplinary authority while deciding to place a delinquent Government Servant under suspension.

142. Government have in their Circular No. GAD 46 OAC 64, dated 10th June 1964, directed that all requisitions for records, reports, etc., received from the Vigilance Commission or its offices may be accepted and honoured by all the presiding officers in charge of Government Offices or Institutions. Where any doubt is felt in producing certain confidential documents, the matter must be referred to the superior officer with valid reasons for their non-production, who will in turn consider the reasons and explain them to the vigilance officer without delay as to why the record is withheld.

143. The Director is authorised to accord administrative approval to works entrusted to Public Works Department upto Rupees one lakh for each work covered by specific provision in the Budget.

Where only lumpsum provision is made in the Budget, specific approval of Government should be obtained against the works.

(G.O. No. FD 8 SCR 66, dated 2nd August 1966).

144. Confidential Reports shall be recorded in respect of all Gazetted and non-gazetted officers of the Department and these shall be governed by the Mysore Civil Services (Confidential Reports) Rules, 1965 as amended from time to time.

145. The Director of Printing, Stationery and Publications is permitted to correspond directly with the Chief Controller of Printing and Stationery, New Delhi and Superintendents/Directors/Controllers of Printing and Stationery of the State Governments in India:-

1) on routine and non-controversial matters relating to Stationery, Printing, Supply of forms, Publications, etc., and

2) exchange of information on matters of general interest such as working hours of presses, conditions of service, scales of pay and allowances and such other matters involving common interest.

(G.O. No. GAD 27 OOM 63, dated 28th April 1965).

146. (1) It is directed in O.M. No. GAD 253 OOM 65, dated 27th December 1965, that whenever a Member of Legislature (or Parliament) writes to a Minister or Head of a Department or Secretary to Government, about an individual to whom he thinks injustice has been done, the matter should receive prompt attention and a consolidated reply sent.

(vide also Circular No. GAD 127 OOP 57, dated 20th December 1957 and O.M. No. OSD 18 OMP 57, dated 29th August 1957).

2) Whenever a Member of Legislature or Parliament seeks an interview with an Officer it must be accorded promptly and the Member received courteously. Any matter brought up by him should be discussed and final reply furnished to him consistent with the Rules and procedures. Any delay brought to notice regarding the disposal of papers and the matter disposed of immediately, if it is not pending for information or orders from higher or other offices.

3) O.M. No. GAD 36 OOM 67, dated 3rd April 1967 prescribes among other things that whenever a Member of State Legislature or Parliament writes to a Head of the Department on a matter relating to the public or a section thereof or an individual he should see that the letter is acknowledged immediately and a considered reply is sent promptly. A special Register for noting the dates of receipt, acknowledgment, further stages and final reply to the Member, should be maintained in the Office of the Head of the Department and it should be reveiwed once a month to ensure prompt action.

ADDITIONAL TECHNICAL AND SUPERVISORY DUTIES BY GAZETTED OFFICERS

147. (1) Government in their Order No. ED 171 MPS 71, dated 24th June 1971, have sanctioned to the Senior Deputy Director a special pay at 10% of the mean between the maximum and the minimum of the scale of the post for the duties of supervision and inspection of the working of the Government Branch Press, Mercara.

(2) Government have permitted a technical gazetted officer of the Government Press to supervise the technical work of the Press established in the Central Jail, Bangalore, employing the convict labour there, and receive a special pay commensurate with his rank and grade, as may be fixed by the Government.

(3) Government have, in their Order No. M. 2543-44/BR 2-55-2, dated 10th May 1955, approved of the establishment of a Binding Unit in the Nirashritara Parihara Kendra as a Branch of the Binding Section of the Government Press, to be inspected by a technical gazetted officer of the Government Press twice a week in the Departmental Jeep.

(4) A technical Gazetted Officer of the Government Press is authorised to supervise the work of the Printing unit in the Tuberculosis After Care and Rehabilitation Centre twice a week and receive a special pay as may be determined by the Government. He is also permitted to use the Departmental Jeep for his inspections.

(5) A technical gazetted officer of the Government Central Press, Bangalore is entrusted with the supervision of the work of the High Court Press, Bangalore in addition to his own duties at the Central Press, Bangalore and is permitted to receive a special pay as may be determined by the Government.

148. The Director, the Senior Director or other technical officers as approved by Government or as authorised by the Director will personally supervise the printing of the question papers, preparation of blocks required therefor and getting printed charts and maps, of examining bodies like the Public Service Commission, the Universities of the State, the Board of Technical Examinations of the State, and also examining bodies outside the State, in accordance with general or specific orders of

Government sanctioning such supervision involving heavy additional responsibilities and additional work beyond working hours and receive the remunerations prescribed for duties in respect of each examination. The officer who attends to the duties of the accounts, valuation, billing and watching recovery of the amounts due and such other work as additional duties involving additional responsibility and hours or work is also permitted to receive remuneration as sanctioned for each work. Orders regarding these and details thereof, and all other connected matters, are treated as strictly confidential.

CHAPTER V

II. Administrative Branch

PRELIMINARY

149. The Administrative Branch is divided into (i) Office (Establishment and Correspondence) Section; (ii) Office (Cash and Accounts) Section; (iii) Office (Costing and Valuation) Section; (iv) Internal Audit Section; (v) Gazette Section; (vi) Press Works Section (P.W.S.); (vii) Forms (Control) Section and Forms (Despatch) Section; (viii) Records Section; (ix) Stores (General and Photo Zinco) Section; and (x) Planning Section.

For the efficient and smooth working of the Printing Department, it is absolutely necessary to divide the working into several viable Branches/Sections; each Branch entrusted with a particular kind of work and every official therein charged with a definite quantum of workload on equitable basis. The numbe of officials working in each Branch may vary but should not exceed the economic limit. The kind of work allotted to each Branch or Section and the nature and quamtum of work entrusted to each official shall be drawn up and got approved by the Director and a copy of the Distribution of work statement relating to each Branch/Section shall be displayed prominently in the respective Branch and communicated to all the officials concerned.

150. The personnel dealing with administrative matters should be capable, experienced and also conversant with all departmental rules and procedures. The following are the attributes which contribute to the best administrative decisions:-

A. Attributes of the Best Administrative Decisions

It is not easy to state precisely what constitutes the best administrative decision. However, the attributes of the best administrative decision may be very briefly stated as follows:-

(i)Accuracy.- This implies that, if the case has any accounting aspect, it should be accurate in that respect. An instance would be the compilation of Annual Stores Accounts. In respect of facts also, accurancy is essential.

(ii) Compliance with statutory provisions.-The decision should be fully in accordance with statutory requirements, departmental rules and regulations and other relevant Government orders and orders of the Head of the Department on the subject. An example would be the initiating of departmental proceedings against an employee.

(iii) Fairness, impartiality and objectivity.-An administrative decision may affect a number of persons or parties and it should be absolutely impartial, objective and fair to all concerned. An instance would be the selection of a candidate for a particular post or a departmental promotion.

(iv) Risk-An administrative decision may contain some element of risk in which case it should be based on a proper appraisal of the risk of each course of action as against the gain anticipated. The term ‘action’ covers ‘No action’ as well, since not to take any action is also a decision.

(v) Timing-The decision should be taken at the appropriate time according to circumstances. In the normal course speedy disposal is to be aimed at but in some exceptional cases it might be expedient to defer the decision until an opportune moment.

(vi) Economy-The decision should aim at achieving of the best possible results with a minimum time, expense, effort and disturbance. Resources are scarce and their best utilisation should be aimed at.

(vii) Practicability-The decision should be eminently practicable. This involves a proper assessment of all resources, personnel as well as physical.

(viii) Harmony of decision.-Decisions reached in different matters at various levels should be compatible with one another, and consonant with the general or specific policies and directives of Government.

(ix) Value aspect.-The decision should be in harmony with the accepted value system. Values may be cultural or moral.

(x) Public Interest.-In the final analysis the ultimate criterion of any administrative decision is whether it furthers the public interest.

B. Noting as an adjunct to the Decision-making Process

Administrative is partly, a decision-making process as stated above. The object of nothing is to facilitate the decision-making process by enabling the decision-making authority to arrive at the best possible solution as quickly as possible and with a minimum of effort. Nothing that does not satisfy this criterion is wasteful and should be dispensed with. Nothing will generally be found necessary in the following cases:-

(i)When the facts of the case are too complicated or too many, or in dispute and when the relevant facts would not be obvious;

(ii) When alternative solutions to the issue in question exist, which need discussion.

In all other cases where the decision-making authority can grasp the essentials without loss of time from the original papers, nothing is superfluous and a draft should be submitted straightaway.

C. Contents of a Note

(1) A note should be written after leaving sufficient margin on the paper and should contain the following:-

(a) Title and subject-matter;

(b) History of the case;

(c) Points that arise for decision;

(d) Alternative solutions and their consequences.

All references to Acts, Rules, etc. and previous papers should be noted in pencil in the margin and references should be properly flagged. The case papers should be punched with a punching machine and should be secured by a tag. Leaves should be serially numbered. The Note should be signed and dated.

(2) Requirements of good Noting.-Noting should satisfy the following requirements:-

(a) It should be comprehensive but concise;

(b) It should be factually correct;

(c) It should be coherent, logical and conclusice;

(d) It should be perfectly legible and if not, it should be typed.

(e) The language should be simple and clear.

(3) Use of proper ink:- Red ink should not be used in marking or signing official correspondence or recording notes. Only blue or blue black ink should invariably be used for official purpose.

[Note:- The Office Procedure described in the Handbook of Office Procedure issued by the General Administrative Department (Efficiency Research Bureau) should be the basis for all office work with suitable adjustments being made].

TAPPAL CLEARANCE SECTION

152. Ancillary to the Administrative Branch there is a general Tappal Clearance Section, which is responsible for the receipt of all letters, packets, parcels, Gazette Notifications, etc., through local or personal Delivery or by postal delivery and their registration in a Special Register before they are transmitted to the concerned Branches.

Procedure for receipt and registering of tappal

(1) The procedure for tappal clearance section in collecting tappal from the General Post Office is briefly given below:

On week days

First Delivery 9 A.M.

Second Delivery 11-30 A.M.

Third Delivery 4-45 P.M.

On Postal Holidays only once at 11-30 A.M.

The Time Keeper in charge will arrange to collect First Delivery tappal and the Superintendent Grade I of the Press Office the others on working days. The tappal on Holidays will be arranged to be collected by the Time Keeper in charge. The Second Division Clerks in the Tappal Clearance Section at the Press Office will open the covers, register receipts and send them to the concerned sections after they are marked by the Superintendent Grade-I, Press Office. However important papers shall be submitted to the Director before being referred to the different sections. The Second Division Clerk will register all letters addressed to the Compiler, *Mysore Gazette,* received by Post and deliver them to the Gazette Branch. The letters addressed to the Compiler, *Mysore Gazette* and delivered by Muddam are received direct by the Officer in charge of Gazette Branch and registered in the Gazette Branch only. The remaining covers received by any officer will be sent to the General clerance section at the Press Office for taking further action.

(2) The letters received and the tappal received on Postal Holidays at 11-30 A.M. will be sent to the Director and attended to on the next working day by the General Clerance Section. The Press Office will collect Second and Third Delivery letters from the General Post Office and also receive letters at the General Clearance Section on all working days during office hours.

All Government tappals, D.O. Letters, Confidential letters and Registered letters are opened by the Director or in his absence by the next Senior Officer and after being seen at the tappal stage by the Senior Deputy Director and Deputy Director (Administration and Accounts) are registered in the General Tappal Section and sent to the respective sections for disposal.

Telegraphic Address

The abbreviated telegraphic address of the Director of Printing, Stationery and Publications, Bangalore is 'PAPYRUS', Bangalore.

OFFICE PROCEDURE

(O.O.No. 478 and 479, dated 24th October 1963)

152. Government having directed in their circular No. GAD 16 OMD 58, dated 11th April 1961 that the system of Office procedure as laid down in the Manual of Office Procedure shall be introduced in all offices procedure to suit the business of this Service Department of Printing, Stationery and Publications incorporating all essential features of the Manual of Office Procedure was submitted in

this office letter No. P 547, dated 5th August 1960 for approval of Government. The main features of the above simplified procedure have been approved by Government and are given below. This procedure will continue to be in force only with slight modifications necessary consequent to the issue of the Hand Book of Office Procedure in January 1971.

(O.O. No. 15, dated 11th April 1961)

153. There shall be a General (Tappal) Clearance Section under the immediate charge of a Superintendent Grade I assisted by the requisite staff, who works almost under the direct control of the Director (in his absence from Headquarters, of the Senior Deputy Director). All letters, packets, Parcels, Gazette matter, printing matter (except strictly confidential matter such as question papers, Confidential Demi official papers etc.) and representations from the officials and employees of the Press and Allied Offices, shall pass through this section and be registered in General Registers. More than one Register may be opened for the purpose of registering correspondence matter, Gazette Publication matter, etc., separately using differential numbers such as odd numbers for one and even numbers for the other, etc., for the sake of convenience with suitable headings:-

154. If more than one General Receipt Register is maintained and a letter or other matter is registered in a Register not directly concerned, immediate steps should be taken to transfer it to the concerned Register before it is sent to the Branch or Section for disposal or further action. This Register Number should be noted on the cover and on the inside letter also and in the Local Delivery Book of the outside office, firm or person, for easy reference later on.

155. All confidential letters, D.O. Letters, Telegrams, Registered and Insured articles, and all letters, Printing Works and Gazette Notifications received from Government, High Court and similar important offices, received in the General Clerance Section, shall be submitted, unopened, to the Director or in his absence to the Senior Deputy Director in a Security pad. After perusal by the Director they will be returned to the General Clearance Section with suitable instructions (except those retained by him for personal attention) for further action. These will be registered as usual in the concerned Registers noting the General Register Number on each and passed on to the Heads of concerned Branches or Sections. The General (Tappal) Clerance Section should work (in shitfs if necessary) from early morning till late in the evening so as to attend to the receipt, registration and transmission of all letters, articles, printing and publication matters received by whatever means, throughout the day and to ensure that all letters and printing and publication matters will reach the concerned Branches/Sections the same day with the least possible delay. The General Clerance Section will sort out the letters and other matters, so far as possible, according to the Branches/Sections to which they relate and register them and deliver them on to the Head of the concerned Branch/Section under acknowledgment. But every letter or printing/publication matter received individually and requiring immediate attention, should be registered at once and sent over to the Head of the concerned Section. It is the duty of the General Clerance Section to refer certain important and urgent letters and matters requiring immediate attention, to the Gazetted Officer, and even to the Director where considered necessary, after registration and before sending them over to the Heads of concerned Branches.

156. On receipt of the General tappal, printing and publication matters fromt the General Clerance Section, the Heads of the Branches/Sections should submit them to the Gazetted Officer in charge and after his initials, with remarks, if any, they will be marked to the concerned case worker or the working Branches (With work Dockets or other reference numbers in the case of Printing/publication matters) with necessary instructions. The papers on which the Director or other Gazetted Officers have noted that they must be attended to 'Today', 'Urgently' or 'Immediately' or within a marked time, should be attended to according; where more time is required, permission of the Officer shall be obtained. The Head of the concerned Section and the Head of the General Clerance Section should keep note of such matters in a special Register and watch their progress and where there is undue delay should report to the Director.

157. (1) The Official maintaining the General Receipt Register (Form I) in each Branch/Section will immediately on receipt of the papers from the Head of the Branch, register them and hand them over to the concerned case worker, under acknowledgement, for further action. The officials in all Branches who receive the papers marked to them, shall first of all, enter them in the Case Register (Form III) and take action on each in the order of importance or priority. Ordinarily, the submission of papers with full notings and references to the officer in-charge, should not exceed five clear days (G.O. No. GAD 122 OOM 62, dated 16th November 1962, OO No. 376, dated 22nd November 1962), simple letters being disposed of the same day or the next day of receipt. U.O. references and D.O. letters and other important papers should be dealt with on top priority basis, within three days. As a rule, the papers marked 'Today' should be replied or disposed of the same day or the next day and those marked 'Immediate'/Urgent' should be dealt with within three days. Dereliction of duty in this respect will be seriously noticed and chronic defaults will lead to disciplinary action according to C.C.A. Rules. The Head of the Section and the concerned case worker will be held responsible for delays in the disposal of papers entrusted to them. In case of delay due to circumstances beyond control, extension of time should invariably be obtained from the officer in charge and the Director where necessary. The several columns of the Receipt Register should be filled up against each item, showing the progressive stage, till it is disposed of. When a paper is finally disposed of, the file should be immediately sent, under orders of the officer in charge, to the Record Section for safe custody.

(2) (a) Home Secretary's letter No. M. 6335/8/P.H., dated 8th July 1952 instructs all Heads of Departments, that questions put in the Legislative Assembly should be answered, along with a complete and comprehensive Note to enable Government to answer any supplementary.

(b) O.M. No. ED 11 CAL 64, dated 3rd March 1964 issues instructions to expedite the preparation of replies to L.A. and L.C. Questions classifying the questions under three categories:-

A. Those questions for which information for answering is available in the Secretariat or in the Offices of the Heads of Departments in Bangalore;

B. Those questions for which material will have to be gathered from District Headquarters; and

C. All questions not falling under A or B.

All questions coming under A should be answered within 10 days of receipt in the Education Secretariat and those under B or C, will have to be answered within 15 days. The Heads of Departments should send an official of the Department with answers to questions under 'A' within three days of receipt of questions and should take prompt action as regard B and C to get replies from District Offices and send an interim reply explaining with reasons the number of days required to furnish the replies. These replies if necessary may be sent telegraphically.

(c) O.M. No. GAD 12 OLA 66, dated 14th June 1965 impresses that Secretaries to Government and Heads of Departments should strive to furnish replies to the questions sent by the Office of the Legislature and they are responsible for any delay.

158. It shall be the duty of the Head of the Branch/Section to help the junior and inexperienced clerks by guiding them in their day-to-day work and see that the work in the Branch is carried on smoothly and efficiently, all officials in the Branch having equitable distribution of work and equal workload. All papers in the Branch should be arranged neatly, capable of being traced easily. In order to ensure a systematic metod of working, each case worker shall arrange his files in five bundles, viz., (1) Cases pending disposal, (2) Cases awaiting files, (3) Periodical Returns, (4) Circular files, (5) Papers due to be sent to the Records Room. Clear Statements of Distribution of work entrusted to each official shall be put up near his table, displaying his duties, registers and records to be maintained and periodical returns to be submitted by him with their due dates.

159. Every official shall also maintain a diary showing the details of work turned out by him daily and submit the Case Register along with arrears list in the form prescribed in the Handbook of Office

Procedure and also his personal diary on the first Monday of every month, to the Head of the General Clearance Section through the Head of his Branch. The Head of the General Clearance Section will scrutinise if any papers are pending unduly long with the case workers and prepare a list of all such papers in the Branch and bring it to the notice of the Officer in charge. With the Officer's remarks, he will also prepare a consolidated list of such delayed papers once a month and bring it to the notice of the Director, by the 10th of the following month.

160. Circular files shall be maintained by the Records Clerk. Nothing shall be detached from this file. If necessary, copies of any Government Order, Official Memorandum, Circulars, and other important letters and Office Orders may be taken for official purpose, with the permission of the Officer in charge. These files shall be arranged subjectwise , in chronological order. At the end of each year, they shall be bound with a table of contents. Each volume shall have an issue card. When any volume is requisitioned, under proper authority, for reference it shall be issued only on the authority of a requisition slip signed by the Gazetted Officer in charge. The issue shall be noted in the concerned Issue Card which shall be retained in its place along with the requisition slip, till the volume is restored to its original place. In fact this procedure shall be adopted whenever any record is issued outside the Record Room.

161. Personal files of all officials and supervisory staff, including the Confidential records and Service Registers or Records shall be maintained by the official concerned of the Establishment Section with the assistance of the concerned clerks and kept in his personal custody in a Steel Almirah.

162. Confidential files will be maintained by the Officer in charge of the Establishment and kept in his personal custody. A register showing the number and particulars of these files shall also be maintained. Top Secret papers and files will be in the personal custody of the Director.

Fair copying and Despatch

163. (1) The Registers prescribed in the Handbook of Office Procedure for this purpose shall be maintained. The typing and despatch work will be carried out under the direct supervision of the Head of the Branch, i.e., Press Office, Forms (Control) Section and P.W.S. and Gazette Office.

(2) Office Order No. 408, dated 30th November 1961 constitutes a Common Pool of all Typists working in the Press Office and Allied Offices and directs them to work in the Press Office under the supervision of the Superintendent Grade I subject to separate orders regarding distribution of typing work, workload and the Registers to be maintained regarding the formation of a common Typists Pool. It is ordered in Office Order No. 450, dated 8th January 1965 that the Senior Typist will receive all approved drafts from the Press Office and Book Depot and distribute them equally among the four typists (including one I Grade Stenographer). Every typist should complete the work entrusted to him by the end of the day. If there is any arrears, it must be reported to the Deputy Director in charge of Accounts and Administration through the Superintendent Grade I. In any case no typing work should remain in arrears with any typist for more than two days. Failure to carry out these instructions will entail disciplinary action.

Indexing and Recording

164. All case files after final disposal shall be sent to the Records Section which shall be preferably under the direct supervision of the Head of the General Clerance Section. The Indexing will be as follows:

(1) Administration ADM (2) Planning Section PDM. (3) Cash and Accounts ACT. (4) Costing CST. (5) Stores STS. (6) Forms Section FMS. (7) Gazette Section GAZ. (8) P.W. Section PWS.

165. The Heads of Sections shall arrange to mark the above indexing on all papers emanating from their respective Sections, for facility of easy identification in the General Records Section.The Register presribed in the Handbook of Office Procedure for use in the Records Section shall be maintained.

Arrears Lists

166. According to O.M. No. GAD 26 OOM 61, dated 2nd May 1961 (O.O. No. 190, dated 3rd August 1961) monthly arrears lists of all pending files and letters have to be prepared and sent to the Deputy Secretary to Government, GAD (O&M) to enable him to prepare a consolidated review of the work in the various Offices of the Heads of Departments for submission to Government before the 20th of the following month. Therefore the Heads of all Branches/Sections should prepare the Arrears lists of pending papers in their charge at the end of the previous month and send them on to the Head of the General Clerance Section by the 10th of every month for consolidation and forwardal to Government by the 15th of the month.

167. A list of all cases pending for more than three months in the Government Secretariat Departments should be prepared by the Head of every department and sent to the Special Secretary, GAD (O & M) by name, with a copy to the Secretary in the Education Department. The Head of each Section in the Press and Allied Offices should prepare quartery statements of such cases and a consolidated statement should be forwarded to Government by the 12th of the following month.

(O.M. No. GAd 35 OSM 64, dated 11th November 1964).

[The Deputy Director (Administration and Accounts) is responsible for the forwardal of the above lists of pending cases to Government on or before their due dates.]

OFFICE (ESTABLISHMENT AND CORRESPONDENCE) SECTION

168. This Section deals with the appointment, grant of increments, promotion, retirement and all disciplinary actions taken as per C.C.A. Rules in respect of all officers and officials and of all employees of the Industrial staff in accordance with the provisions of relevant rules and orders. It also deals with the matters arising out of the several Labour Laws and Rules applicable to the employees and all Service Rules.

[Note.-The work relating to the subjects of appointments, increments, promotion and retirements has been entrusted to officials dealing with Pay Bills in the case of certain posts in the Industrial Establishment.]

169. This Section or the Costing Branch should prepare the Annual Administration Report of the Department after obtaining the necessary data, financial statements, outturn of work, value of plant and fixtures from other Sections such as Accounts, Costing, Stores etc. This Section also should prepare Annual Census of Government Servants or similar statistical material and send it to the concerned authority according to the prescribed instructions. It should also prepare any other periodical (Prescribed) returns and forwarded to Government or Public Service Commission or other Department or Office. Thus it is necessary that a senior non-gazetted officer should be in charge of this Section. All Service matters are dealt with in this Section. Timely action should be taken to fill up vacant posts, to grant increments on accrual, to promote officials and employees according to rules when it is necessary to fill up the posts by promotion, and to give notice of retirement on superannuation or on other grounds. The office should furnish all assistance in disciplinary action taken under C.C.A. Rules against delinquent officials and officers. Every order passed in a Departmental enquiry of alleged corruption by a Public Servant should be reported to the Director of Vigilance within three days and a statement of cases of alleged corruption enquired into, sent to him by the end of second week of January, April, July and October every year, by the Head of the Department. A special Register showing the complaints of corruption and kindred offences received and enquired into shall also be maintained (Letter No. C509-G11/56-57 dated 14th May 1956 and G. 589-11/56-57 dated 18th July 1956 from the Special Officer, Efficiency Audit).

170. (1) No person may be appointed to a post in Government Service without a medical certificate of health fitness which must be annexed to his first pay bill, except those specially exempted by the appointing authority and those appointed temporarily in short vacancies of less than three months duration. (Rule 9 of M.C.S.Rs. 1958).

(2) "O.M. No. FD 90 SRS 66, dated 27th December 1966 directs that instead of attaching the original Medical certificate in the prescribed form to the first pay bill of a Government servant, a certificate by the (i) Competent authority to whom the Medical certicate has been submitted in respect of Gazetted officers and (ii) the drawing and disbursing officers in respect of non-gazetted officers, that the Medical Certificate in the prescribed form has been obtained in respect of the Government servant and filed in the office should be furnished to Audit along with the first pay bill of the Government servant. The original Medical certificate of fitness, which is an important document should be kept in safe custody along with the other documents connected with his service career and in respect of a Non-gazetted Government servant, an entry in his Service Book should be made under the signature of the Head of Office that he has furnished the Medical certificate of fitness.

(O.M. No. FD 65 SRS 67, dated 22nd June 1967).

171. G.O. No. E 22264-344-P. & S. 28-55-1, dated 19th March 1956 and G.O. No. E. 6031-150/R & P.S. 15-55-2 dated 17th July 1956 direct that when a person appointed as per Rules of Recruitment in one Department permanently seeks employment of his own accord in another Department/Unit or in another grade of the same Department, he need not be given the higher pay he was drawing previously but his service may count for leave and pension and his lien on his old appointment retained till he is permanently absorbed in the new Department or unit or post. O.M. No. GAD S2-57 HDD-57, dated 10th May 1957, directs that when a Government Servant applies for any post outside the State in another Government or Government of India of his own accord, he should also enclose therewith a letter of resignation of the post under this Government effective from the date of relied of his post or from the date of expiry of any probation prescribed for the post secured under the other Government and the application should not be forwarded, without such a letter.

172. According to O.M. No. GAD 65, SRR 63 dated 27th July 1963, the applications for appointments to posts advertised by the Public Service Commission or other Recruiting Authorities, submitted by Government Servants under sub-rule (4) of Rule 5 and Rule 11 of the Mysore State Civil Services (General Recruitment) Rules 1957, should be forwarded so as to reach, withint the stipulated period, the Commission or the Authority. When applications are made to posts outside the State, it is essential that a decision should be taken promptly as to whether the Government Servant can be released immediately after he receives the appointment order, if selected, and also ascertained if he is under agreement, to serve the State Government for a stipulated period or if there are any dues outstanding against him and if so, to obtain sufficient guarantee for the same as directed in O.M.No. GAD 40 SRR 63, dated 28th June 1963. However the conditional letter of resignation need not be required if the post applied for is in another Department of this State Government.

173. O.M. No. GAD (S-1) 60 RSR 57, dated 9th September 1957, directs all Heads of Departments and Heads of Government owned and aided Industries to notify all vacant posts, other than those to be filled up through the Public Service Commission, to the concerned Regional Employment Exchange for sponsoring lists of suitable candidates registered therein and no candidate from the open market, should be appointed unless in the opinion of the appointing authority the sponsored candidates are not suitable for the vacant posts. In case a son/daughter/any near relative of a Government Servant who dies in harness leaving his family in indigent circumstances, is to be appointed to any post without reference to Employment Exchange, orders of Government should be obtained.

(O.M. No. GAD 100 HRR 65, dated 4th February 1966).

174. (a) The qualifications for direct recruitment posts shall be as set forth in the Cadre and Recruitment Rules.

No person shall be eligible for appointment to any direct recruitment post, unless he is-(a) a citizen of India, or (b) a subject of Sikkim, or (c) a subject of Nepal, or (d) a subject of Bhutan, or (e) a Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India, or (f) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and

East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India: provided that a person belonging to category (c), (d), (e) or (f) shall not be appointed unless he produces a certificate of eligibility given by the Central Government in his favour and in the case of a person belonging to category (f), the appointment shall be subject to his acquiring Indian Citizenship within a period of one year from the date of his appointment, provided, further that person belonging to category (c), (d), (e), or (f) in whose case a certificate of eligibility given by the Central Government in his favour is necessary, may be admitted to an examination or interview conducted by the State Public Service Commission or other recruitment authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Central Government.

The Direct recruitment to any service or posts, for which no special or general rules have been issued prescribing the method of selection shall be in accordance with the Mysore State Civil Services (Direct recruitment by selection) Rules, 1967.

In respect of certain Direct recruitment technical posts however, where a trade test has been prescribed in the rules of recruitment or is considered necessary to assess the relative technical skill or ability of candidates to hold such posts, the candidates who have come out successful at the interview will be again called on the basis of the list prepared after the interview, for a practical test in the concerned trade. The names of the candidates who take the trade test will be again arranged in the order of merit obtained by them at the trade test. On the basis of the final list so prepared, final selection for appointments to such posts will be made and the candidates appointed.

The Direct recruitment to the posts of Stenographers, Junior Stenographer and Typists shall be in accordance with the Mysore State Civil Services (Recruitment to the posts of Stenographers, Junior Stenographers and Typists) Rules 1971.

175. O.M. No. FD 135 SRS 58, dated 1st August 1958 and O.M. No. FD 70 SRS 64, dated 12th November 1964, prescribes that proposals for continuance of temporary establishments should be submitted to Government at least two months in advance of the expiry of the current sanction.

176. Government Circular No. GAD 134 SSR, dated 29th October 1965, directs that Government Servants for whom leave preparatory to retirement has been recommended should be relieved on the due dates pending receipt of orders, if not received before the commencement of leave. In cases where refusal of leave has been recommended, preparatory to retirement, the Government Servant should not be continued in Service but allowered to go on leave on the due date if orders refusing the leave are not received in time.

177. All the official correspondence should be dated, as from 1st Chaitra 1879 (22nd March 1957) with both Indian (National) date and the corresponding Gregarian date.

(G.O. No. GAD 17 PHS 57, dated 26th July 1957).

178. According to O.M. No. Ch.S. 10653-735/Misc. 64-56-1, dated 22nd September 1956, officials who resign or whose services are terminated, on any valid ground should not as a general rule be reinstated.

179. The names of officials and employees dismissed from Service, should be included in the prescribed monthly return only after the statutory appeals, if any, preferred by them are disposed of or after the time prescribed in the Rules for preferring such appeal has elapsed and no appeal has been preferred.

(O.M. No. GAD (S-1) RSR 57, dated 4th January 1958).

180. The particulars of all cases of Government Servants dismissed from Service or debarred from future employment under Government should in future be forwarded by the Heads of Departments/Appointing Authorities to the Deputy Inspector General of Police (C.I.D.), Bangalore and to the Superintendent of Police of the District where the Government Servant is a permanent resident

in the prescribed form before the 5th of every month. If there is no case of dismissal or debar, a nil statement shall be sent. The Deputy Inspector General of Police will publish a consolidated statement of all cases of dismissal, etc., once in six months by the 5th of June and December every year and will circulate copies thereof to the corresponding authorities of Government of India and of other State Governments and cities like Calcutta, Bombay, Madras, Delhi. He will also obtain similar lists of dismissed or debarred Government Servants of Government of India and other States and make them available to Heads of Departments and other Appointing Authorities, when required.

(O.M. No. GAD 31 SRR 64, dated 24th November 1964).

Strength and allotment of Class IV Officials

181. The strength and allotment of Class IV ministerial officials is prescribed in G.O. No. FD 96 BUD 60, dated 25th April 1960.

(1) Accordingly each Gazetted Officer is given a peon to attend on him in the office and the Clerical Branches are allotted peons at the rate of one peon for 10 officials working in the Branch. In addition five orderlies are allotted for work in the General Tappal Clearance Section.

(2) The Director is allowed the use of one Home orderly.

(F.D. 17 SRP (1), dated 27th Febraury 1961).

(3) Besides, O.M. No. GAD 18 GEI 58, dated 12th July 1958 states that it is considered that an orderly (or watchman) is necessary all the twenty-four hours for purposes of urgent official work at the residence of the Divisional Commissioners, Heads of Departments and Deputy Commissioners. It is accordingly directed by Government that the Divisional Commissioners, Heads of Departments and Deputy Commissioners may make suitable adjustments among the existing Class IV staff borne on their establishment and have a watchman in their residence. It may be, however, so arranged that no person from among the Class IV staff who has to work during the office hours is also made to perform the duties as a night watchman.

(O.O. No. 293, dated 12th January 1959).

Certain Orders regarding Departmental Examinations

182. G.O. No. GAD OSR 161, dated 24th Febraury 1961, amends Rule 12 of the Rules for conduct of Local Service Examinations to the effect that a Government Servant may be permitted to appear for an examination prescribed for officials of other Departments, in addition to passing the examinations prescribed for earning increments, confirmation and promotion in his own department, in order to gain additional knowledge, without claiming this as additional qualification for preferential treatment and even the travelling allowance for the journey if any.

183. The Gazetted Officers of the Department of Printing Stationery, and Publications are exempted from passing the Paper III (Constitution Law) of the General Law Examination.

(G.O. No. ED 72 DIP 59, dated 16th April 1960).

184. G.O. No. GAD 155 SSR 66, dated 4th May 1966 clarifies that the date of publication of the results of departmental examinations is the date for determining the eligility for promotion and not any previous date, as an examination or test is deemed to have been passed only on the date the result is announced.

Scale of pay to Diploma Holders

185. The Revised scales of pay of Rs. 150-320 allowed to Diploma holders in Engineering is also allowed to the Diploma Holders in Printing Technology whenever these Diploma Holders are appointed to posts for which Diploma in Printing is prescribed. The Scale of pay of Rs. 150-320 is revised to Rs. 175-450 from 1st January 1970.

(G.O. No. FD 206 SRP (1) 61, dated 29th November 1961).

Apprentice Compositors

186. The Apprentice Compositors appointed in the Printing Department are given only a stipend of Rs. 40 p.m. without any D.A. or H.R.C. allowance, instead of the existing small pay and D.A. (The period of apprenticeship may be two years and may be extended by one year).

(G.O. No. ED 284 UPS 61, dated 3rd November 1961).

Government have subsequently approved the scheme for training apprentice compositors at the Government Presses as detailed hereunder:

(1) Eligibility for selection for training as Apprentice Compositors.-All applicants should be above 16 years of age and below 22 years. They should have completed VII Standard of the School course.

(2) Period of training.-Twenty-four months and can be extended by another twelve months, if necessary, by the Director of Printing, Stationery and Publications/the Deputy Director of Printing, Stationery and Publications.

(3) Stipend.-Rs. 40 (Rupees forty only) P.M. for each Apprentice Compositor for a period of twenty-four months and not exceeding thirty-six months in all.

(4) Supervision.-A Gazetted officer of the Department of Printing, Stationery and Publications will be in charge of the training of the Apprentice Compositors. He will arrange for the guidance of the Apprentice Compositors in learning composing, and he will also assess the progress made by each Apprentice Compositor once in three months and certify that his progress in training is satisfactory and that he can be continued as Apprentice Compositor.

(5) Conditions.-(a) Each Apprentice Compositor shall at the time of commencement of his training execute a Deed as in the Agreement appended to this order; to the effect that if for any reason he fails to complete the training, he shall pay penalty as indicated in the Agreement, unless it is waived by the Director of Printing, Stationery and Publications if he is satisfied that the stopping away of the Apprentice Compositor before the completion of the period of training is for valid reasons. This Deed executed by the Apprentice Compositor, shall have to be guaranteed by a surety who shall be liable to pay the penalty or repay the stipend if the Apprentice Compositor fails to pay it. The surety shall be any permanent employee of the Government Presses or any responsible Government Officer or any private individual owning a property of worth of over Rupees two thousand.

(b) Each Apprentice Compositor, after some initial training, shall engage himself in sorting out pie matter for half a day, for which he has to submit his progress report.

(c) The Apprentice Compositor shall abide by the terms and conditions of the training as prescribed.

(6) Applicability.-The scheme and the rules shall be applicable to all Apprentice Compositors working at the Government Central Press, Bangalore and any of its Branch Presses.

(G.O. No. ED 147 TPS 68. dated 3rd March 1969).

The Stipend has been enhanced from Rs. 40 to Rs. 50 per month.

(G.O. No. ED 213 SRP (1) 70, dated 21st December 1970).

Appointment of handicaped persons

187. (i) All appointing authorities are to bear in mind that physically handicapped persons deserve special treatment and human consideration and that they should be appointed by preference to posts where the physical handicap does not come in the way of their carrying on the job satisfactorily and where they have been medically found fit.

(O.M. No. GAD 23 SRR 64, dated 1st September 1964).

(ii) Letter No. ED 1835 DAR 66, dated 27th April 1967 addressed to the Director of Printing, Stationery and Publications clarifies that the physical disabilities mentioned in the Annexure to O.M. No. GAD 35 SRR 62, dated 31st July 1963, do not envisage the employment of completely blind and deaf persons.

Incentives for improved qualifications

188. The Government Servants holding posts for which the required qualification is S.S.L.C. or Intermediate Examination who are graduates or have become graduates subsequent to their appointments may be allowed higher starting pay or advance increment as the case may be subject to the condition that their relative seniority in their existing grade remains unaffected.

(G.O. No. ED 10 SRP (2) 64, dated 9th October 1964).

In accordance with G.O. No. FD 72 SRP (1) 62, dated 3rd April 1962, non-graduate Second Division Clerks/Junior Assistants who become graduates subsequent to their entry into service will get the benefit of an increase of Rs. 12 from the date of their graduation provided they have not already got the benefit of higher start of advance increments on such graduation. The benefit of higher starting pay or advance increments granted to Second Division Clerks is also available to graduated recruited as Typists or such of the Typists who graduates while holding the post of Typist, vide G.O. No. FD 1 SRP (1), 63, dated 2nd January, 1963, and G.O. No. FD 73 SRP (1) 69, dated 18th February 1970.

Further in Government Order FD 37 SRP (1), dated 22nd February 1971, Government have sanctioned certain incentive for improved qualifications. According to this order, advance increments for Graduation/Proficiency in Shorthand examination, sanctioned in G.O. No. FD 73 SRP (1) 69, dated 18th February 1970, shall be admissible to Judgement Writer of the High Court, Reporter of the Legislature Secretariat, and Kannada Stenographer-Grade I.

Advance increments/Special pay as specified in the Annexure to this Government Order dated 22nd February 1971, have also been sanctioned from the date of this order to the employees specified therein as noted below for possessing or acquiring qualifications mentioned against them, subject to the conditions stipulated in the Government Order.

Sl. No.	Designation of the Govt. employee	Qualifications for which advance increments/ Special pay are admissible	Number of advance increments/rate of special pay p.m.
			Advance Increments
	Typists/Stenographer Grade II. Stenographer Grade I	Cetificates of 'Proficiency in Typewriting awarded by the Mysore State Commerce Education Board	One
	Second Division Clerk of Industrial establishment/ Junior Proof Examiner Second Division Computor, of the Department of Printing, Stationery and Publications.	Diploma in Printing of a recognised Institution.	Three

First Division Clerk/ First Division Clerk/Asst. Controller/ Asst. Accounts Officer.	Cost Accountants Examination of the Institute of Cost and Works Accountants of India	Four, Subject to a maximum limit of Rs. 100	

Certain Rules and Orders regarding appointments

189. Government Order No. E. 14726-826/R & P.S. 27.52-2, dated 2nd January 1954 directs that the prescribed fee for every application for appointments to posts excluded from the purview of the P.S.C., should be levied, collected and remitted to the Treasury under appropriate Head.

190. Local candidates should not be transferred even in the same department as their services are liable to be terminated without notice at any time and as their services cannot be continued beyond nine months without the permission of the Public Service Commission.

(O.M. No. GAD 95 SSR 64, dated 27th July 1964).

191. All applications for appointments received in response to a Notification directly and also through Employment Exchange should be registerd in the order of their receipt and the results of the selection noted against each.

192. (1) Government have issued the Mysore State Civil Services Recruitment of Local candidates to Class III Posts Rules, 1966 regularising the services of Local candidates appointed to any categories of Class III Posts by an appointing authority to any categories of Class III Posts by an appointing authority by direct recruitment without reference to general or special Rules of Recruitment, on or before 31st December 1964, subject to certain conditions and restrictions contained in those Rules issued with Government Notification No.G.S.R. 1091, dated 17th August 1966 and O.M.No. GAD 16 SRR 67, dated 13/20th March 1967.

(2) Government have further issued the Mysore State Civil Services (Direct Recruitment to Class III Posts) (Special) Rules, 1970 (vide Government Notification No. G.S.R. 426, dated 19th February 1970), on the basis of which such direct recruitment of local candidates is regulated.

193. The Services of a Temporary Government Servant who is not in quasi permanent service may be terminated at any time by a notice in writing, given either by the Appointing authority to the Government Servant or vice versa, of one month in advance. A Government Servant shall be deemed to be quasi permanent (i) if he has been in temporary service (otherwise than as a Local candidate) continuously for more than three years and also (ii) if it has been declared by the appointing authority that his conduct, character and quality of work are satisfactory and he is also suitable for the post.

(No. GSR 172, dated 25th March 1967).

(Mysore State Civil Services-Temporary Services-Rules, 1967).

194. All orders of appointment sent to the candidates should be forwarded by Registered Post 'Acknowledgement due' (unless delivered in person under acknowledgement), specifying the date within which the candidate should report to duty.

(O.M. No. GAD 9. S-1 39-PSC-57, dated 25th July 1957).

195. The lists of Degrees and Diplomas recognised by the Government of India for purposes of recruitment to State Civil Services have been issued in O.M. No. GAD 6 SRR 63, dated 1st June 1965 and G.O. No. GAD 35 SRR 61, dated 29th April 1965 (Item 28 in the list pertains to Printing Diploma).

196. The Heads of Departments and other compentent subordinate heads of offices should forward the applications of Local candidates working under them, for appointment in other Departments or to the Public Service Commission well in time, without causing any diffifulty or inconvenience to them.

(Circular No. GAD 2 OSC 64, dated 18th February 1964).

197. O.M. No. GAD 143 SNR, dated 18th January 1966 directs that the Heads of Departments and Secretaries to Government should not cancel Notifications sent to the Public Service Commission for recruitment of persons to fill up vacant posts in their departments, on the plea that it is proposed to amend the Rules of Recruitment. The Commission should not be requested to cancel any Notifications calling for applications when once it has been advertised by the Commission. Before requesting the Commission for cancellation the concurrence of the General Administration Department should be obtained.

198. Government have clarified in O.M.No. GAD 170 SSR 63, dated 21st January 1964 that for determining the backwardness for purposes of G.O. No. GAD 177 SSR 62, dated 1st September 1963 the income of the parents/guardian of the candidate (and not of the candidate, if nay) would be the deciding factor for purpose of Article 16(4) of the Constitution.

Return of Property, Purchase and sale of Property

199. (a) All Government Servants of and above the status of Class III should submit a property return in the prescribed form to the appropriate authority and the officer who is required to maintain the confidential records of the Government Servants should maintain a Register of the Property Return of Non-gazetted Government Servants prescribed in O.M. No. GAD 133 SRR 63, dated 13th January 1964 and keep it as a secret document in his personal custody.

(b) All Government Servants including Class IV should obtain permission while acquiring or disposing of any immovable property and also movable property worth Rupees one thousand and more.

(Government Circular No. GAD 133 SRR 63, dated 6th March 1964 and Government Circular No. GAD 1 SIN 63, dated 18th August 1965).

(Note.-The Mysore Civl Services (Conduct) Rules and subsequent Government Orders may also be referred to).

(c) A copy of the order of Government or the prescribed authority granting permission to the Government Servant to acquire or dispose of properties should be invariably filed in his personal file.

(Circular No. GAD 7 SRR 67, dated 22nd February 1967).

(d) Government Servants are prohibited from acquisition of Government lands at upset price in O.M. No. 7820-7910 CB 405-58-1, dated 28th March 1949.

Some General Instructions

200. The Government Servants should be courteous to the Public and should acknowledge their applications, petitions, etc., and send final replies.

(Confidential O.M. No. 4533-4633/CB 272-48-1, dated 20th January 1949).

201. All Government correspondence sent by post is ordered to be superscribed 'On India Government Service' instead of 'On Mysore Government Service' from the Commence of the New Constitution of India, *i.e.,* from 26th January 1950

(Government letter No. SR 2494-594/P & T 36-49-4, dated 31st December 1949)

All such correspondence should bear sufficient service postage from 1st April 1950.

(Dev. Department Secretary's letter No. SR 2988-3098/P & T 36-49-4, dated, 18th January 1950).

202. The Secretary to Government, Education Department has intimated in his letter No. E. 1079-150/R&Ps. 7-51-4, dated, 28th January 1952, that the Confidential Records of Government Servants who have applied for posts under other Governments, may be supplied to that Government or Public Service Commission when they ask for it.

203. All Officers and officials who wish to see the Officers of the Secretariat should obtain prior permission of the Heads of the Departments as directed in Circular Memorandum No. ED 26 CAE 64, dated 23rd June 1964.

204. The appointment of a person in Government Service, who has more than one wife is prohibited according to Government Order No. CL. S. 13261-13352/Misc. 92-55-2, dated, 17th October 1955.

205. Supply of Davalies, Waist Belts, Chevrons, Badges, etc., to Class IV Servants is not found absolutely necessary and is therefore stopped in G.O. No. FD. 46 RCE 65, dated, 9th August 1965.

206. Government in their letter No. FD 104 TPS 65, dated, 1st November 1965 have stated that Khadi cloth is being supplied to all Government Servants for uniform and no exception can be made in the case of the Industrial Employees of the Government Presses to supply them Mill made towels and uniforms.

207. Every Government Servant, dealing with a contractor/firm or tenderer, etc., wherein he is directly or indirectly connected with relationship or has pecuniary interest should bring this fact to the notice of his superior Officer.

(O.M. No. GAD (S-2) 2023-2123/Misc. 5-56-4, dated 21st January 1957).

208. Orders of retirement of (a) all Gazetted Officers will be issued by Government and (b) other non-gazetted officers should be issued by the appointing authorities or Heads of Departments.

(O.M. No. GAD (S-2) 15 GEI 57, dated 20th August 1957 and O.M. No. GAD (S-2)4 GEI 57, dated 7th June 1957).

209. (a) Though anonymous and pseudonymous petitions may not bear any court fee stamps as per Mysore Court Fee Stamp Act it is left to each Head of Office to make use of the information contained therein or reject it.

(O.M. No. GAD 134 OOM 63, dated 21st April 1964).

O.M. No. GAD 7 PUC 66, dated, 31st January 1966, states no action need be taken on these complaints.

210. Whenever a Government Servant seeks permission to use the Government in a Court of Law for redressal of his grievances arising out of Service matters he may be informed that permission to sue the Government is not necessary, without adding the remark 'if he decides to have recourse to any court of Law, he may do so on his own responsibility.'

(Government Circular No. GAD 95 SRR 64 dated 14th July 1964).

211. O.M. No. GAD 42 SRR 63, dated 24th April 1965, invites attention to O.M. No. GAD (S-1) 10 SRR 63, dated, 16th February 1962, and emphasises timely issue of posting orders to the transferred officials and Officers with a view to avoid grant of waiting time.

212. Government in their order No. GAD 43 OOM, dated, 8th March 1966 have clarified that the cases of Government Servants seeking concession for voluntary retirement sanctioned in G.O. No. GAD 98 OOM 62, dated. 2nd July 1965 will be decided, each case, on its own merit and therefore the Heads of Departments may forward each case, with their views to the General Administration Department, for obtaining orders of Government.

213. (1) G.O. No. M 4937-50, 18/SBA 98-49-2, dated 4th January 1950 enjoins on the Departmental Heads the preparation of the Superannuation statements of Non-Gazetted Officers in superior Service, insted of the Comptroller's (Now Accountant General) Office.

(2) It is directed in O.M. No. FL (b) 10325-425 CR 19-53-2, dated, 4th November 1953 that the proposition statements should be carefully prepared and checked by the Department concerned and then sent to the concerned Administrative Secretariat for further verification and only in complicated cases they may be sent to the Accountant General for verification.

214. (1) G.O. No. 8685-8760 G.F. 182-50-2, dated 13th February 1951, directs all Government Offices to pay the amount equal to the deficiency of postage on official letters 'On India Government Service' and receive the same by debiting the amount to the recipient office contingency as it is against Clause 358 of Posts and Telegraphs Guide to refuse such letters.

(2) Government Circular No. GAD 21452-535, dated 29th March 1955, permits that, in view of the difficulty in maintaining separate account of official and personal local telephone calls, the Bill amount of local calls be paid by Government and that utmost economy be observed in the use of Government Telephones both for official and private purpose. It is the personal responsibility of the Government subscriber to see that all Telephone call bill charges should be paid within fifteen days of their receipt in default to pay the reconnection charges where incurred, as per Government Circular No. GAD 78 DTN 64, dated, 30th June 1965.

(3) Government Circular No. P.W.D. 57, PPT 65, dated, 2nd February 1966 points out that as per clause 34 of Telegraph Guide Volume I, Inland State Telegrams will be accepted at all Government Telegraph Offices, without prepayments, the payments being made within three weeks from the date of receipt of monthly Bills with an extra charge of 75 paise for every 25 telegrams or a fraction thereof despatched under this credit system.

(4) Memo No. GAD 193 DTN 65, dated 18th May 1965 forwarding copy of O.O. No. 33/23/63-TR (P.T.), dated, 26th April 1965 of Posts and Telegraphs Board also directs that the charges collected for private calls should be treated as abatement of the Bill amount if made within the official year and should be credited to the Revenue as Miscellaneous Receipts if collected after the close of the official year.

(5) Newly prescribed Trunk Telephone calls Registers are to be used by every Gazetted Officer provided with Telephones, in place of old ones.

(O.O. No. 701. dated, 23rd February 1966).

215. Government Circular No. FD 20 CSC 57, dated 21st June 1957 prescribes that when expressing the amounts of Rupees and paise in words, the words Rupees and Paise should be prefixed to the respective amounts in words to avoid over-payments.

216. (1) G.O. No. ED 405 UPS 60, dated 24th January 1961 sanctions the spraying of insecticide in the premises of the Government Press, Bangalore as and when necessary, meeting the expenditure from the contigent grant every year.

(2) G.O. No. GAD 10 GPH 62, dated 2nd March 1962 sanctions the payment of Rs. 2 p.m. for preparation of the manusript of monthly calendar of the Government Gazetted and Rs. 25 for preparing the matter for Desk Diaries, etc., per year to Sri. B. G. sethuramachar, Proof Examiner as long as he attends to these duties.

217. O.M. No. FD 2 RTM 66, dated 21st January 1966 directs that all Drawing Officers should uniformly make the remark 'Payable on or after the first of the following month/specified date' on all cheques issued by them insted of making various other remarks.

218. O.M. No. GAD 50 SCC 64, dated 3rd January 1966 directs that the official appearing for departmental examinations should note in the application forms the number of times he has appeared for the examination and whether the examination he is appearing is a departmental obligatory examination or an optional one with a view to certify the claim of T.A. Bills under Rules 132, 134 and 546 of M.C.S. Rules. The Register in the prescribed form should be maintained for this purpose in the Pension Section of the Press Office under the guidance of the Head Clerk (Accounts).

219. (1) Government Order No. C.I. 35 IN 57, dated 8th October 1957 approves of the payment of advance of 90 percent of the indented articles on Mysore Iron and Steel Works against Railway Receipt and balance of 10 percent on receipt of consignment and any shortage in weight should be claimed from the Railway.

Note.-General Powers have also been delegated to the Director separately.

(2) G.O. No. CI 35 MIW 57, dated 17th February 1958 and No. CI 18 ISF 61 dated 18th July 1961 state that Government Soap Factory may demand advance payment against goods ordered in Government account as follows:

(a) Payment of full value of the order of less than Rs. 500

(b) Payment of 90 per cent of the value of the Order of exceeding Rs. 500 in value except Government Guest Houses and Hotel K.R.S. and Hotel Metropole.

220. G.O. No. GAD 101, G.F.S. 61, dated 22nd July 1961 directs that the absence of officers sponsored by the State Government in attending the Interview before the Central Selection Committe, New Delhi be treated as on Duty and to allow single Railway fare to and fro and admissible Daily allowances for halts at Delhi.

221. O.M. No. FD 6 BAP 65, dated 13th August 1965 reiterates the Rules prescribed for raising the demand for recovery of rents of Government Buildings and Lands etc., laid down in paragraphs 179 to 187 of the Mysore Public Works Accounts Code Volume I and impresses on all Drawing Officers, Disbursing Officers, Treasury Officers and Executive Engineers that they should strictly adhere to the procedure laid down in the above O.M. so as to ensure the proper assessment and recovery of Government dues towards rents, etc., recoverable from Government Servants and requests all Heads of Departments to issue necessary instructions to all their subordinate Officers accordingly.

Departmental Enquiries and Proceedings

222. It is directed in O.M. No. GAD 118 OMC/65, dated 5th August 1965 that while the Vigilance Commissioner has undertaken the investigation of certain matter of enquiry, no parallel enquiry by the other Government Agencies should be undertaken.

223. Prompt Departmental proceedings should be instituted against delinquent Government Servants involved in cases of fraud, embezzlement, loss of Government money and carried as for as possible, short of recording findings and imposing penalty. It should be stayed, only if and when it is decided to file a charge sheet for offences of grave nature against the delinquents in a Court of Law. If the charge is negatived on technical ground and not on merit of the case the departmental enquiry should be resumed on the same charge or any other charge which was not the subject of trial in the Court.

(O.M. No. GAD 105 SRR 64, dated 23rd March 1965 and O.M. NO. GAD 56 SRS 65, dated 19th July 1965).

224. The following clarifications in the matter of Departmental enquiry under Rule 14 of C.C.A. Rules are issued for the information of all the Disciplinary and Enquiring Authorities:-

(a) The Disciplinary Authority should satisfy himself that there are circumstances warranting an ex parte enquiry and pass an order in that behalf;

(b) Thereafter the Inquiring Authority should bring on record the evidence in suport of the charge or charges and record his findings and submit his report to the Disciplinary Authority;

(c) The Disciplinary Authority shall consider the record of such enquiry and after satisfying himself that the charge or charges are proved, pass further orders.

(O.M. No. GAD 171, SSR 65, dated, 2nd February 1966).

225. The Appointing Authority should carefully consider the facts of the case and if, in its opinion, the case is not of a grave nature or does not involve questions of fact and law, and that an enquiry could be proceeded with, it may proceed with the departmental enquiry, although a charge sheet may have been filed against the delinquent Government Servant in the Court.

(O.M. No. GAD 6 SSR 66, dated 26th February 1966).

226. All Government Officers and Officials who are required to give evidence in a disciplinary proceedings before the officers of the Vigilance Commission, should offer their fullest co-operation to the Vigilance Commission in any enquiry without any mental reservation, either during the examination in chief or during the cross-examination. It is entirely left to the discretion of the enquiry officer to decide the nature of the question that may be put to the witnesses so as to find out the truth of the allegation.

(Government Circular No. GAD 18 SSR 66, dated 2nd March 1966).

227. The fact that a Government Servant is under departmental enquiry for Disciplinary Proceedings should not come in the way of considering his promotion from one grade to another, except when he is placed under suspension. In case of Departmental enquiry involving serious charges, the delinquent Government Servant should therefore be placed under suspension and the question of his promotion, if any, should be decided after completion of the enquiry as per O.M. dated, 9th October 1959. All departmental enquiries should be finalised within six months, to avoid hardship to the accused Government Servant.

(O.M. No. GAD 80 SSR 65, dated 11th April 1966).

228. Circular No. GAD 41 A.C.M. 57, dated 30th may 1957 states in the case of enquiries into the charges against a delinquent Government Servant, that the articles of charges may be sent to the delinquent through his immediate official superior and also his explanation obtained through the same official superior, to avoid delay, copies of the charges and the explanation being however forwarded to the Head of the Department simultaneously in each case.

229. G.O. No. GAD 14 OSR/62, dated 29th November 1962 directs that when a Government Servant called upon to give an explanation desires to examine certain records in that behalf, the records should be made available to him at the place of his working. If this is not possible, he may be permitted by the Disciplinary Authority to make a journey to the place where the records are available, such a case being considered as one coming under Rule 570-A of the Mysore Civil Services Rules and the Government Servant allowed the usual T.A. and D.A. accordingly.

230. O.M. No. GAD 42 SRR 64, dated 2nd April 1964 directs all Enquiry Officers that where there are two co-delinquents in a common proceeding, if one of them wants to cross examine the witnesses of the other in support of a charge levelled against him, the delinquent Government Servant should be given an opportunity to cross examine the witnesses of the co-delinquent if the evidence of such a witness supports the charges levelled against the delinquent and is likely to adversely affect his interests.

Press and Allied Offices Manuals Examinations

231. The Schemes of Departmental 'Press and Allied Offices' Manuals' Examinations and the Syllabus thereof and two grades 'Higher' and 'Lower' prescribed for the Officers, Officials and employees of the Department for confirmation grant of increments and promotion are approved in G.O. No. M. M975-76/P. & S. 12-55-2, dated 18th April 1955. Remuneration of Rs. 40 payable to the Examiners both for setting each paper Theory or Practical and for valuation is sanctioned in G.O. No. 18034-35/P & S. 12-55-4, dated, 21st November 1955 and no fee is required to be levied on the candidates taking up the Examination. The above examination in both grades, will be held once a year according to approved syllabus on such dates as may be decided by the Director.

(G.O. No. ED 356 IPS 60, dated, 5th May 1961).

Extension of Service consequent to revision of date of birth

232. It is directed in O.M. No. GAD 3 DTB 58, dated, 14th August 1958 and O.M. No. GAD 3 DTB 58, dated, 5th November 1958 that Government Servants whose dates of birth have been revised to earlier dates should be granted extension of Service equal to half the period of the difference between the dates of birth as originally given and as revised, subject to satisfactory work and physical health and that such extension given for a period of not more than one year at a time, the cases of non-gazetted officers

being dealt with by the Heads of Departments and those of Gazetted Officers being submitted to Government for orders.

Statewide and Districtwide Posts

233. For purpose of recruitment the several Class III Posts (Ministerial and Industrial) of the Department are classified into Statewide and District (Press) wide.

(Extract from the Annexure to G.O. No. GAD SLC 3 RGM 61, dated 29th January 1962).

A common seniority list is maintained separately for each grade of Ministerial Officials and of the Industrial Employees holding statewide posts. A seniority list is maintained separately for the holders of the respective Presswide posts, one for each grade.

Statewide Posts

M i n i s t e r i a l

(1) Managers, and Supervisors of Stationery Depot (2) Chief Cost Accountant. (3) Head Clerk. (4) Cost Accountants. (5) First Division Clerks. (6) Second Division Clerks. (7) Stenographers. (8) Typists.

I n d u s t r i a l E s t a b l i s h m e n t

(1) Supervisors including Manager, Government Branch Press, Mercara. (2) Overseers. (3) Senior Foremen. (4) Foremen. (5) Works Clerk. (6) I Division Computors. (7) II Division Computors.

Proof Branch.-

(1) Chief Examiner. (2) Deputy Chief Examiner. (3) Senior Examiners. (4) Junior Examiners.

Linotype and Monotype Branch.-

(1) Lino Supervisors. (2) Lino and Mono Mechanics. (3) Lino Operators. (4) Mono Operators.

Workshop.-

(1) Mechanical Supervisors. (2) Mechanical Overseer. (3) Electrician.

Watch and Ward.-

(1) First Division Time Keeper. (2) II Division Time Keeper.

District (Press) Wide Posts

I n d u s t r i a l E s t a b l i s h m e n t

Photo-Zinco Section.-

(1) Supervisor. (2) Process Operator. (3) Artists and Fine Etchers. (4) Assistance Process Operator. (5) Engraver and Mounter. (6) Process Plate Maker. (7) offset Pate Maker. (8) Assistant Offset Plate Maker. (9) Plate Grainer. (10) Assistant Plate Grainer. (11) Senior Offset Printer. (12) Offset Printer. (13) Assistant Offset Printer. (14) Dark Room Assistant.

Type Casting and Mono Casting Branch.-

(1) Head Type Caster. (2) Head Mono Caster. (3) Type Caster. (4) Mono Caster. (5) Assistant Type-caster.

Workshop Section.-

(1) Stereotyper. (2) Rubber Stamp Caster. (3) Assistant Rubber Stamp Caster.

Work Establishment.-

(1) Senior Compositors. (2) Compositors. (3) Senior Machine Minders. (4) Machine Minders. (5) Senior Binders. (6) Binders.

(The Posts of Junior Compositors, Assistant Machine Minders and Assistant Binders are Class IV).

Seniority

234. The Mysore Government Servant's (Seniority) Rules, 1957, as amended from time to time are applicalbe to all Government Servants of the Department of Printing, Stationery and Publications.

Trasfers

235. The Non-Gazetted Government Servants of the Department of Printing, Stationery and Publication are liable to be transferred as follows:-

(a) Class III Staff — within the State.

(b) Class IV Staff — Institution-wise

Generally Class IV Staff should not be transferred from one Press to another Press. In exceptional cases, however, the Director of Printing, Stationery and Publications shall have power to transfer Class IV Servants in the interest of the sound working of the Press (O.M. No. GAD 118 SEP 64, dated 8th January 1965).

Implementation of Observations of Inspection

236. Government Circular No. GAD 116 OOM 64, daed, 14th December 1964, issues instructions in order to implement the Inspection remarks made during the Regular Office Inspection.

(1) The Inspection Note of the Inspecting Officers as soon as it is received in the concerned office should be entered in the prescribed Inspection and Minute Book, within 7 days of its receipt, including all orders requiring specific action on the part of the office. Action to be taken on each point and order in the Note should be initiated by the Office Superintendent or the Manager and should be put up to the Officer in charge at the end of each month. The Officer should review the action taken and should adopt all necessary steps to carry out the instructions of the Inspecting Officer. When complete action has been taken on each instruction or order, its serial No. should be rounded off in the Register in Col.5.

(2) An extract of the Inspection Minute Book regarding the compliance of action taken on the several points should be submitted by the Presiding Officer to the Inspection Officer, within 3 months of the receipt of the Inspection Note. Thereafter similar progress Reports should be sent every month by the 15th.

(3) The Inspecting Officers also have to maintain a check register prescribed for noting the action taken by the Presiding Officers and for issue of reminders, if necessary.

Representations by Government Servants

237. G.O. No. GAD 58 OOM 62, dated 12th July 1962 issues the following instructions, in supersession of all previous instructions, in the mattter of Representations by Government Servants to Competent authorities:-

(1) All Representations should be concise and clearly specify the relief sought for.

(2) The Government Servant seeking relief, should send the representation in his own name and through proper channel.

(3) Joint Representations by more than one Governemnt Servant will not be considered except those made by recognised Service Associations.

(4) Representations should invariably be accompanied by a copy of the order appealed against, which time may be relaxed for valid reasons.

(5) An appeal shall be submitted within three months of the order appealed against, which time may be relaxed for valid reasons.

(6) Representations will not be entertained by Government in cases where they have already passed orders, unless fresh grounds are disclosed in them for consideration, otherwise they will be merely filed.

(7) A superior officer who receives the Representation from a subordinate should promptly transmit it to the competent authority within 14 days with his comments and with relevant records if any. The deciding authority also should see that decision is taken with least possible delay.

(8) A representation should, however, be witheld if:-

(i)It is time barred and sufficient reason is not given for the delay.

(ii) A Copy of the order appealed against is not annexed.

(iii) It does not disclose fresh grounds for consideration.

Note :- When a representation is withheld the reasons for the same shall be communicated to the Government Servant concerned except in the case of (iii) above.

(9) The Supervisory officer who receives the Representation should record his noting on it and forward it to the competent authority himself, but should not hand it back to the Government Servant concerned for taking it to higher Authorities. All notings on the Representation at all levels should be treated as confidential.

(10) Government Servants are permitted to submit advance copies of all their representations to competent authorities directly, originals being submitted through proper channel.

(11) Rule 27 of the Mysore Civil Services (Conduct) Rules 1966, lays down that any representation by a Government Servant shall only be made through proper channel and whenever it is addressed to Government, the advance copy shall only be submitted to the Secretary to Government of the Department concerned and not to the Minister in charge of the Department (G.O. No. GAD 84 SRR 64 dated 29th August, 1966).

(12) Government will take a serious view of contraventions of the above instructions. These instructions shall save as otherwise provided in any Rules made under proviso to Article 309 of the Constitution of India, be applicable to all Representations pending on the date of the issue of these instructions.

Director's Home Office

238. (1) The Director being the Head of the Department is allowed to form a 'Home Office' with limited furniture such as six chairs, one table and book rack or other minor items of furniture subject to their availability without fresh indent.

(G.O. No. GAD 53 BLX 59, dated 23rd August 1961)

(2) G.O. No. GAD 90 OOM 62, dated 23rd September, 1965 (continued in subsequent orders) proposes to abolish the system of Home orderlies by paying a cash allowance of Rs. 30 p.m. at the opinion of the Officer concerned.

AUSTERITY AND ECONOMY MEASURES

239. G.O. No. GAD 129 OOM 62, dated 21st November 1962 issues the following special Austerity and Economy measures under Economy in paper and Printing among others.

(1) Costly paper to be used sparingly.

(2) One side printed obsolete forms and old paper to be used for drafting and office copies.

(3) Both sides of paper should be used.

(4) Projects for printing of new publications should be carefully and rigorously scrutinised before ordering their printing.

(5) Existing periodicals and journals should be reviewed both as regards their continuance and frequency.

(6) Existing forms and registers should be subjected to careful review, for elimination, amalgamation or reduction.

(7) Complimentary slips to be used instead of letters for forwarding, stencilled, printed or other literature.

(8) Economy slips should be used for old envelopes and covers.

(9) All typewritten matter should be single spaced.

(10) Printing of calendars and engagement diaries on costly paper should be discouraged.

(11) Smaller envelopes should be used as for as possible ; all letters addressed to the same office on any day should be sent in the one cover. Inland letter forms should also be used where there is one letter, addressed to an office on any day instead of a letter paper and envelope.

(12) Office envelopes and covers to be prepared from obsolete forms and discarded paper.

(13) Size of Annual Reports of Departments, could, whenever possible, be restricted to not more than 10 pages and the number of copies reduced to minimum.

(14) Blotting papers should not be changed frequently.

(15) In the case of invitations to official functions cyclostyled forms should be preferred to the printed forms and issued only to those required to attend the functions.

TWO SHIFT SYSTEM OF WORK AND OVERTIME COMPENSATION ALLOWANCES

240. (1) In view of heavy pressure of printing works and the difficulty in obtaining foreign exchange for machinery and equipment Government in their Order No. ED 278 UPS 59 dated 6th December 1962 have directed that the existing machinery and equipment in the Government Presses must be utilised to the maximum and that -

(i) Government Presses at Bangalore, Mysore and Mercara should be worked in two shifts, the Director to fix the date of starting and also hours of work in conformity with the laws of labour.

(ii) The Overtime Compensation Allowances be paid to the workers from 1st October 1962 purely on compassionate grounds, with a view to relieve the workers of the hardships of the loss of overtime earnings at the rates and under conditions detailed in the Annexure.

(iii) The shift allowance drawn under G.O. No. ED 63 UPS 57 dated 5th November 1957 should cease from 1st October, 1962.

(iv) A lumpsum allowance of 0.16 Np. per Industrial workers per day in the Government Presses, Bangalore, Mysore and Mercara may be paid for days of actual duty when the double shifts starts, to provide a cup of tea and bun once a day. This has no connection with the Pay and Allowances and should be drawn in contingent Bill.

Note :- This is subsequently revised and the amount of Lunch Allowance is 35 paise.

(v) Sunday should be treated as full holiday subject to exigencies of work.

(vi) The hours of work in all the Government Presses will be 42 hours per week per shift with effect from 26th November 1962 during the period of the National Emergency. (Since made permanent in G.O. No. ED 148 TPS 67 dated 30th June 1967).

(2) The Director is requested to take immediate steps to introduce work loads and Incentive (bonus) scheme in all the Government Presses in accordance with the Tripartite Agreement or with a well established procedure followed in other State Government Presses or Central Government Presses.

(3) Scale of Overtime Compensation Allowance P.M. (Annexure to the G.O.)

Completed years of continuous service on 1st October 1962	Those whose basic pay is Rs. 75 or below	Those whose basic pay exceeds Rs. 75
No. of years	Rs.	Rs.
1	1	2
2	3	4
3	5	6
4	7	9
5	9	12
6	12	16
7	16	20
8	20	25
9 and above	28	33

Conditions

(a) The allowance shall be based on the basic pay drawn on 1st October 1962.

(b) It shall be payable only to those industrial employees of the Government Presses at Bangalore, Mysore and Mercara, who were in receipt of overtime earnings regularly prior to 1st October 1962 and have lost them.

(c) For fixing the rate of allowance only continuous service rendered by an employee up to 1st October 1962 shall be taken into account.

(d) An employee in receipt of Overtime Compensation Allowance, drafted for overtime work on or after 1st October 1962, in the exigencies of work will be entitled to draw for such period the overtime allowance admissible under rules less the Overtime Compensation Allowances payable under this order, which is drawn monthly with pay and other allowances, all the year round. No employee shall refuse to work overtime when ordered to do so.

(e) Overtime Compensation Allowance will count for Leave Salary, Travelling Allowance, Pension and Gratuity. It will not however count for calculation of Dearness Allowance, Compensatory-cum-House Rent Allowance and overtime allowance.

(f) Overtime Compensation Allowance is a permanent fixed allowance personal to the worker. It will not be affected by increases or decreases in his pay or by transfer. It will however cease on his promotion to the gazetted cadre.

241. Clarifications on several points relating to eligibility for Overtime Compensation Allowance were issued in Government Letter No. ED 278 UPS 59 dated 22nd March 1963 addressed to the Accountant General, and accordingly Overtime Compensation Allowance is admissible to the Industrial Employees of the Government Presses at Bangalore, Mysore and Mercara, who were in receipt of Overtime earnings regularly at least for a minimum period of one year prior to 1st October 1962. Leave during the said period also to be included for computing one year if the employees were to continue on such overtime work but for their going on such leave. G.O. No. ED 270 UPS 63 dated 3rd March 1964 directs that in the case of employees of the Government Presses, Bangalore, Mysore and Mercara. Who were in receipt of O.T. earnings from 1st October 1961 to 30th September 1962 but not continuously, they shall be eligible for the O. T. C. Allowance provided the period during which they did not draw the overtime allowance during that one year period was only one month and provided further that they had drawn overtime allowance during September 1961. It is also directed in an individual case, that where an employee was posted to other work and where he was drawing O. T. Allowance before his posting to the special work, and would have continued to draw O.T. Allowance from the date on which he reverts from the special work, he will be eligible for O. T. C. Allowance. It is also directed that the services of an employee both on Industrial and Ministerial Establishment be taken into consideration for the purpose of counting his continuous service for determining the quantum of allowance.

242. In G.O. No. ED 148 TPS 67, dated 30th June 1967, Overtime Compensation Allowance was sanctioned to the workers who were entitled to the same under the award of the Additional Industrial Tribunal in the dispute referred to it. (The Tribunal had specified the names of the workers). Based on the principles on which the Tribunal arrived at the decision regarding eligibility for Overtime Compensation Allowance, Government sanctioned in G.O. No. ED 148 TPS 67 dated 22nd August 1967, payment of Overtime Compensation Allowance, from 1st October 1962, to those workers in the Government Presses, who got overtime allowance for at *least six months* preceding 1st October 1962, and also to those who had been transferred to some other Departments in those thirteen months preceding 1st October 1962, and for reasons beyond their control, could not get overtime allowance during those months, at the rates specified in the G.O. No. ED 278 UPS 59, dated 6th December 1962.

PERIODICAL RETURNS

243. The statement of periodical Returns to be sent by the Director of Printing, Stationery and Publications, to Government and other Heads of Departments and also to be received from the Government Branch Presses is given in Appendix XII.

QUESTIONNAIRE OF INSPECTION

244. The Memo of questions by the Director of Printing, Stationery and Publications during his inspection of the Government Press, Bangalore, Government Branch Presses, Dharwar, Gulbarga and Mercara is printed as an Appendix XIII.

OFFICE (CASH AND ACCOUNTS) SECTION

245. This Section deals with the Receipts and Payments under the several Budget Heads. It is under the direct supervision of a Superintendent Grade II with sufficient number of First and Second

Division Clerks. Each official or a group of officials is entrusted with the maintenance of leave accounts, preparation of pay bills, overtime and other allowance Bills, etc., so that on an average one official will be concerned with the work relating to about one hundred employees and officials. The section is responsible for the preparation of annual Budget Estimates of the Department including the Government Branch Presses and should watch the progress of expenditure and also of the Revenue Receipts every month under all heads. When the expenditure is likely to exceed the budgeted limit, under any head, the matter must be promptly reported to the Director. The statements of expenditure and receipts for incorporating in the Annual Administration Reports should be prepared in this Section and furnished to the Superintendent Grade I of the Office Branch and the Costing Branch in time.

246. This Section will maintain Service Registers and Leave Ledgers of all officials and employees, certify title to the leave applied for by them strictly as per rules, report the accrual of increments for sanction. The monthly establishment Pay Bills, Overtime Bills, Lunch (Refreshment) Allowances Bills, Confidential and other extra allowance Bills, if any, supplemental Bills, festival advance bills and other bills will be prepared within the scheduled time, sent to the Treasury and their disbursements arranged. The concerned official is responsible for withholding from the Monthly Bills partly or wholly the Salary and allowances of the Officials or employees who have been absent from duty without leave or of those who are on leave on half pay or without allowance and also for the deduction of the correct amount of Insurance Premium, Provident Fund Subscriptions, instalments of advances such as H.B.A., H.P.A., B.A. and Festival Advances and other advances, Court attachments, if any.

Preparation of pay Bills and their encashment

247. According to the note to Article 80(a) of M.F.C. 1958, the Establishment Bills payable at State Huzur Treasury have to be presented to the Treasury seven days before the last working day of each month to facilitate audit and arranging payment. The following procedure is prescribed for the preparation of Pay Bills:-

(1) From the 12th of each month all the Pay Bill Clerks should commence preparation of Pay Bills first filling up the columns relating to the names and designation of the employees in the acquittance rolls and get them copied in the Pay Bill forms before 16th of each month.

(2) On the 16th of each month, they should verify whether there are any changes of employees in their establishment. If so, they should make necessary alterations both in the acquittance rolls and in the Pay Bill forms with due attestations.

(3) On the 17th and 18th of each month the Pay Bill Clerks, should ascertain from the Leave Clerks information regarding the leave and other absences if any, of the employees from 1st to 18th of each month and make a record in the respective Pay Bills and acquittance roll.

(4) In order to furnish the information relating to leave, absence, etc., of the employees to the Pay Bills Clerks, the Leave Clerks should verify the Attendance day-to-day and the leave applied for by the employees from 1st to 18th of each month should be settled before the 18th of each month.

(5) The Pay Bill Clerks should fill up the rest of the columns provided in the Acquittance Roll and Pay Bill forms and work out the pay of each employee along with the necessary scheduled deduction statements, etc., and complete the Pay Bill before the 22nd of each month.

(6) The bills along with the Schedules, etc., have to be sent to the Internal Audit Section on the 22nd of each month for scrutiny of claims. The Pay Bill Clerks should get their bills scrutinised by the Internal Audit Superintendent before 25th of each month and keep them ready for the signature of the Director / Deputy Director on the 25th positively. It is the duty of each Pay Bill Clerk to get the bills

signed by the Officer on the 25th of each month and send them to the Treasury Office promptly on the due date, i.e., on the 25th of each month. During the months of 30, 29 and 28 days, the above dates will be put back one, two or three days, so as to send the bills seven days before the last working day.

(7) If there is any delay in sending the bills to the Treasury on the due date, the reason for the delay has to be explained by the concerned Pay Bill Clerk, in writing and in person, and submitted to the Director through the concerned officers for information and necessary action.

(8) After the bills are sent to the Treasury, the Pay Bill Clerks should arrange for the preparation of pay slips of each employee and complete it one day before the last working day of each month.

On the last working day of each month and on the first of the subsequent month, they should ascertain from the Leave Clerks, the leave and other details of absence of employees from 18th to end of the month and make necessary deductions towards L. W. A. and other absences in respect of which the leave is yet to be settled and note it in the Acquittance Roll and in the pay slips before payment commences.

(9) To enable the Pay Bill Clerk to make necessary deductions, the Leave Clerks should verify the Attendance Register and settle the leave by the end of each month and furnish without fail necessary information to the Bill Clerks before 4 p.m. on the last working day.

(10) On the Penultimate day or the last working day of each month, the Cashier should arrange to obtain cheques from the Treasury personally and send them over to the Reserve Bank the same afternoon (Government Circular letter No. FD 55 RTC 63 dated 10th January 1964 forwards copy of Reserve Bank of India letter No. PAD 5323/15-63/64 dated 30th December 1963 conveying the acceptance on the previous day after working hours, of Government cheques for payment on the first working day of the following month) or take them on the very next morning.

(11) The Secretary to Government, Education Department in his letter No. Uni. 740 dated 22nd November 1956 had directed that a Vehicle of the Police Department will be placed at the disposal of the Director of Printing, Stationery and Publications, every month, on payment of fee prescribed in G.O. No. F1. 3340-3489/G.F. 88-53-2 dated 21st July 1956. This facility must be made use of whenever heavy cash is to be brought from the Reserve Bank or is carried for remittance into the Reserve Bank and the Departmental Jeep used on other occasions. The Deputy Director (Administration and Accounts) or in his absence another Officer authorised by the Director should accompany the staff in the van or jeep to the Bank for encashment of heavy cash especially on the regular pay disbursing days.

(12) However, temporary peons or other temporary hand should not be entrusted with the encashment of Bills at the Reserve Bank or any other Banking Treasury nor should they be asked to carry the Cash for remittances into the above Bank or Treasury. In unavoidable circumstances permanent hands who have insured in the Official Branch of M. G. I. D. may be deputed either for encashment or remittance of sums not exceeding Rs. 250.

Disbursement of pay and Allowances

248. The following instructions are issued for the guidance of pay disbursing clerks on the Pay disbursement days.

(1) Disbursements must be made only in the counters installed in each working branch for the convenience of the employees.

(2) All pay slips should be issued to the several working branches should be of different colours and the pay slips of two branches should be of the same colour.

(4) The Officials and Employees in the working branches should receive their pay in an orderly manner standing in a queue.

(5) Any discrepancy noticed in the pay slip may be brought to the notice of the Superintendent Grade I Press Office, *later* and should not be a subject of dispute or argument during disbursement.

(6) Immediately after the disbursement, each pay clerk should total up the disbursement for the day and tally cash on the basis of pay slips received by him and render accounts to the Cashier preferably by 4-30 P.M. the second day.

G.O. No. ED 105 UPS 60 dated 28th June 1960 approves of drafting certain staff at the Government Central Press and at the Government Branch Presses for disbursement of pay to the employees on the Establishment Pay Day and O.T. Allowance Pay Day and also payment of Rs. 1 (one) each as lunch allowance.

(7) Disbursement of the Establishment Pay will be made generally on the first working day of each month, to both the shifts upto 4-30 P.M. and continued upto 1 P.M. the next working day. All officials and employees including those on leave on these two days should receive their pay during these periods without fail. Thereafter the disbursement of pay, if any, will be resumed from the 6th working day of the month after the cash and connected accounts are checked by the Internal Audit Staff which takes 2-3 days.

(8) The disbursement of Lunch Allowance will be made generally on the 10th working day of the month upto 4-30 P.M. and again on the 12th working day and lastly on the 14th working day upto 4-30 P.M. and thereafter on the corresponding days of the next month only.

(9) The disbursement of Confidential allowance, overtime allowance, if any, and supplemental bill amounts will be made generally after the 16th working day of the month from 12 NOON to 1 P.M. and from 2-30 P.M. to 3-30 P.M. on all working days till the 22nd working day of the month, and will be resumed again from the 26th working day.

Procedure for Disbursement

249. (1) The Main Cash Book will be maintained by the Main Cashier, taking the net figures from the respective Subsidiary Cashiers, and the maintenance of Subsidiary Cash Books will be by the Subsidiary Cashiers themselves only on the first day for purposes of disbursement of pay and accounting. Subsequently, the Main Cash Book will be written by the Main Cashier.

(2) There will be about 10 units of disbursement. This will require 10 Cashiers and 10 Assistants for purposes of disbursing salary and of issuing Pay Slips respectively. Altogether the services of 20 officials are required on the first working day of every month for disbursement of salary. Hence, 10 Subsidiary Cash Books and one Main Cash Book will be maintained. The Subsidiary Cashiers will be handed over the net amount as per acquittance of each respective unit of the Establishment allotted to them. They should disburse the pay correctly and maintain proper account and hand over the cast and the account to the Main Cashier, tallying the Subsidiary Cash Books. The undisbursed Pay Receipts (UPR) Registers should also be prepared in duplicate by using ink carbon by the Subsidiary Cashiers and the original copies may be handed over to the Main Cashier retaining the duplicate copies with them. The Subsidiary Cashiers must write the Subsidiary Cash Books for the disbursements made on the first working day of the month. At the close of the day they may hand over the undisbursed Cash and the sheets along with the Subsidiary Cash Book to the Main Cashier. The

Main Cashier on receipt of the undisbursed amounts with the subsidiary cash sheets will write the Main Cash Book and get it checked by the Deputy Director (Administration and Accounts) on the second working day of the month.

(3) The Subsidiary Cashiers and the pay slips issuing Clerks concerned will be jointly responsible for the work entrusted to them.

(4) The Officials concerned will continue to be paid the usual lunch allowance at Rs. 1 each till such time as Government may pass such orders on the proposals to be sent to Government in the matter of sanctioning suitable allowance to the Officials entrusted with additional responsibility.

Advances

250. (1) The several advances such as House Building, House Purchase, Bicycle advance, T.A. Advance, Transfer advances, etc., are to be sanctioned strictly according to the provisions of the Mysore Financial Code and other relevant Codal Rules and the prescribed Agreements got executed before disbursement and the same recorded in the prescribed registers and the instalments recovered by deduction from the salaries of the concerned officials and employees.

(2) The grant of any other *ad hoc* advance sanctioned on special occasions and their recovery should be effected according to the terms of the Government order, etc.

Festival Advances

(3) Government in their Official Memorandum No. FD 9 RFC 66, dated 7th May 1968 have issued instructions regarding the revised procedure of accounting of Festival Advances.

Accordingly the revised procedure referred to as detailed below will be effective from 1st June 1968.

Monthly statement in form No. 49-B, M.F.C. shall be attached to the relative monthly establishment Pay Bills of all establishments including those of Branch Presses, allied Offices, *viz.,* Government Stationery and Book Depot, Branch Stationery Depot commencing from the Pay bill for June 1968, enclosing schedule of Festival Advance for May 1968 as per Official Memorandum referred to, as the Treasury Officers and instructed not to encash the monthly establishment bills not accompanied by form No. M. F. C. 49-B.

The Internal audit section in respect of Government Central Press and allied offices at Bangalore and the Drawing Officers in respect of Branch Presses will ensure that the schedules are also attached to the establishment pay bills as in the case of other schedules of recoveries and further satisfy as to the correctness of the statement with reference to relative abstracts of the Acquittance Rolls, and that of the Festival Advance recovery register (in form of monthly abstract).

The opening balances for May 1968 will also be verified with reference to abstracts of Festival Advance Register as it forms the basis to start with the revised procedure.

(Office Order No. 129/68-69 dated 22nd May 1968).

(4) Advances may be sanctioned to defray the expenses of important festivals to non-Gazetted Government servant in accordance with the rules and conditions in Art, 238 of the Mysore Financial Code.

Stamp Duty

(5) Government Servants on a pay not exceeding Rs. 500 p.m. were exempted from the payment of stamp duty leviable under the Mysore Stamp Act, 1900 as in force in the Mysore Area, on the mortgage Bonds to be executed in this Area in respect of (1) House Building/ purchase Advance ; (2) Motor Car / Motor Cycle Advance, (3) Bicycle Advance granted to them by Government (Government Notification No. RD 89 GPS 57, dated 26th August 1957). Mortgage Deeds of Moveable property by Government Servants for advances granted to them need not be registered but for a Mortage granted to them need not be registered but for a Mortgage deed Immovable property registration may be insisted upon.

(6) Consequent on the withdrawal of the exemption on Stamp Duty and Registration charges on mortgage deeds executed by Government Servants, G.O. No. FD 837 PLA 66, dated 24th February 1967, directs that the cost of the Stamp Paper and Registration charges required for executing Mortgage deed shall form part of the advance subject to the ceiling limit fixed in G.O. No. FD 213 PLA 66, dated 25th October 1966.

(7) As per O.M. No. FD 124 RFC 60-2, dated 30th January 1961 and in consultation with the Secretary, Government Press Employees' Association, Bangalore, as intimated in his letter No. 3/61-62, dated 2nd May 1961, the following festivals have been considered as important festivals for purposes of granting Festival Advances in respect of each Community subject to the usual conditions prescribed for the advances :

I. *Hindu Festivals*

(i) Uttarayanapunyakala, Pongal ; (ii) Holi ; (iii) Ugadi ; (iv) Sri Ramanavami ; (v) Ganesh Chaturthi ; (vi) Mahalaya Amavasya ; (vii) Naraka Chaturdasi ; (viii) Deepavali.

II. *Christian Festival*

(i) New Year's Day ; (ii) Good Friday ; (iii) Christmas Day ; (iv) Ascension Day

III. *Muslim Festival*

(i) Shab-e-barat ; (ii) Kutba-e-Ramzan ; (iii) Bakrid ; (iv) Last day of Moharrum ; (v) Id Milad.

IV. *General*

(i) Republic Day ; (ii) Indipendence Day,

Consolidated Personal Ledger of Advances and Loans

251. A separate consolidated ledger (Register) showing the recoveries of all kinds of loans and advances to the officials and employees, to be effected from their monthly salary should be maintained in order to find out at a glance the amount outstanding as loan, etc., the amount to be recovered every month in instalments (with effect from 1st May 1964). The Superintendent Grade II (Accounts) should open and maintain this Register with the help of the Pay Bill Clerks, and keep it under his personal custody and submit it to the Deputy Director (Ammounts) once a month. It must always be kept up-to-date.

Cash Work

252. The following is the distribution of the Cash work between the Cashier and the Assistant Cashier. The Cashier is a First Division Clerk and the Assistant Cashier is a Second Division Clerk ; the former was being paid a Special Pay of Rs. 15 per month and the letter a Special Pay of Rs. 10 per month and the continuance of Special Pay to the officials working as Cashier and Assistant Cashier is under consideration.

(1) The Cashier will be in charge of the Cash Chest, must maintain the Cash book (M.F.C. form) correctly and neatly, enter all receipts and payments daily. He should receive the several Pay Bills from the concerned official on the schedule dates and send them to the Treasury and obtain cheques and take them to the Bank and encash and bring the money and disburse the Pay and salary to all officials and employees with the help of the officials authorized in this behalf. He will make payments from the imprest to meet contingent charges, on the orders of the competent authorties and watch and obtain the proper vouchers for the expenses. He will receive cash payments and cheques, etc., in respect of dues of Government and issue receipts. He will also be the custodian of all Valuable documents executed by the officials and contractors, and maintain the prescribed Register properly. He will arrange for refund of all Security and Earnest money deposits of Private Printing Presses and other parties and to return all Securities and valuable documents pledged as soon as the contract is properly / satisfactorily performed. He should arrange to deposit the duplicate keys of all cash chests in a sealed cover with the Officer in charge of the State Huzur Treasury, Bangalore. In addition he will attend to such other works as may be entrusted to him by the Officer in charge of the Establishment or the Audit Superintendent.

(2) The Assistant Cashier (II Dn. Clerk) will assist the Cashier in his above work generally and will attend to the correspondence with Branch Presses in all matters connected with Bills. He will prepare A.C. Bills whenever necessary and D.C. Bills as often as vouchers accumulate to a total sum of not less than Rs. 40. He will arrange in particular for the remittance of cheques received from Paying Departments to the Bank. He will also accompany the Cashier to the Bank for bringing cash on days of heavy disbursements. He will prepare Salary bills of all Gazetted Officers, T.A. Bills of Officers, Officials and Employees and maintain the Registers prescribed in this behalf. He will look after the duties of the Cashier during the latter's absence on leave, and will attend to any other work entrusted to him by the Officer in charge of Cash Work.

Cash should be got checked daily by the Audit Superintendent, or his immediate assistant in his absence, and got attested by the Officer in charge of Cash work. Proper printed receipts (M.F.C. Form) should be granted promptly for all Cash / Cheque/Demand drafts etc., received in payment of dues of Government.

(3) All remittance challans received from outside offices, Private Presses and Private Parties towards payment of Bills, Earnest Money and Security Deposits, Priniting and publication charges, should be carefully examined regarding their genuineness and authority by the Cashier, Accountant and other concerned officials doing reconciliation work. Any doubtful cases should be brought to the notice of the Officer in charge who should get them verified from the concerned Treasuries or Banks.

(O.M. No. FL (b) 13305-405-Bud-34-55-1, dated 25th January 1956).

253. (1) An annual review of all Security Deposits made by the Contractors should be made and the Security Deposits of contractors who have duly executed the contract, should be released in favour of the pledging contractor. In case the party is not traceable immediate action should be taken to notify

that the parties should claim the refund of the deposit within three months. In case of default, these cases should be reported to the Treasury Officer concerned, who will approach Government for orders.

(O.M. No. FD 90 RTP 59, dated 16th July 1960).

(2) As per Rule 414 of M.C.S. Rs. the Heads of Offices and Departments should attach to their salary bills for May each year, a certificate to the effect that the Service Registers of officials and employees in their Offices have been duly verified to end of March each year in accordance with the prescribed rules and found to be correct.

Hence, the verification of Service Registers of Officials and employees to end of March each year of all establishments of the Government Press, Bangalore, Government Stationery Depot and Government Book Depot, Bangalore should be taken up by Pay bill Clerks immediately in the first week of April and completed by the 10th May every year.

The Deputy Director (Admn. and Accts.) Government Press, Bangalore, in respect of all establishments of the Press, and the Assistant Directors, Government Stationery Depot and Government Book Depot, Bangalore, will be personally responsible to see that this item of work is completed on or before the date fixed.

(O.O. No. 26---67-68, dated 18th April 1967)

254. (1) The Drawing Officer, Deputy Director (Administration and Accounts), should attest the daily each transactions in the Cash Book, Receipt Book, Remittance Book and other related books. The Officer in charge of Cash work, when there is a separate officer, will continue to make detailed scrutiny of all transactions in the above books before they are sent to the Deputy Director.

(2) No advance should be paid by the Cashier to the Storekeepers of the General Stores or P. Z. Stores for urgent purchases, when any advance previously drawn by them is pending unadjusted.

(3) The Cashiers of the Press and Allied Offices and of the Government Branch Presses should note the denominations of the cash balance at the end of each day and analysis of cash balance including details of advance outstanding at the end of each month in the Cash Book.

(4) Individual receipts should be given for all recovery from the officials and employees instead of a single consolidated Receipt, on the payment day.

Pay Bills of the Government Branch Press, Mercara

255. Government Order No. FD 3 SRC 60, dated 15th February 1960 authorises the Manager, Government Branch Press, Mercara to draw only the Pay Bills of himself and the Establishment, instead of the Deputy Commissioner, Coorg as hitherto, without the countersignature of the Director of Printing and Stationery, directly from the District Treasury at Mercara. All other Bills (T.A. and contingent, etc., Bills) should be got countersigned by the Director before encashment.

Sanction of relief to family of deceased Government Servants

256. (1) The power of granting the advance equal to two months' pay to the family of deceased non-gazetted Government Servants left in indigent circumstances exercised by the Heads of Departments as per G.O. No. FD 1 CGR 58, dated, 25th February 1958, is delegated to certain District Officers in G.O. No. FD 5 PCG 60, dated, 21st October 1960.

(2) G.O. No. GAD 1 DSW 65, dated, 4th February 1966 authorises the Head of the Office to sanction such amounts, by way to relief, as he considers sufficient in each case, subject to a minimum

of Rupees fifty and a maximum of rupees three hundred, to the nearest relative of a Government Employee who dies while working in his office or on tour on inspection, for meeting expenditure in connection with the performance of obsequies or transport charges of the body to the native or other place of the deceased Government Employee, if necessary, out of the contingent provision of the Department or office. (This is also a Provision in the Manual of Contingent Expenditure).

Deductions on account of dues of Co-operative Societies

257. Government letter No. FD 144 RFC 63, dated 7th April 1964 forwards for information and guidance Government of India O.M. No. F 10 (92)-B/65, dated, 18th November 1963 in which it is clarified that --

(1) States Acts relating to Co-operative Societies do not usually prescribed any limit in regard to amount or period upto which deductions from a Government Servants's Salary can be made.

(2) Exemptions and limitations regarding attachment of Salary apply to cases of Decree of a Court not to any other deductions in pursuance of Demands from Co-operative Societies. Therefore deductions must be made strictly in accordance with the Demand irrespective of the provision of Section 60 Cr.P.C. Even the Holiday from Court attachment after 24 months available in the case of a Court Decree is not available in the case of deductions on account of demands from Co-operative Societies.

Grants for Recreation Club

258. Government sanctions in G.O. No. ED 209 TPS 65, dated 7th October 1965 the payment of non-recurring grant of Rs. 2,000 and a recurring grant of Rs. 375 during the year 1965-66 to start the Sports and Recreation Club of the Government Central Press and Allied Offices, Bangalore from out of the Contingent Grant, the amount being drawn on A.C. Bill and paid to the Secretary of the Club to enable him to meet the several items of expenses in connection with the starting of the Club.

(Please vide G.O. No. ED 318 TPS dated 14th February 1967 for details)

Note.- The grants and other particulars regarding the Recreation Club will be governed by the Grant-in-aid Rules for Government Servants' Clubs.

Allowances for Confidentaial Public Examination Question Papers Work

259. All industrial employees including Foreman / Overseers of the Government Presses, whenever, they are employed on Composing, Proof Reading, Printing, Binding and Packing of the Confidential Papers of the several Public Examinations conducted by Government Departments and Universities are paid 50 per cent extra during the time actually employed on such works, calculated at their basic pay rates.

(G.O. No. M. 1006-7/P & S 12-48-4 dated 15th December 1948 and O.O. No. 189 dated 17th January 1949).

Payments of arrears in respect of deceased Government Servants.

260. O.M. No. FD 87 RFC 64, dated 8th October 1964 directs that in respect of payments of arrears of pay and allowances due in respect of deceased Government Servants, the Head of the Office

where the Government Servant was last employed, should draw the amount in the appropriate bill form, from the Treasury on receipt of the claims supported by all the relevant certificates. In respect of certificates which solely depend upon the personal knowledge of the Government Servant but which cannot be furnished by the Head of the Office, the latter should record if he is satisfied about the correctness of the claim, a certificate to the effect that 'the claim is not susceptible of verification but is considered reasonable'. Further the claim would be the last one in respect of the deceased Government Servant. In the case of Gazetted Government Servants, the requisite payment shall be made after the Head of the Office has satisfied himself by reference to the Accountant General, other departmental authorities concerned, if any, and his own records that there are no demands outstanding against him. In the case of other Government Servants, the payment may be made on the responsibility of the Head of the Office concerned, to the claimant as per Article No. 81 of M. F. C. after obtaining proper acquittance.

Bills for remuneration for Examination Work

261. G.O. No. FD 71 RTC 62, dated 17th July 1963 directs that the bills for fees or honoraria for invigilation as well as remuneration for setting papers and valuation of Answer Books, due to Gazetted Officers in connection with the various Public Examinations of the Public Service Commission or Departments be honoured at the Treasuries on the basis of the sanctions communicated by the Chairman / Secretary / Commissioner / Controller of the concerned Examinations without insisting on the authorization from the Accountant General, copies of such sanctions being forwarded to the Accountant General properly. This is also authorised by the provision in Art. 7 (b) of the M.F.C.

Life Insurance by Government Servants

262. (1) Every Government Servant in permanent service is required to insure his life under Mysore Government Servants' (Compulsory Life Insurance) Rules, 1958 issued in Government Notification No. FD 45 INS 57 dated 14th September 1958 in the official Branch of the Mysore Government Insurance Department, immediately after his confirmation and pay 6 1/4 per cent of his Salary (Rule 21 of M. C. S. Rules 1958). He is also required to further insure his life whenever he gets an increment or promotion raising his pay. In the case of a Government Servant in the time scale of pay, he is permitted to insure on the basis of the maximum of his grande pay. The monthly premium will be deducted from his pay every month. Whenever he is absent on leave without pay, the arrears of premium shall be recovered from his future pay after his return to duty. As an ameliorative measures in case of distress, the Insurance Department will issue loans, recoverable in monthly instalments, to the insured Government Servants on the basis of the surrender value of their Insurance Policies.

The Industrial Employees of the Government Presses are also eligible to insure their lives in the above official Branch and are exempted from the operation of Employees State Insurance Scheme, as the benefits accrued from the Official Branch Life Insurance Scheme are no less favourable than those of the later scheme.

(2) Government Order No. FD 31/Ins 58 dated 8th July 1958 directs that a separate premium deduction statement in respect of Hyderabad State Life Insurance Policies must be prepared and attached to the concerned Pay Bill to enable the Treasuries to give credit to Hyderabad State Life Insurance fund, and that on no account should it be mixed up with the recoveries towards Official Branch of Mysore Government Insurance Department.

(3) O.M. No. F1-6209-6409-G. F. 161-51-2 dated 20th October 1952 directs that dues to Government by retiring Government Officials must be intimated to the Secretary, Insurance Department within three months of the Secretary's requisition and in default, the Officer responsible for such intimation will be held responsible for any irrecoverable dues.

(4) G.O. No. FD 1 BAP 66 dated 3rd February 1966 directs the continuance of the existing procedure of deducting Life Insurance Premium from the salaries of Government Employees from their monthly Salary Bills in respect of policies issued by the former Public Branch of the Mysore Government Insurance Department and of Policies issued by the Life Insurance Corporation of India upto end of March 1960 and July 1966 for a further period of ten years. it also directs the Treasuries in the State to receive such premia when received in cash for a like period.

(5) The scheme of deduction of the premium from the Salary of Government Servants in respect of life policies taken out from the erstwhile Public Branch of the Mysore Government Life Insurance Department has been extended from 1st March 1967 to the Government Servants in respect of life policies taken out by them from the Life Insurance Corporation of India working in the Government Offices situated in the districts of Mysore, Bangalore, Tumkur and Kolar for the present in G.O. Nos. FD 97 PID 66 dated 30th November 1966 and 28th February 1967.

Sending Statement of dues in respect of Government Servants quitting service

263. Accountant General's Circular letter No. GM/ IAS/222, of 1964 States that for furnishing 'No Demand' certificate to the Treasury Officer, to enable him to make the last salary payment to the Gazetted Government Servant quitting the Service, a statement of dues outstanding against the officer, or if no dues are outstanding, a 'No Demand' certificate may be arranged to be sent to the Accountant General, as soon as the Gazetted Officer quits service as a matter of course.

Subscription to the General Provident Fund

264. (1) All Government Servants are eligible to subscribe to the General Provident Fund at their option subject to the Mysore General Provident Fund Rules, 1957 issued with Government Notification No. Cod. 302-57, dated 11th September 1957 as amended from time to time. It is however, compulsory in the case of permanent officers of Government who are, under the conditions of their service, required to insure their lives in the Official Branch of the Mysore Government Insurance Department, but are unable to do so owing to overage or certified ill-health.

(2) The monthly subscription shall be in round figures (nearest rupee) expressed not less than 6 1/4 per cent of the emoluments of the Government Servants and shall be payable by deduction from his montly pay. Facilities for temporary partial withdrawal of the amount at credit are also available as per above Rules. The subscription will carry interest at rates which will be fixed by Government. The amount of subscription shall remain unchanged throughout the year.

(3) The facility to subscribe to this General Provident Fund is not available to those Government Servants who are already subscribing to any Contributory Provident Fund. The Industrial Employees of the Government Presses are eligible to contribute to the General Provident Fund. The Director of Printing, Stationery and Publications, Government Press, Bangalore, may not until a decision is taken on the application for exemption, comply with the provisions of the scheme of the Employees Provident Fund Act 1952, and certain conditions are to be satisfied during the interim period, in accordance with Letter No. MyPF. Exm-Ix, dated 14/18th August 1967, as the benefit accrued from the rules applicable to the employees at present are no less favourable than those of the latter fund.

(4) O.M. No. ED 78 PPF 64, dated 29th June 1964 lays down the following procedure for strict compliance in the matter of verification of Provident Fund accounts of Non-Gazetted Servants.

(a) The Head of Office should distribute the annual statement as soon as received from the Accounts Officer amongst the subscribers under acknowledgments and obtain their certificates of correctness of accounts for transmission to the Accounts Officer.

(b) If any subscriber finds that the balance at his credit is incorrect (less or more) he must send up a representation through the Head of the Office immediately who should record thereon a certificate of monthwise details of subscription or withdrawals during the year with the particulars of the Bills in which they were made.

(c) The acknowledgments together with certificates of verifications and representations of subscribers if any, along with certificates of deductions should be sent to the Accounts Officer concerned within three months from the date of receipt of the Annual statement. The Accounts Officer will them initiate action to locate the missing credit / debit and for their adjustment in the subscribers' account and send the necessary information to the Heads of Office.

Expenditure by way of Credit Notes

265. According to a modified procedure of accounting the expenditure incurred by the issue of Railway Credit Notes, every officer who issues credit notes should send an intimation of the details of the credit notes, as soon as the final amount of the credit note is ascertained, to the Press Office Superintendent Grade II (Accounts), who should maintain a file of these credit notes and note the amounts as committed expenditure and to be charged off later against Budget Allotment. At the close of the year any adjustments necessary should be made on the basis of the actual expenditure incurred in contingencies plus committed expenditure incurred by issue of credit notes by the several sections of the Central Press. A similar procedure should be followed by the Government Stationery Depot and Central Book Depot and Government Branch Presses.

(O.O. No. 238, dated 28th August 1964)

Pensions

266. (1) It is an important duty develved on the Accounts Branch to finalise the pension papers of all retiring Government Servants, so that they may receive their Pension and D. C. R. G. amount immediately after retirement and at any rate within three months from the date of retirement in complicated cases. With this end in view Government have issued several orders and circulars Nos. FD 158 PEN 59, dated 24th December 1959 and 30th December 1961, O. M. No. FD (spl.) 342 PEN 64, dated 23rd December 1964 etc., clarifying every complicated case including a brochure containing common defects and omissions in the preparation of pension cases by the Departments and an Official Memorandum No. FD (Spl.) 38 PEN 65, dated 2nd February 1965 prescribing a list of DO's. The officials dealing with every pension case, must be thoroughly conversant with the instructions contained in the above and prepare the pension papers complete in every respect.

The O.M. No. FD (Spl.) 395 PEN 65, dated, 6th April 1966 reiterates the absolute need for sending pension papers of a Government Servant within one year before the date of retirement.

(2) The Superintendent Grade II (Accounts) is responsible for the timely sanctioning of the pension and D.C.R.G. amount by taking needful action early enough to cover all complicated issues.

The grant of pension and D.C.R.G. is subject to the condition that the retiring Government Servant is responsible for refund or repayment of any dues by him or loss to Government caused on account of his negligence or indifference while in service, which are traced within a period of one year from the date of retirement. This grant is further subject to the continued good conduct even after retirement and shall be stopped if the pensioner is convicted of serious crime or be guilty of grave misconduct. (Rules 213, 214 and 215 of M.C.S. Rs. 1958).

(3) As directed in Government Circular No. FD 158 PEN / 59, dated, 24th December 1959, an Officer of appropriate rank should be specifically charged with the responsibility for initiating action in due time regarding completion of Pension Records and allied documents in each office. The Deputy Director, Administration and Accounts is charged with this responsibility. As a first step in that direction the Officer should get a list of Government Servants who will attain the age of Superannuation in 12 to 18 months, prepared every six months, *i.e.,* on 1st January and 1st July in the Accounts Branch. When such a list is prepared, action should be taken to prepare the Pension Papers in accordance with para 6 of the above Circular dated 24th December 1959 by distributing if necessary, the work equally among the several clerks in the Accounts Branch so that they may be completed, duly checked, and sent to the Accountant General in time.

(4) Circular No. FI. (S) 121-222-C.R. 1-56-89, dated 21st December 1956 states that Officers responsible for sanction of pension shall be responsible for obtaining necessary nominations from the Government officials working under them in the prescribed form.

(5) Government Circular No. FD 88 PEN 64, dated, 19th March 1964 requests all Heads of Departments to see that full particulars regarding re-employment, if any, of Government Servants are invariably mentioned in the Pension. Records while forwarding Pension Papers to Government with a view to enable the Accountant General to avoid overpayment.

(6) O. M. No. S.R.D. II 7-M.S. 8/57, dated, 23rd April 1957 States that the regional offices in the transferred areas of Ex-Bombay, Hyderabad States which were competent to deal with the pension claims, should continue to deal with the pension claims of Government Servants who retired or went on leave preparatory to retirement before 1st November 1956. Such offices which were competent to sanction pensions under Bombay / Hyderabad Service Rules but for reorganisation of States, will continue to exercise there powers and dispose of the claims. In other cases, they must submit proposals to the Government of Bombay / Andhra Pradesh as the case may be, for orders.

(7) G.O. No. FD 120 PEN 63, dated 26th December 1963 directs that the service rendered in Jagirs by the employees of Ex-Hyderabad State who have been allotted to this State under States Reorganisation Act shall count for pension under pension rules, contained in Mysore civil Services Rules, if conditions laid down in Government Circular No. FD 136 Pen. 62, dated, 20th August 1962 are fulfilled.

267. There are two categories of Bills dealt with in any office namely Bills Inwards and Bills Outwards. The first one is for supplies made and services rendered to the Government Presses by outside agencies, Government or private, and are received in the Presses. The other kind of Bills, are sent from the several Sections of the Press to outside parties either for paying departments of Government or autonomous bodies or Private parties for supplies made or services rendered to them. These latter are dealt with in the respective Sections, *i.e.,* Costing Section in the case of Bills for supply of Forms and Registers, P.W. Section in the case of Bills for supply of printed books, other publications, etc., and Gazette Section in the case of all Gazette Notifications and spare copies.

268. (1) Whenever a Bill Inward is received, it should be immediately noted on the day of its receipt by the Bill Clerk in the Bill Register (M.F.C. No. 9-A) with all its particulars, and the B.R.

Number noted on it distinctly. This number should be quoted in all other connected Registers and on all relevant papers, till it is finally passed for payment. The Bill Clerk will forward the Bill to the Stores concerned, for verification with reference to the order form or S.P.D. order in respect of quality, specifications and quantities, etc., and it found to conform to the specifications of the order, for furnishing Stock certificate in the prescribed form. (M.C.E. 7). In the case of carting Service Bills, where there is a system of carting service, all the concerned Sections such as Dispatching, Stores, etc., who have indented for the Services, should certify the correctness of the details of the Bills with reference to the records maintained in each Section. As soon as stock certificates are furnished, the fact should be noted prominently on the connected records and in the connected Registers in each Section and got attested by the concerned Officer so as to avoid the issue of stock certificates more than once.

(2) All officials connected with the receipt, forwarding, certifying stock certificates, auditing and passing of Bills Inward, should not take more than a day for needful action by them at any stage. The Bill Clerk, immediately on receipt of a Bill should send it to the Stores for stock certificate. This should be furnished within a day of its receipt and returned to the Bill Clerk, who should send it to the Internal Audit Superintendent with all necessary papers. The Audit Superintendent may not require normally more than a day in most cases. Where any bill requires further clarification, the permission to keep it pending, should be invariably obtained from the Senior Deputy Director or Director. In no case should any bill be kept pending, unattended to, for more than a week.

Preparation and dispatch of Outward Bills

269. (1) Each of the Sections such as P.W.S., Gazette, Forms, etc., shall maintain a special Register of chargeable works or works of Paying Departments and Institutions, which are received in the Branch and for which Work Dockets or other authorisations are issued therefore. Vigilant watch must be kept over the progress of these works at all stages. It is the duty of the Heads of these Sections to get the Bills prepared by the Computors in the Section or through the Costing Section, and send them along with the supply of the printed copies or immediately after wards. Regular reminders must be issued for the payment or the adjustment of the Bills, and adjustment watched and secured.

(2) Bills must be scrutinized by the Internal Audit Section before they are sent out. Demand, Collection and Balance (D.C.B.) Statements must be prepared departmentwise every month in the chronological order and the Bills remaining unadjusted over a year must be brought to the notice of the Head of the Department and persistent cases may be referred to Government and the Accountant General for orders.

(3) G.O. No. ED 1059 UPS 57, dated, 8th September 1958 directs that Local Bodies should deposit an amount equal to the last three years' average cost of supplies and services made to them by the Printing and Stationery Department before indents are placed.

The State Accounts Department will open separate Ledger Accounts for this purpose. The Printing and Stationery Department also will open separate ledgers in respect of these Local Bodies and arrange to send plus and minus Memos as and when supplies are made, with relevant invoices. No supplies will be made or services rendered to any Local Body unless the full cost is paid in advance.

(4) The D.C.B. Register should have monthly departmentwise abstracts appended and duly checked up by the Internal Audit Staff.

(O.O. No. 409, dated 30th September 1965).

(5) When bills are not adjusted, this Department may after intimating the concerned office, stop supplies of all printed matter and stationery, articles till the bills are adjusted.

[**Note** :- Utmost care should be exercised in this course of action, which should be taken only with the Director's approval].

(6) The principle of obtaining payments in advance for supplies and services rendered by the Department of Printing, Stationery and Publications to all paying departments and offices has been approved by Government and the procedures to be adopted are being finalised.

Contingent Expenditure

270. This is incurred usually whenever, casual items are purchased or services obtained and is paid in cash out of the office Imprest and debited to the head under office contingencies. Every care should be exercised in this matter as unrestrained lattitude may lead to abuse of Government money, however small it may be. As far as possible, competitive rates for the items or services should be obtained in writing, subjected to scrutiny by the officer in charge before the expenditure is incurred, and the proper receipt obtained. The rules in the Manual of Contingent Expenditure should be strictly observed. The service postage stamps purchased from the contingent grant, should be properly accounted for by maintaining the prescribed register. The receipts and expenditure and balance of these stamps should be checked daily by the Superintendent Grade II or Grade I, and once a week by the Officer in charge.

Audit Objections

271. (1) Audit objections are of two kinds. One set of objections or observations is raised during the inspection of the Accounts of the Department, i.e., Central Press, Stationery Depot, Book Depot and Branch Presses, by the outside Audit Staff of the Office of the Accountant General. Most of these objections/ observations should be answered during the course of the inspection, as and when each list of objections is received with the result that only a few outstanding objections requiring detailed examination and replies appear in the Audit Report or Inspection Report. The observations in the Report should be promptly attended to and immediate necessary action taken on all points and replies sent within the stipulated period. Promises made in all replies, either during the course of inspection or in the later replies, either during the course of inspection or in the later replies, either during the course of inspection or in the later replies to the Report should all be implemented and the implementation watched by the Superintendent Grade II concerned and the Gazetted Officers concerned.

(2) The second set of objections is raised by the office of the Accountant General on the financial transactions of the Department as and when each reaches that office either directly or through the Treasuries or Banks. As soon as each Audit objection is received, if must be entered immediately in the Special Audit Objection Register in addition to its entry in the routine Receipt Register. It is the important duty of the Accounts Section and the Internal Audit Section to see that on these objections immediate appropriate action is taken and satisfactory reply sent to the Accountant General within a week. In some cases, Government may have to be addressed to regularize certain action taken in the interest of Government work and immediate action should be taken in all these cases.

Reconciliation of Accounts

272. The following instructions are issued regarding maintenance of and Reconciliation of Accounts relating to the Budget grants of the Department of Printing, Stationery and Publications.

(1) As soon as the Budget estimates are passed by the Legislature, about 50 copies of the Budget estimates relating to the Budget grants of the Department of Printing, Depot, both Receipts and Expenditure and Plan Budget may be got bound and supplied to the several Superintendents and Senior Accounts Officials dealing with Accounts, the Officer dealing with Accounts, and the reconciliation clerks in each office. They should study these Budget estimates very carefully and note the several Budget Heads also.

Expenditure

(2) Immediate entries should be made in the Budget grants Registers under each Head relating to expenditure. The Budget Grants Register should invariably be submitted to the Officer signing any bill before it is signed.

(3) The various items or Heads under which expenditure is incurred have to be noted and a register maintained, to note expenditure incurred in each Head on each occasion.

(4) In respect of charges of establishment, the Superintendent Grade II (Accounts) of the Press Office is the custodian of the Budget Grants Register and he should see that all expenditure incurred on several establishment bills are noted without fail in this register.

(5) In respect of Budget Grants under Purchase of Machinery, Replacement of machines, Cost of Electric power, Types and materials and Plan Budget, the Bill Clerk of the Press Office will maintain this Register, which should invariably be submitted along with the bills passed to the Superintendent Grand II (Accounts) and Officer for their scrutiny and check.

(6) In respect of Contingencies, the Budget register will be maintained by the Cashier and even when the Bill Clerks pass any bills from the contingent grants, such bills must pass through the Cashier and a note made of the expenditure in the Budget grants register of Contingencies.

(7) In respect of expenditure incurred under several Heads in the Branch Presses, statements should be sent to the Head Office by the Branch Presses so as to reach the Head Office before the 5th of each month, and these should be posted by the concerned officials, who maintain this Expenditure Grants Register and submitted to the Director through the Deputy Director of Accounts with up-to-date postings every month showing the sanctioned grants, amount spent by all the Offices of the Department and balances, before the 10th of each month. The Superintendent Grade II (Accounts) will be responsible for submitting this Register. In view of the present system of issuing Credit Notes in large numbers, the amounts for which Credit Notes have been issued by the several sections and the Branch Presses, should be totaled up and noted as expenditure having been incurred, through not fully charged off, and the total expenditure actually charged off recorded, and the expenditure on Credit Notes noted within brackets for guidance, in the Budget Register.

(8) Since the Railways charge a commission for each Credit Notes, all statements of returns of Credit Notes issued should indicate not only the total amount for which Credit Notes have been issued, but also the number of Credit Notes issued. The Statements from the Branch Presses and also allied offices should contain this information.

(9) All these instructions will apply in toto to the Budget Heads of the Stationery Depot and the Book Depot also except that the expenditure Heads will be different.

(10) In the case of the Stationery Depot, the additional factor of inspection Notes being issued for supplies through D. G. S. & D. should be taken suitably to the account of expenditure incurred and should be treated as expenditure having been incurred through not fully charged off, similar to the Credit Notes.

(11) While recording figures of expenditure incurred the amounts adjusted on bills sent out from offices of this Department which will have to be treated as deduction of expenditure (*i.e.,* deduct receipts from paying Departments for bills sent) will also have to be taken into account. The bill clerks of the Forms Branch, P.W.S. and the Government Stationery Depot and the Branch Presses should furnish by the 5th of each month the total amounts realized by the bills sent out by them which have to be taken to the head 'Deduction of expenditure'. The Superintendent Grade II (Accounts) who should consolidate figures of expenditure should note these figures as the amounts adjusted by departments which should be taken as deduction of expenditure after the Accountant General intimates it. But this figure should be tentatively taken as a deduction of expenditure for all our calculations. Later on, this figure may be incorporated in the statement prepared for reconciliation.

(12) This means that the Bill Clerks of the three Sections, Forms, P.W.S. and Stationery Depot, and of the Branch Presses will have to keep their accounts up-to-date and maintain accounts required for this purpose. These figures also should be furnished before the 23rd of the month by all the Bill Clerks and the Branch Presses to the Superintendent Grade II (Accounts) so that he may incorporate these accounts and prepare an up-to-date expenditure statement incorporating all these figures and submit to the Director before the 25th of the month.

Receipts

(13) Revenue Receipts :- The following are the several items under which the department realizes Revenue Receipts under the Head XLIX.

(a) Press cuttings and oiled sweepings and old Gazettes ; *(b)* Charges for sharpening of knives, if any, *(c)* Auction of old and unserviceable materials ; *(d)* Sale of metal dross ; *(e)* Gazette Subscriptions ; *(f)* Gazette publication charges ; *(g)* Receipts from municipalities for supplies made ; *(h)* Receipts from other Local bodies, Commercial firms, Universities, etc., for supplies and services ; *(i)* Payments from Government of India and Government of India organisations ; *(j)* Receipts of the Book Depot which have to be credited to revenue receipts XLIX of the Press including ILR subscriptions.

These items apply to Stationery Depot also, a few articles like the sale of Typewriters, Kannada Typewriters being added on instead of other articles.

(14) Receipts are in several forms. Cash, Cheques, R.T.R's, Cash Orders and Challans, etc. While cash, Cash Orders, Cheques, etc., get entered into the Cash Book invariably, according to the existing practice in the Central Press, challans are not being entered into the Cash Books.

(15) When Cheques, Cash, Money Orders of R.T.R's are received in the name of the Director of Printing and Stationery they should be immediately sent to the concerned Cashier and full acknowledgment will full signature and date obtained from him in a special register maintained for the purpose by the Head of the Tappal Section. In all cases where it is immediately not possible to ascertain to which office it relates, immediate enquiry should be instituted and the Cheques sent to the Cashier on the same day and the Cashier should enter in the Cheque suspense Register on the same day, it is received.

(16) In the case of the Government Book Depot when the money has to be returned, with the orders of the Assistant Director, the Cash Order or Postal Orders as the case may be should be returned with a covering letter, the person who acknowledge the receipt taking great and particular care to see that an acknowledgment is obtained for the amount sent.

(17) The amounts received by way of Cash, or Cheque, etc., are remitted to the Bank by the Cashier, Book Depot. Whether this amount has to be actually credited to our accounts to the respective Head of another Department has to be verified.

(18) The remittance registers of all the offices *i.e.,* the Government Press, Government Stationery Depot and Government Book Depot should be carefully checked with the treasury schedules which are received during the succeedings months and a rubber stamp impressed for having verified and checked each remittance. The Assistant Director or any other officer concerned will also check the entries in the Treasury schedule and record the fact of the reconciliation having been done by initialing on the special rubber stamp seal. The Branch Presses may send statements in duplicate of remittances made by them to the Central Press for reconciliation and return with the certificate of reconciliation.

(19) The Cash section of the Government Central Press and allied offices at Bangalore *i.e.,* Government Stationery Depot and Government Book Depot should prepare a statement of remittances made to the Reserve Bank of India, Bangalore in the particular month, under various heads of account with reference to the Register of remittance maintained and forward the same to the Reconciliation Clerk of the Press Office of the Government Central Press before 10th of the succeeding month. The Reconciliation Clerk immediately after the receipt of these statements will verify the remittances with the accounts at the State Huzur Treasury and obtain certificate thereof from the Officer-in-charge of State Huzur Treasury, Bangalore before the 20th of each month and forward a certified copy to each office for record. Similar suitable procedure should be followed in the Branch Presses.

(20) In the case of the Book Depot, however, this checking may be with regard to the amount realised by this Department which may be seen from the schedule received for this Department. In respect of accounts credited to the Heads of other Departments, statements may be prepared in respect of each department and sent to the concerned department in duplicate with a covering letter requesting them to verify and intimate the reconciliation having been done. This letter may categorically State that if the intimation of the reconciliation is not received within a fortnight, it will be presumed that the reconciliation is correct.

(21) Challans :- With regard to challans, all the officials who receive challans, should maintain a register of challans, in which they note the date of receipt of the challans, all particulars of the challans, *i.e.,* from whom received, amount etc., for which special columns may be provided. The challans should also be filed in correct order, and stitched and kept for each month and sorted out district-wise. In the succeeding month by the 15th or as soon as the Treasury Schedules are received in the Department by the reconciliation clerk, the official who receives the Challans and maintains the challan register in each section, should go to the reconciliation clerk, and sit with him for as many days as necessary, in any case not exceeding 10 days, and scrutinize whether duplicate Challans, and entries in the Treasury schedules have been received for all the Challans which have been received by him. In token of this a rubber stamp may be impressed on the challans received by the Clerk on the reverse or at other suitable place, certifying that the duplicates have been received and verified and the serial number of the schedule also noted. The reconciliation may also be noted in the challans register maintained and initialed. This may be initialed by both the official who receives the challans and the reconciliation clerk. In cases of amounts of Rs. 20 and above these reconciliation should also be checked by the Gazetted Officers in charge of the respective sections.

(22) The duplicate challans received along with the treasury schedules the originals of which have not been sent to us, and no supplies or service have been claimed may be carefully preserved for reference when the parties claim refund. A separate register may also be maintained for these.

(23) In the case of payments made into the Treasuries by Departments for services rendered, or supplies made, when the department does not send the challan to the concerned office, but has made the payment all the same, as can be seen from the Treasury schedules and the duplicate challans which are received along with the Treasury schedules, adjustment of payments may be recorded in the adjustment register on the basis of the Treasury schedule and the duplicate challans. The duplicate

challans may however be continued to be kept in the custody of the Reconciliation Clerk, particulars of this or an attested copy of this being given to the bill clerks for his reference.

(24) While bill clerks of the offices at Bangalore can go in person to the Reconciliation Clerk, the bill clerks of all the Branch Presses may send detailed statements of challans received each month in duplicate to the Central Press so that one of these will be checked by the reconciliation clerk and returned with the appropriate certificate.

(25) In the case of supplies of Service Registers, P.S.C. application forms, detailed accounts may be maintained by the Forms Branch and the Care Printing Branch for the supplies dispatched and accounts of sales and balances of each office which has received supplies from us obtained and noted in the book. The particulars of amounts realised by the sale of Service Registers from each of the offices receiving Service Registers may also be obtained, consolidated and maintained in this office. Whenever challans are received along with treasury schedules for supply of Service Registers, this may also be noted in the Service Register Accounts Register. The reconciliation clerks will sort out challans received for cost of service Registers and the like separately, and ask the Service Register Clerk of the Forms Branch to note all this in his account. This may be done invariably every month, and a certificate recorded.

(26) Every official of the offices in Bangalore and elsewhere receiving challans or cash receipts by way of Money Order, Cheque and Cash shall keep a full record of these from time to time, and total up the amounts received and give this figure to the Superintendent Grade II (Accounts) who will maintain a consolidated account of the total receipts in the Department under the Head XLIX each month.

(27) Loans and Advances :- It is essential that quarterly report on reconciliation of figures relating to Loans and Advances (other than festival advances) such as H.B.A., H.P.A., H.R.A., Cycle Advance, etc., be sent to the Accountant General and Government promptly. Reconveries in respect of these loans and advances are effected in the establishment Pay Bills by the respective bill clerks. The official who deals with grant of Loans and advances may obtain statements of recoveries every month before the 5th from Establishment Pay Bill Clerks of Press and Allied Offices and before 10th from Branch Presses, prepare a consolidated list of recoveries and submit to the Director before the 15th and send a copy of the list to the Accountant General by the 20th of every month. He should also visit the Accountant General's office and reconcile the balances at least every quarter.

(28) Festival Advances :- The Accountant General is repeatedly urging this Department to send only a statement of total amounts recovered against each kind of festival advances and not a statement showing recovery from each individual, since the responsibility of watching and recovering this advance is that of the Head of the Department. Hence, the Superintendent Grade II (Establishment) may maintain a register showing the several kinds of festival advances granted to the officials and employees of Government Press and Allied Offices and Government Branch Presses, obtain a statement of total recoveries of each category of advance, enter them in the Register and send a consolidated statement of recoveries every month before the 15th to the Accountant General and submit to the Director with a ceritificate that he has made up to date entries of balances and recoveries in the Register and that he has also verified the balances due against each kind of advance with the Accountant General's books.

Budget Heads of the Department

273. The major head of account for expenditure of the Department is '68 Stationery and Printing' with the following Group Minor, Sub and Detailed Heads of Appropriation.

I. Stationery.

a. Stationery Office and Stores.

1. Establishment charges -
   Pay of Officers
   Pay of Establishment
   Dearness Allowance
   Other Allowances
2. Travelling Allowance.
3. Other charges.

b. Purchase of Stationery Stores.

c. Deduct - Value of Stationery supplied to other Government and Paying Departments.

II. Printing.

d. Government Presses.
   A Government Presses:-
   1. Establishment Charges -
      Pay of Officers
      Establishment
      Work Establishment
      Dearness Allowances
      Overtime Allowance
   2. Travelling Allowance.
   3. Other charges.
      Electric Power Charges
      Replacement of Machines
      Purchase of Materials and Types
      Other Charges.
   4. Cost of Printing at the Text Book Press, Mysore.
   B Government Book Depot :-
   1. Establishment Charges -
      Pay of Establishment
      Dearness Allowance
      Other Allowances.
   2. Travelling Allowances
   3. Other Charges.

e. Printing at Private Presses.

f. Cost of Printing work done by other Governments,

g. *Deduct-* Cost of Printing work done for other Governments and Paying Departments.

h. Charges in England.

i. Development Schemes.

The major revenue head of the Department is 'XLIX Stationery and Printing" ; the minor and detailed heads are the following :-

a. Stationery Receipts.

b. Sale of Gazette and other Government Publications :-
   1. Sale of Gazettes
   2. Sale of Other Publications in Government Central Book Depot.

c. Other Press Receipts.-
   1. Publication charges in the Gazette.
   2. Receipts towards cost of Printing and cost of paper in respect of Bills of paying and other Departments outstanding in previous years.

d. Miscellaneous.

e. *Deduct* - Refunds.

An extract of notes on the Budget Heads as printed in the Budget Estimates of the Department is furnished below :-

REVENUE

The Stationery and Printing Department falls in the category of service departments which are not permitted to charge one another for services which fall within the class of duties for which they are constituted. But services rendered or supplies made by the Stationery and Printing Department to

Government Commercial departments, Local Bodies, Government of India departments and others are charged for.

Stationery Receipts :- The amount realised by the sale of condemned typewriters, duplicators, etc., and unserviceable and damaged articles are credited to this head.

Sale of Gazettes and other Government Publications - Subscriptions for the Mysore Gazette and sale proceeds of loose copies of these publications and other Government Publications are credited to this head.

Other Press Receipts .- The receipts under this head comprise recoveries on account of private notifications and advertisements in the Official Gazette, sale proceeds of unserviceable plant, machinery and other articles, etc., and recoveries on account of printing work done on behalf of Local Bodies, commercial departments, etc. This head records the receipts realised from the Government Presses at Dharwad, Gulbarga and Madikeri.

EXPENDITURE

1. *Stationery -*

Stationery Office and Stores.- The pay and allowances of supervisor, Issue Clerks, Packers, Carpenters and other staff and the contingent charges of stationery office are debited to this head.

Purchase of Stationery Stores.- Under this minor head is shown the expenditure on the purchase of stationery stores (including freight charges), typewriters and other articles and the customs duty on imported stores.

Deduct Value of Stationery supplied to other Government and paying departments, - Recoveries on account of the cost of Stationery supplied by the Director of Printing, Stationery and Publications to other Governments, to Commercial and other paying departments are shown as reduction of expenditure under this head.

II. Printing.-

Government Presses.- Under this minor head is shown the expenditure relating to the pay and allowances of the Director, the Special Officers, Deputy Directors, Assistant Directors and the staff at the Government Central Press, Bangalore and the Branch Presses at Dharwad, Gulbarga and Madikeri ; cost of machinery required for the Government Presses ; electricity charges, purchase of materials and types and other charges such as expenditure on additions to plant and machinery and customs duty paid on imported stores and machinery for the presses.

Printing at Private Presses.- On account of pressure of work at the Government Presses or for other reasons, Government printing work is at times entrusted to private presses. The expenditure on such work is debited to this head.

Deduct.- Cost of Printing work done for other Government and Paying Departments.- Recoveries on account of the cost of printing work done for other Government and commercial and other paying departments are shown as reduction of expenditure under this head.

Development Schemes.- The expenditure relating to the Fourth Five Year Plan Scheme is accounted for under this new head of account.

Charges in England.- The expenditure incurred in England on the purchase of stores and machinery is debited to this head.

COSTING AND VALUATION SECTION

Preliminary Remarks

274. (1) This Section deals with the finding of the cost of each job undertaken in the Press on the basis of the direct time of each operation and machine spent on the job and quantities of direct materials including paper used for the job. For this purpose the Hourly rate is worked out of every distinct direct operation such as hand composing including making up and imposing, mono composing, lino composing, printing on several sizes of machines, hand binding, machine folding, wire stitching, Machine sewing, Guillotine, Process operation, Plate making, Offset Machine Printing, Type Casting, etc. This hourly rate represents the average of the cost per direct hour for each operation may be in receipt of different emoluments even in the same grade of pay. It is also possible that a certain operation may be performed on machines of different values or makes yet with the same rate of production. The expenses connected with each or each set of operations are compiled and scientifically analysed and allocated to the different branches wherein these operations are performed. These expenses include payments to operative including leave pay to the branch supervisors, general supervision, office, Direction, Branch Sundry expenses, light, power and water, buildings, interest and depreciation on its value, interest and depreciation on the capital value of plant and fixtures, taxes and any other service charges and others.

(2) By compilation and allocation of the monthly expenses to the various branches, every month, the total annual costs are arrived at. In any scientific Costing system, these branchwise expenses should be recovered by charging the same to the several jobs handled in each branch, on the basis of time, *i.e.* chargeable hours of the several operations of that branch, spent on each job. For this purpose the total annual cost of each branch of department wherein the particular operation is performed is divided by the total number of chargable hours worked by all operatives in that branch during the year and thus the hourly rate of the particular operations such as Hand Composing, Printing, Binding etc., arrived at. The operative may be employed on chargable operations such as composing, correction, make up, imposing, make ready on the machine, printing and binding, etc., and also on non-chargeable operations such as general cleaning, distribution of types, oiling the machine, cleaning the Ink duct, permanent cylinder hours are considered for finding out the hourly rates which will include the cost of non-chargeable hours also. Therefore, it is very necessary in a well organized establishment that the non-chargeable hours are kept at a minimum in order not to inflate the hourly rates unnecessarily. The details of the working of the Costing System are not furnished here, and only an instance has been indicated.

Valuation of jobs

(3) Before the introduction of the Costing System, two methods of valuation of works specially chargeable jobs, were in vogue. By one method, certain basic rates per units of composing, per 1,000 impressions of printing, per book or per 100 books of binding, on the basis of the then prevailing piecework rates were applied for valuing a finished job and a certain percentage to cover overhead expenditure which used to vary from year to year, was added. In the case of complicated or special works, some extras also were added to the value of the job thus arrived at, to cover extra time spent or materials used for them. By the second method, rates per page of different sizes of books set in different sizes of types in the case of composing, rates per 1,000 impressions of two or three different sizes of rent styles were worked out periodically on the basis of the figures available in the Government Presses and also in well established small, medium and big private presses, and a Schedule of Rates got approved by Government. These rates also used to be applied for scrutinising the Private Press Bills for printing Government works and for furnishing estimates.

Introduction of the Costing System in the Government Presses

275. (1) Government sanctioned in 1947, a small establishment of Cost Accountants for the introduction of the Costing System on the model of the British Master Printers' Federation Costing System, modified to suit the local conditions. Ever since, the workers were being trained to write out the Daily Time Sheets (Daily Dockets), the Branch Supervisors to properly check their entries and the other connected officials to report the issue of materials for the jobs, and then forward them to the Costing Branch at the end of the day. The Costing Branch used to post the hours and materials in the respective Registers. At the same time, action was taken to collect the expenses, analyse and allocate them to the several working Branches and service units. Annual financial statements were prepared accordingly. Later on, hourly rates of each group of operations were worked out and the Costing System was progressively introduced in the Government Press. The valuation of chargeable jobs according to Costing System was brought into force when Government in their Order No. ED 87 UPS 59 dated 25th June 1959 directed that (i) the costing rates for valuation of works of both paying and non-paying Departments executed in the Government Presses should be given effect to from 1st April 1959 (ii) that the costing rates of the previous year may be applied for works undertaken for a period of about first six months till the new rates are arrived at.

For the guidance of all concerned, a Costing Manual was compiled by the Director of Printing, Stationery and Publications for use in the Government Presses to value jobs on costing principles and also for preparation of *proforma* accounts. This has been approved in G.O. No. ED 182 UPS 59, dated 17th May 1960.

Daily Time Sheets

276. The following are the instructions in the matter of writing up the Daily Time Sheets by the workmen and checking the entries by the Supervisory and Computing Staff and further scrutiny by the officers in charge.

(1) All operatives should write out their respective Time Sheets correctly filling in all the details required therein before they leave work at the end of the day. In case any operative goes on leave he should furnish the information on the Time Sheet on his return to duty.

(2) The Foreman / Overseer and Computors should scrutinise these Time Sheets carefully with reference to the work entrusted to the operative and the quantum turned out by him the same day or the first thing the next day and attest them and send them through the officer in charge, to the Costing Branch the very next day. Both the operatives and the Foreman / Overseers and computors are personally responsible for any inaccuracy noticed. Watching the compliance or otherwise, with these instructions is the duty and responsibility of the officer in charge of the concerned Branch.

Writing up of the Time Sheets

(3) The Time Sheets are the most essential and basic records of the work done by the workmen every day and have to be written up by all categories of employees fo the Industrial Establishment whether they are working on productive work or non-productive work. The information furnished in this Time Sheet is the basis for valuation of all the works executed in the Government Presses and for working out the production statement of all the operatives with reference to the units of satisfactory work. Hence the Time Sheets have to be written up most accurately by all the operatives every day.

The Time Sheet written up by an operative or an employee should contain (i) the Work Docket number of the work taken up for execution by him ; (ii) the time when the work and each operation for the work was taken up ; (iii) the chargeable and the non-chargeable hours spent on this

work ; (iv) the time when each operation for the work was completed and another fresh operation for the work for a fresh work itself was begun and (v) the non-chargeable hours spent during the day.

Every employee should at the commencement of work each day write out the entries in the Time Sheets like name etc., and the Work Docket Number of the work he is engaged in, in the columns therefore, and show clearly the starting time of each operation, both chargeable and non-chargeable, by drawing a horizontal line against the time of starting of the particular operation, and noting the number or letter indicating the operation at the other end of the horizontal line. When all the particulars as detailed are noted and the time of starting the first operation for the day marked as described, no further writing is necessary in the Time Sheet till there is a change of operation. Only when there is a change of operation, a new entry has to be made by drawing a horizontal line against the time of starting the new operation and writing the letter or number of the operation at the end of the line. If the change of operation have involved a change of work also, the Work Docket number of the new work should be noted in the relevant column in line with the starting time of the new operation. If the change of operation is in respect of the same work as before, only the line against the time of starting the new operation has to be drawn and the letter or number of the operation shown and no entry is necessary on the left hand side. Even if the change of operation is because of the employee engaging himself in a non-chargeable operation, the procedure of drawing the horizontal line against the time of start of the non-chargeable operation and showing the letter of the operation has to be followed. Again, as the day progresses, a fresh entry is necessary and should be made only if there is a change of operation by drawing a horizontal line against the time of starting of each operation and indicating at the end of the line, the letter or number standing for the particular operation. In short, an entry in the Time Sheet, after the initial entries, is necessary only when *a new operation is started* and the entry is a horizontal line against the time of starting of each operation followed by the letter or number standing for the new operation. A new operation may mean just a change of operation from a chargeable operation to a non-chargeable operation, a change from one chargable operation to another chargeable operation for the same work, or a change from one chargeable operation to another chargeable operation as a result of taking up a new work (Work Docket). In all such cases, the starting time only of the change and the changed operation have to be shown as prescribed in the foregoing sentences. In the case of operations where the quantity of work is also easily assessable by the employees themselves, the quantity of work of the operation concerned in the respective units has to be noted between the two horizontal lines indicating the starting time of the two operations. For example, if printing or running off copies is the operation the number of impressions printed off has to be noted and so on. It will thus be seen that writing out the Time Sheets, accurately too, is quite simple, and may involve only a few entries and will not take any time worth mentioning. The Supervisory officials of all branches should understand these details and should explain the method of writing the Time Sheets to the employees clearly till they understand this and should also for a few days show how this has to be done, and convince the employees how simple this work is. The necessity for accuracy in the entries for costing purposes should also be convincingly explained to the employees by the supervisory officials.

At the end of the day's work, before leaving the office, the entries made in the Time Sheet should be verified by the operatives once again and handed over to the concerned Foreman who should scrutinize the entries made by the operatives and pass them on to the Computor of the branch.

These Time Sheets should be written up by the employees themselves and the supervisory staff should explain this duty to new workmen till they are sufficiently trained to do it themselves.

Scrutiny and certificate by Computors and Supervisory staff

(4) The Supervisory staff should check up the accuracy of the entries in the Time Sheets so written up and certify them and pass them on to the Computors who should scrutinize the Time Sheets in details specially the time spent by the operatives on the Work Docket / Work Dockets marked in the Time Sheets with reference to the personal Progress Register of each workman or machine or group maintained by them, independently.

The supervisory staff will be personally held responsible for getting the Time Sheets written up by the employees concerned on the very day to which they relate and accurately in the manner prescribed. They should check the entries in the Time Sheets periodically at intervals of not more than one hour as work progresses each day and ensure that the entries are up to date against them and initial against the time of checking in token of their having checked. The Time Sheet of each day should be handed over to the Computor concerned within two hours from the starting time of the shift on the very next day. The Time Sheets have to be signed by the Foreman / Overseer / Supervisor in charge, certifying the accuracy of the data furnished. The Foreman / Overseer should note that he should not merely initial the Time Sheets, but must scrutinize them and certify accuracy.

Personal Progress Register

(5) The progress of work of each workman and machine must be maintained by the Computors recording in the Personal Progress Register the correct time of handing out a Work Docket or work to a workman or machine or group of binders and their completion. To facilitate the accurate maintenance of these registers, all works given out for execution must, as a rule, be routed through these Computors so that the time of starting and of completion of the work by each workman may be correctly noted in the Register. This Register must be submitted to the Officer in charge through the Costing Office every day.

Scrutiny by the Computor

(6) The Computor in charge will thereafter carefully scrutinise and verify the correctness of the data and timings furnished in the Time Sheet and compute the actual chargeable hours. He should also compute the number of ens with reference to the proofs furnished in the case of Compositors, Lino and Mono Operators ; the number of impressions in the case of machines ; and the number of books bound or the quantity in other relevant units in the case of binders and the number of standard pages of proof corrected by the Proof Examiners, etc. With the information thus worked out he should prepare the plus and minus hours statement of the above employees duly recording in each case (1) the productive and non-productive hours of each employee ; (2) the work turned out by him ; (3) the units of satisfactory work fixed and (4) the excess or deficit production, and forward this statement to the Costing section where, the information furnished in the statement should be scrutinized by the Cost Accountant and with the remarks of the Assistant Director of the Costing Branch should be submitted direct to the Director for his orders.

The chargeable hours spent by the operatives or machines on each work, after they are computed by the computers should be posted to the Time Summary Sheets of the particular work by the Computors and these Time Summary Sheets will have to be attached to each original Work Docket and have to be carefully maintained and returned to the Costing Office for further processing every day.

The chargeable and non-chargeable hours in respect of each operative and machine, group of binders, marked in the Personal Register, may be totaled up every month and sent to the Costing Office in an Abstract form shown below.

Abstract of chargeable hours for the month of

Branch	No. of Chargeable hours	No. of Non-Chargeable hours	Remarks

It is also important that all productive employees attending office should write up their Time Sheets either individually or in groups, whether they do chargeable operations or are engaged on non-chargeable work even, such as carrying paper, materials or overhauling machines, etc. This will help to find out the total chargeable and non-chargeable hours paid for and to know how the services of all employees present are utilised.

Checking of outturn with reference to Units of satisfactory work

277. Government in their Order No. ED 356 TPS 68, dated 26th December 1968, sanctioned a scheme of checking of outturn with reference to units of satisfactory work of each employee or machine in order to maintain the production at a satisfactory level and for this purpose authorised the Director of Printing to constitute Committees consisting of the following members to study each operation and to fix up a workable minimum for each operation and machine in the light of the practical observations made from the records as well as universally accepted standards obtaining in several other Government Presses and foreign countries.

(1) The Senior Deputy Director of Printing, Stationery and Publications ;

(2) The next Deputy Director of Printing, Stationery and Publications ;

(3) The Assistant Director of Printing in charge of the concerned Branch ;

(4) The Supervisor in charge of the concerned section.

The Committees after detailed deliberations recommended the units of satisfactory work for composing and printing operations which were discussed at meetings presided over by the Director and approved. The norms fixed are furnished in the Annexures at the end of this section. These units of satisfactory work have been formulated after careful consideration based on accepted and established norms of production prevailing universally and taking into consideration local factors and in cases where necessary after a brief work study. These units have also been formulated on an experimental basis and may be modified only when essential if there are sufficient grounds for such modification.

In respect of binding operations, the Units of satisfactory work have not yet been prescribed and they are to be fixed hereafter.

Government have also in their Order No. ED 332 MPS 70, dated 26th October 1970 accorded sanction for the essential staff for the implementation of the above scheme in a vigorous manner.

Thus this scheme of checking of outturn of each operative with reference to units of satisfactory work has been introduced in (1) All composing Sections; (2) Mechanical Composing Sections ; (3) Printing including Offset Printing Section and (4) Proof Branch.

The working details of this scheme are given in the Annexure given below, and it is essential that all concerned should follow the procedures prescribed in this scheme.

ANNEXURE

Instructions to be followed in the working of the Scheme of checking of outturn with reference to Units of Satisfactory work.

Composing Section

(a) In a working day of about seven hours, one hour may be allowed for distribution. This time allowed for distribution should not be deducted from the number of working hours reckoned to arrive at the outturn per day, *i.e.,* in a day of seven working hours even if one hour is allowed for distribution, as far as the outturn of a Compositor is concerned, it should be the outturn of seven hours, because the outturn prescribed for composing now is inclusive of distributions. If extra time for distribution is allowed for special reasons, this should be certified by the Foreman of the Section concerned, and this extra time beyond one hour will count for progress, *i.e.,* deduction of this time will be made from the working hours to reckon the outturn expected of the employees.

(b) A maximum of 20 minutes will be allowed as personal time for each Compositor, or set of compositors, if they are working in sets.

(c) Extra time may be allowed for special works at the discretion of the Officer in charge who should carefully examine each work and determine the extra time necessary. Similarly for all display work and other types of works which cannot be measured easily in terms of ens, the time required should be assessed by a careful examination of each work by the Officer concerned.

(d) For purposes of computing, each line correction in Linotype matter or Intertype matter, may be treated as equal to one correction in hand set matter.

(e) The Examiners in the Proof Branch who read the Proof should note the number of mistakes in each page read by them and affix their signature. In the case of Line Composed matter, they should note the number of lines containing mistakes whereas in the case of hand set and Monotype set matter, they should note the individual number of mistakes.

Machine Section

(1) Allowance of time for oiling, cleaning and attending to rollers will be as follows :

(a) 15 minutes at the beginning of the First Shift for all machines including plants.

(b) 15 minutes of which about 10 minutes is in the beginning and 5 minutes at the end of the Second Shift for all machines including platens.

Important

There should be no stoppage before the closing time of the first shift.

(c) On Saturdays one hour for special cleaning at closing time of the Second Shift only.

(2) No time should be allowed for waiting for paper or forme unless it is clearly justified in writing by the Supervisory Official in charge.

(3) A maximum of 20 minutes may be allowed as personal time only for those persons for working single handed on machines like platens.

(4) When each sheet is to be printed on one side or on both sides as the case may be, the sheet should be counted after the printing of each side is completed to avoid wastage of paper and possibility of excess printing or short printing. The counting is best done after each ream is printed and the last ream counted at the end.

(5) During each shift, as and when the printing is over, the printed and counted sheets must be delivered to the Binding Branch or the Despatching Branch as the case may be along with a specially designed delivery certificate, and acknowledgment obtained in the relevant register.

(6) Extra time either for special cleaning or for other valid purposes may be allowed for special works at the discretion of the Officer in charge who should carefully examine each work and determine the extra time to be allowed.

Instruction (2) to (6) are applicable for Offset Printing Branch also.

(7) The Supervisory officials should ensure that the printed forme is duly washed and cleaned immediately after the forme is removed from the Machine Branch and sent to the concerned Composing Branch without any delay.

Binding Section

Every batch of printed matter received at the Binding Branch should be accompanied by a certificate by the concerned Machine Minder that it is counted and that it contains so many copies.

1. A maximum of 20 minutes may be allowed for personal time for each individual employee.

General Instructions for all the Branches - Composing, Machine and Binding Section and Offset Machine Section.

(a) The Foreman in charge should plan the work of the Section ahead and study the work situation and get the required materials, etc., ready so that the work may not be held up for want of materials. He should, as soon as the Work Docket is received, examine it, plan out all details keeping in view economy, examine the number of man hours and make a note of these for his use and arrange systematically planned work.

(b) Each employee should mark the time of starting each operation on the Time Sheet along with the Work Docket and operation number, the moment he starts that operation and should mark the other details such as the number of pages or / and the number of corrections, etc., and the time of finishing that operation soon after that particular operation is over. The Foreman / Overseer / Supervisor who checks and scrutinizes the Time Sheets should affix his initials on the time sheets against the time when he checks the Time Sheets are up to date at each inspection. The markings made during the last hour of a particular shift may be verified by the Foreman / Overseer / Supervisor on the following day and the Time Sheets, duly scrutinized and signed by the handed over to the Computors in charge within two hours from the starting time of the shifts. The Time Sheets duly marked by the employee should, however, be collected from the employee on the same day or the day to which it pertains, before the close of work for that day.

(c) The Computor will compute the progress achieved after careful scrutiny of each time sheet, mark direct and indirect hours, etc., required for the Time Summary Sheets and also fill up the *proforma* given to work out the *plus* or *minus* figures for each employee for each day. The Time Summary Sheets and *plus* and *minus* hours statement should be handed over by the Computor to the Costing Branch the same day, as he receives the Time Sheets before the close of work. The Costing Branch should put up all the Time Sheets to the concerned Officer each day and the officer should carefully check 5 per cent to 10 per cent of the Time Sheet and Time Summary Sheets and the *plus* and *minus* hours, for their correctness of entries and calculations and adequacy of production and pass appropriate orders.

(d) The Costing Branch will also bring to the notice of the Officer in charge of all cases of *minus* hours and continuous *minus* hours for a week or more in the case of any employee or machine. This Branch will bring to the notice of the officer in charge such cases where there are noticeable *plus* hours or continuous *plus* hours which should be scrutinized carefully further by the officer in charge and if this is found to be genuine appreciation and recognition recorded.

ANNEXURE

Scheme of checking of outturn with reference to units of satisfactory work

	Name of the Operation	*Particulars*	*Expected outturn per hour*
1	Composing	Solid matter (irrespective of type size) Statements	1160 ens. (as set) According to the nature of work to be examined by the Officer in-charge.
2	II Reading and Departmental corrections.	Single correction	60 corrections
3	Making up (including proof palling) (two persons)	A4 size Running solid matter A4 size complicated statements etc., A4-Running soild matter (double columns) A5 Do A5 size-Complicated statements, etc.,	10 pages Up to 50% extra time allowance depending upon complieacy 8 pages 15 pages Upto 50% extra time allowed over the above
4	Imposing (Two persons)	A4 size 4 pages A5 size 8 pages A4 size 8 pages A5 size 16 pages	20 minutes 30 minutes 30 minutes 45 minutes
5	Pulling Proofs	A4 size A5 size	20 pages 30 pages
6	Operation of printed pages i.e., removals of leads, quads, lines, quotations, etc., and tying up pages of type lines	A4 size A5 size	15 pages 20 pages
7	Lino Keyboard operations, Linotype corrections Monotype key board operation Mono Casting	 11pt. and above 10pt. and above	5250 ens per hour 2630 ens per hour 6300 ens per hour 7500 ens per hour 8500 ens per hour

SCHEDULE OF OUTTURN FOR READING BRANCH

FULL SOLID MATTER

Size and particulars	*No. of pages per working day*			
	12 point	11 point	10 point	7 or 8 point
A4 size				
First reading (two persons)	29	25	21	10
Second Reading (two persons)	27	22	19	10
Print Order	34	25	22	12
Author's revise	67	50	42	27
Print order revise	220	126	105	84
2/3 of A4 size (approx)				
First reading (two persons)	50	42	31	21
Second Reading (two persons)	44	37	29	17
Print Order	55	42	37	25
Author's revise	113	84	57	42
Print order revise	273	158	126	105
A5 size				
First reading (two persons)	76	53	42	27
Second Reading (two persons)	74	50	38	25
Print Order	89	67	52	34
Author's revise	179	147	109	67
Print order revise	210	158	126	105

1 Page thick leaded matter - 3/4 page of same kind of type ; therefore, one-third more than the above scale to be read ;

1 page full tabular matter-1 1/10 page of same kind of type ;

1 page open tabular matter-2/3 page ; therefore one-half more than the above scale to be read ; Series read rough and fair on one proof, the same as fair reading ; (proofs which are partly fair and partly rough outturn fixed for fair reading holds good).

1 page blank form work-1/2 of 12 point (piea) solid page)

1 page open display, title pages, etc.,-One half of 12 point page.

1 page standing matter-3/4 of same size and descriptions as fresh matter

Schedule of outturn fixed for the Letterpress and Offset machines

Machine No.	*Name of the machine*	*Size*	*Norms fixed*
1	2	3	4
Letter Press Machine			*Impressions per hour.*
1.	Reliance	Dl. Crown	1000
2.	Victoria	do	900
3.	Elliott	do	900
6.	Wharfdale	Dl. Royal	900
7.	Victoria	Dl. Crown	900
8.	Wharfdale	Demy	1000
9.	Johann'sberg	Dl. Crown	1500
10.	Wharfdale	Dl. Royal	1600
11.	Wharfdale	Dl. Demy	1600
12.	Wharfdale	do	1600
13.	Wharfdale	do	1600
14.	Centurette	Dl. Crown	1500
15.	Centurette	Do	1500
17.	Frontex, Big Autofed	Crown	2000
18.	Swift Wharfdale	Up to Single-demy	1900
19.	Babcock	Double Demy	1200
20.	Babcock	do	1200
21.	Babcock	do	1200
23.	Kobald	Foolscap Folio	1000
24.	Brehmner	do	900
25.	Brehmener	Double Crown	1000
26.	Frontex, small autofed	Crown-folio	2000
27.	Chandler and Price	do	1000
28.	Pa'con	do	1350
29.	Oslaka	Double Crown	1500
30.	Do	do	1500
31.	Do	do	1500
32.	Do	do	1500
33.	Osaka	Double Crown	1500
35.	Record	Do	1200
36.	Swift Wharfdale	Up to Single Demy	1900
37.	Chandler and Price,	Crown folio	1200
38	Monopal,		850
39	Osaka	Double Crown	1500
40	Swift Wharfdale	Up to Single Demy	1900
41	Centurian	Double Crown	1500

42	Victoria Front	do	1900
43	Falcon, Auto	Crown	1200
45	Mahabir - Yamini	Double Demy	1500
46	Heidelberg, Auto	Crown folio	2600
47	Do	do	2600
48	Fujita	Foalscap	1200
49	Osaka	Double Crown	1500
50	Grafopress, Autofed	Crown folio	2250
51	Victoria Front	Double Demy	2500
52	Do	Double Demy	2500
53	Mixima Front	Double Crown	1500
55	Victoria Platen	Crown	2250
56	Victoria Front, auto-fed	Double Demy	2500
57	Do	do	2500
58	Do	do	2500
59	Chandler and Yamini	Crown folio	1000
60	Sujatha	Double Demy	1500
61	Ideal Platen	Double folio	1350
62	Peco Glockner	A2 Folio	2600

Offset Machines

1.	Crabtree, Al.	Double Demy	2500
2.	Harris	Single Crown	2000
3.	Romayor, A3	Double Fe.	2000
4.	Polygraph	Demy folio	1500

Outturn in Machine Branch (contd.)

Kind of work	*Size of form*	*Time Allowed*			*Total time allowed*
		Make ready time	*Revise time*	*Correc-tions time*	
		Minutes	Minutes	Minutes	Minutes
1. Gazette work and Forms work	A1	20	5	15	40
	A2	15	5	10	30
	A3	10	3	7	20
	A4 & A5	10	3	7	20
2. Book works	A1	25	10	15	50
	A2	20	5	10	35
	A3	15	5	10	30
	A4 & A5	15	5	10	30
3. Colour work	Two colours - 2 hours for each colour (including all) More than two				

colours-2 & 3 hours depending on nature of work.

Machine cleaning-Half-an-hour for each colour

Plus- 25 per cent for special quality work, requiring meticulous attention.

30 per cent for each block of full size.

50 per cent for each colour including make ready of blocks.

Printing of Invitations folders :-

Size - 5" X 8" 5" x 7 " 4" x 6"	25 minutes maximum for make ready Revise and Corrections

A4 & A5 40 minutes do

Allowance of time for cleaning, oiling, putting rollers, removing rollers, etc.,

15 minutes for I shift and

15 minutes for II Shifts.

1 hour for special cleaning on Saturdays for II shift only.

For Offset Machines :-

Crabtree and Baby-Offset 1 hour

Romayor and German Baby 1/2 hour

PHOTO ZINCO SECTION

Schedule of outturn - (Norms fixed)

A. CAMERA

1. *Line Negatives* :-
   20 minutes per shot
   Allow 30 minutes for change of copy Board.

2. *Half-tone negatives* :-
   Half-tone negatives ; 20 Minutes per shot,
   Allow 30 minutes per shot for colour separation.

3. *Contact Printing* :-
   (up to 10" x 12")
   15 minutes per shot)
4. *Contact Printing* :
   (above 10" x 12")
   20 minutes per shot.

5. *Preparation of Chemicals* :- 30 minutes each time
   N.B.:- (a) All timings include processing and washing up to drying.
   (b) Daily Allowance : 15 to 20 minutes per shift for cleaning getting ready.

B. ETCHING INCLUDING PLATE MAKING

1. Plate Printing :
   30 minutes per plate.
   Add 15 minutes per plate if negatives are more than 10 to be printed. consist of colour halftones.
2. *Etching* :

(a) Line and Half tone (up to 10 ups) 2 Hours per plate

(b) Line and Half tone (above 10 ups) 3 Hours per plate

Add:- One Hour per plate for colour separation and for colour Half Tone work.

N.B. :- (a) Timings include painting, retouching, etching and cleaning.
(b) Daily allowance 15/20 minutes, per shift for preparation, cleaning etc.

C. MOUNTING

15 minutes per block.

Note :- (a) Time includes, routing, bevelling, preparation of mount and mounting ;
(b) Daily allowance ; 15 to 20 minutes per shift for cleaning.

D. PLATE MAKING

1. Romayor plates - 20 minutes per plate
2. Other plates (surface method *i.e.,* ordinary) 30 minutes per plate
3. Other plates (Deep Etch) - 40 minutes per plate.
4. Preparation of Chemicals : - 30 minutes each time.

N.B.:- (a) Timings include preparation, coating, developing, etching and gumming up.
(b) Daily Allowance 15/20 minutes per shift for cleaning.

Valuation and Billing

278. (1) The Costing Section will value all chargeable and non-chargeable works after the completion of each work on the basis of the chargeable hours of each chargeable operations spent on the work and the chargeable (D. J.) materials used for the work, as collected in this Section from the Daily Time Summary Sheets and copies of chargeable Materials Indents received daily. As these figures are required to be posted daily to the respective job cost sheets up-to-date, it should not be difficult to work out the cost of printing and cost of paper and other materials of each job soon after the receipt of the completed Work docket.

(2) After valuation, the Work Docket together with specimen copy and valuation sheet is handed over to the concerned Bill clerks, under acknowledgment, for preparing and forwarding Bills to the Departments or Parties. The Bills are prepared in (i) the Costing Section in respect of all Forms and Registers supplied to paying Departments or parties ; (ii) the Printing Works Section (P.W.S.) in respect of all chargeable books and other publications and (iii) Gazette Section in respect of all Gazette Publications and spare copies of paying Departments, institutions, and parties. The Gazette Publications and spare copies are valued at special rates approved by Government, to keep up uniformity, instead of at costing rates.

279. According to Government Notification No. FD 112 RCE, dated 20th July 1963, a levy of the departmental charge of 10 per cent over the actual charges for printing work done and over the actual value of stationery articles supplied, including English Typewriters and Duplicators (but not Kannada Typewriters for which flat rate was fixed) should be made in all Bills sent to Parties, Bodies, Offices, Departments who have to pay for supplies and services.

(Note.- The Manual of Contingent Expenditure may also be referred to.)

Checks and Essential Points to be noted by the Costing Section

280. The Costing Section should systematically check the pending lists of works from the working Branches with the Time Summary sheets and job cost sheets and copies of invoices of completed jobs and eliminate all works, shown as pending though they may have been completed and despatched. it should also find out the works which are not in the pending lists, but the completion Report / Invoice with Work Dockets and specimen copies thereof are not received for valuation. It should report to the Director, wherein cases of certain works, too may chargeable hours are spent or excessive quantities of materials or paper are used and also cases where operations or materials not required or used for a job are shown as performed or used in the Time Sheets / Indents, for proper enquiry and needful action.

281. The following are some of the essential points to be kept in mind by the costing, computing and valuation clerks for strict observance.

(1) All duplicate Work Dockets of chargeable and non-chargeable works (Forms and of P.R. Series) should be sent to the Costing Branch on the same day of issue.

(2) The original Work Dockets of all completed works, chargeable and non-chargeable (Forms and P.R. Series) should be sent to the Costing Branch with a specimen copy after the despatch of the work under acknowledgments.

(3) The Despatching Branch should maintain daily receipt of completed works. The serial number given to the work in this Register should be noted on the Work Docket as well as the number of copies received both in figures and words, under full signature.

(4) The Despatching Branch should note the number and date of the Invoices along with the distribution statement, if any on the W.D's. and send them to the Costing Branch.

(5) All Invoices prepared for the paying Departments including Municipalities (to be charged) in respect of supply of Forms and Registers should be sent to Costing Branch daily for preparing Bills under acknowledgment.

(6) A serial order in the numbers of paying Departments' Invoices should be maintained by the Despatching Branch.

(7) The Costing Branch should value the completed works both chargeable and non-chargeable, immediately and in any case within a week of the receipt of their Work Dockets with specimens and other details if any. In the case of voluminous works requiring longer time, the permission of the Assistant Director in charge should be obtained for more time being allowed.

(8) On completion of the valuation of each work or a batch of works of the same Department / Office / Institution the Costing Branch should send the valuation sheet alongwith the original Work Docket and the specimen copy to the concerned Bill Clerk, for preparation of Bills under acknowledgment. The Bill Clerks should prepare the Bills promptly and forward them to the Department / Office and watch the realisation as per rules.

(9) The Bill Clerks will record the monthly abstract of pending bills at the end of each month and submit it to the Director on the 1st of the following month.

(10) The Bill Clerks of P.W.S. Gazette, Costing Branches of the Press and of the Stationery Depot, Bangalore should put up the monthly abstract departmentwise in the D.C.B. Register regularly and get them scrutinised by the Internal Audit Staff and attested by the Gazetted Officer in charge.

(11) The Bill Clerks in all offices of the Department should invariably note the abstract of Collection effected till the end of each month, in the D.C.B. Register and get them attested by the Director before the 10th of the following month.

(12) The Bills and connected references for the supply of paper to the private Presses for printing Text Books from Manuscripts or Printed sample, should be made available to the Internal Audit Section for verifying, among others the actual quantity of papers issued to the Press for printing the Text Book and the quantity of paper actually required for printing the book. The value of any excess quantity of paper should be deducted from the Bill amount before it is passed for payment.

INTERNAL AUDIT SECTION

282. The Internal Audit Section is established in the Press with a view to help the Administration strictly to follow the prescribed financial and service rules in all financial and service matters, including grant of leave, leave allowances and pension and gratutity to the Establishment. Therefore, all papers, supply bills, pay bills, etc., after they are worked up in the Accounts Branch should pass through the Internal Audit Section before they are finally passed by the Director. The Internal Audit Section will advise administration whether proposed expenditures may be incurred within the sanctioned grants and within the powers delegated to the Director ; in cases where they fall outside the sanctioned grants or the Director's powers, it will offer suggestions for obtaining necessary sanctions of Government. It will also be responsible to help answer audit objections, comments in the Audit Report and Appropriation Accounts and Remarks of the Public Accounts Committee. A separate Register should be maintained to note the receipt of all audit objections and their disposals in the Accounts Section. Replies to each objection must be put up by the concerned clerk and got scrutinised by the Audit Superintendent and approved by the Director and sent to the Accountant General within ten days of its receipt. This is very important from the point of view of efficiency and integrity of the administration.

Necessity for Internal Audit

283. The accounts of all the offices of the Director of Printing, Stationery and Publications, Bangalore as well as subordinate offices and Branch Offices, Stationery and Book Depots and their Branches are audited periodically by the Outside Audit Department. The first part of the audit is devoted to a detailed and general review of the accounts and the second part to checking the annual financial accounts and the balance of the audit work, if any, pertaining to the previous audits. Since the Printing and Stationery Department incurs substantial expenditure, it is essential to have a cent per cent check on the Accounts. As the outside Audit Department is not in a position to exercise such a check a system of continuous internal audit has been introduced at the instance of the Accountant General, Bangalore. Internal audit enables a more detailed check to be imposed at reasonable cost and errors to be more quickly rectified than would otherwise be the case.

Mostly, audit or suggestions by the Internal Audit Section should be in the nature of pre-audit, that is before decisions are taken.

Internal audit staff and its working

284. The Internal Audit Section consists of one Audit Superintendent and his staff.

(1) The Audit Superintendent shall be in charge of the internal audit and he will be responsible for the efficient working of the staff under him.

(2) The Internal Audit Section shall work independently of the Accounts Section in the Office of the Director, Government Printing and Stationery, and shall be responsible directly to the Director of Printing and Stationery.

(3) The Internal Audit Section shall thoroughly check all Cash Books in the Office of the Director of Printing and Stationery, as well as in the subordinate Offices.

(4) The Audit Section shall have access to all accounting records and shall have the power to verify the balance of cash, cheques, service postage stamps, private postage stamps, stores, stationery of all description in the Government Presses and Stationery Depots, Book Depots.

(5) The Internal Audit Section shall also audit the following accounts :-

(a) Stores Accounts ;

(b) Stores Ledgers and Physical Verification of Stores ;

(6) In order to avoid any possible confusion, the Internal Audit Section shall invariabley use red pencils for auditing the records and no other staff in any of the offices under the control of the Director of Printing and Stationery shall use a red pencil.

(7) The Officers in charge of Government Presses and Assistant Directors of Stationery Stores and Government Central Book Depot shall supply all the information required by the Audit Section as quickly as possible.

(8) Since the audit is the better for having been planned in advance the Audit Superintendent shall submit a programme for the Audit Section to the Director of Printing and Stationery, from time to time.

(9) Audit Report - On completion of the audit of any unit, the Audit Superintendent shall submit a report to the Director of Printing and Stationery, pointing out therein the results of the audit and suggesting remedial actions, wherever necessary. He shall also send a copy of the Report to the Officer in charge of the Unit concerned.

285. (1) To facilitate work in the Internal Audit Section, all Establishment Pay Bill Clerks should check the attendance of employees carefully every day. The Time Keepers, or the Chief Time Keeper, will send the Attendance Register with late attendance, etc., marked at 10 A.M. for the second and third shift of the previous day, and at 12 noon for the first shift of the particular day. The concerned leave clerks will scrutinise the Attendance Register in respect of every employee as soon as the Attendance Registers from the Time Office are received, and take action urgently to settle the question of absence which requires to be settled. The leave clerks will also return the Attendance Registers to the Time Keeper within 1 or 2 hours after receipt. The leave clerks should also report cases where the Foreman/Overseer / Supervisor will not have sent the leave memos of the employees from the particular branches. All measures necessary should be taken to see that absences are settled before the 20th and the attendance of employees upto the 20th scrutinised, as far as possible, before the establishment bills are prepared. The Establishment bills should be sent to the Internal Audit Section by the officials by the 21st of each month in any case, and thereafter both the staff of the Internal Audit Section and the establishment Bill Clerks may work some extra hours both morning and evening, and see that the bills are completed after through check by the 25th and sent to the Treasury by the 25th or 26th at the latest. This procedure is applicable even if holidays intervene.

(2) The checking of the Attendance Registers to find out recoveries from several employees which has to be done by the Internal Audit Section may be spread over the period from 1st to 14th of the next month and the concerned Registers and records made available to the Internal Audit every day between 3 P.M. and 4 P.M. so that the work is attended to at the rate of 1 hour each day and completed before the bills for the next month are commenced.

(3) In all the works of the Internal Audit Section, it is necessary that the audit conducted is per-audit and not post-audit. In the Gazette Section bills are to be sent to Paying Offices regularly. A copy of the Gazette may be made available to the Internal Audit Section as soon as the Gazette is released, for purposes of audit, and to examine all notifications which have to be charged for and marking the

relevant notifications. The Bill Clerk of the Gazette Office should prepare the bills in respect of each paying Department each week relating to the Gazette issued on Thursday, starting from the afternoon of Thursday itself, and complete all the bills by the evening of Friday. The bills should then be given to the Audit Section for audit without fail at 10 A.M. on Saturday. In the case of holidays intervening, the work may be postponed to the extent necessary, but, the period taken should be the same. The Internal Audit will audit these bills and return by the evening of Saturday. The bills may be despatched by the evening of Saturday by the Gazette Office and in any case on the very next Monday without fail. The auditor may also examine if advance payment is obtained in all cases where such payment is necessary and ensure that this is done.

(4) Paper Room Accounts : It is necessary that the Paper room accounts should be checked day to day. The concerned officials of the paper room should bring the paper room records to the Internal Audit Section, or the Auditor may go to the Paper Room and see that the accounts of the previous day are checked the very next day. Only when the Auditor is engaged in full time Pay Bill work, to the extent the number of days for which such work lasts, this checking may be deferred but completed as soon as that work is over.

(5) All the Stationery Accounts may be attended to by the two officials, the First Division Clerk and Second Division Clerk exclusively allotted for Stationery Depot Work. The distribution of work may be suitably decided upon by the Superintendent. These two officials may also attend to other duties to help other auditors whenever necessary.

(6) Another auditor may attend to Stores Accounts of General and P. Z. Stores. These accounts should also be checked every day in the case of Day Books and at least once a week in the case of ledgers. The system of auditing after entries are made will lead to corrections work, and it is best that pre-audit is done in all cases. The Stores officials must write out the books concerned and the ledgers promptly and send HO books to the Audit Section daily in the case of Day Books and once a week in the case of ledgers. The auditor will also attend to the pre-audit of bills sent to paying offices. local bodies, etc. by the Forms Branch and the P.W.S. These bills may be given to him as soon as the bills are prepared and even before the Officer signs them. In respect of old bills for which audit has not been conducted, for any reason, post audit may go on and the audit completed urgently.

(7) The D.C.B. of the several offices may be scrutinised and checked by the concerned auditors and cases of default in compliance with orders brought to the notice of the Director.

(8) all the auditors who are auditing the Stores accounts will be responsible to see that the acknowledgments for supplies made are obtained and recorded, on the invoices, and after reasonable time if acknowledgments are not received, put up observations and objections so that the Stores officials will be held responsible for obtaining the acknowledgments.

(9) One First Division Clerk will attend to Audit of Book Depot Stores Accounts, Day books, Ledgers, Invoices, Acknowledgments for supplies made, Ledger Accounts of Retail Booksellers.

(10) The audit of Subscribers' Accounts in the Gazette Office may also be arranged for by an official in the internal Audit Section being entrusted with this work.

286. The following is a statement showing the works that are to be attended to by the Internal Audit Section of the Government Press, Bangalore.

(1) General Supervision of the work and guidance to the staff in the Internal Audit Section (by the Audit Superintendent) ;

(2) Scrutiny of Cash Book of the Press Office and connected subsidiary accounts ;

(3) Scrutiny of supply and services bills of the Press Office and all other bills of allied Offices whose value is Rs. 5,000 or more ;

(4) Furnishing remarks on several files referred to for opinion by the Administrative and other Sections including House Building Advance, House Purchase Advance and other advances including Provident Fund ;

(5) Verification of Fixation and protection of emoluments, etc., ;

(6) Scrutiny of all bills of several offices of the Department ;

(7) Scrutiny of all bills of Branch Presses, etc., which are to be signed by the Director ;

(8) Checking of Establishment bills of officials and employees of all the Establishments of Press office and Stationery office ;

(9) Checking of supplemental bills relating to all establishments in addition to Confidential work allowance bills and lunch allowance bills ;

(10) Scrutiny of increments to be sanctioned to the employees and officials of the Permanent Establishment;

(11) Checking of Festival Advance bills of all the Establishments ;

(12) Checking of Attendance Registers of all the Establishments with connected Acquittance rolls, excess payments and other recoveries, if any, should be entered in the R.S.P. Register maintained in the Section and their recoveries watched ;

(13) Checking of publications in the weekly Gazettes in respect of paying Departments with reference to bill books and rates of advertisements, discrepancies noticed should be brought to the notice of the Director through observation memos for needful action and all bills should be checked before issue with reference to Notifications and rates of advertisements ;

(14) Review of D.C.B. Register once in a month put up by the Gazette Branch, departmentwise ;

(15) Checking of paper room receipts and issues (to be checked daily) ;

(16) Checking of leave eligibility of all Establishments once in a year, *viz.,* in January each year ;

(17) Verification of daily receipts and issues of Government Book Depot stores from 1st April 1965 with reference to invoices and indents and their subsequent posting to ledgers and attesting all the registers in this regard in token of having verified the Stores transactions ;

(18) Scrutiny of D.C.B. Register of Book Depot once in a month ;

(19) To check that acknowledgments for the supplies made are obtained and recorded and put up observations if acknowledgments are not obtained ;

(20) Verification of daily receipts and issues of General Stores and Photo-Zinco Stores with reference to invoices and indents and their subsequent posting to ledgers and attestation in all the registers including the Press Inventory in token of having verified the stores transactions ;

(21) Checking of valued Work Dockets before preparation of bills of Forms Branch and P.W. Section ;

(22) Checking of Work Dockets registers of Forms Branch, P.W. Section with reference to Time Summary sheets, valuation sheets, etc., ;

(23) Review of D.C.B. Register of P.W. Section departmentwise every month and scrutiny of all bills preferred and attesting the same in token of checking ;

(24) Checking that acknowledgments for the supplies made are obtained and received and put up observations if acknowledgments are not obtained ;

(25) Checking of miscellaneous bills such as reimbursement of medical charges, bills relating to H.B.A., H.P.A. etc., ;

(26) Periodical verification of Service Registers of Press and Allied Offices (both officials and employees) ;

(27) Checking of Service postage stamps accounts of the Press Office ;

(28) Audit of Subscribers' accounts of the Gazette Office ;

(29) Checking of all supply and services bills pertaining to Stationery office ;

(30) Checking of Cash Book and connected subsidiary registers of the Stationery Depot ;

(31) Verification of daily receipts and issues of Stationery Depot Stores with reference to invoices and indents and their subsequent posting to Ledgers and attesting all the registers in this regard ;

(32) Scrutiny of D.C.B. Registers including bills preferred for supplies and services rendered of Stationery Depot and attesting the same ;

(33) Checking whether official acknowledgments are received from various departments to whom free supply of stationery articles have been made from the Stationery Depot free of cost ;

(34) Checking of Typewriters account maintained in the Stationery office from 1st April 1965 onwards ;

(35) Checking that acknowledgments for the supplies made are obtained and recorded and put up observations if acknowledgments are not obtained ;

(36) Checking of P.D. Bills, P.D.P. Bills, ; P.D. Bills, with relative P.D. invoices, P.D.P.M. Bills with relative P.D.P.M. Invocies ; P.D. Bills with P.D.T. invoices ;

(37) Valuation of bills of Paying departments of Stationery Depot with reference to approved rate list furnished for the year.

GAZETTE OFFICE

287. The Director of Printing, Stationery and Publications is the *Ex-officio* Compiler, Karnataka Gazette both English and Kannada. All correspondence, Notifications and other matter intended for publication in the Gazette should be addressed to this designation only.

288. The Gazette (office) Section is in charge of a Superintendent Grade-I with the requisite number of First Division and Second Division Clerks, Works Clerk and Class IV Officials. The Official Mysore Gazette is published weekly every Thursday in English and Kannada. Besides, whenever deemed expedient, a Gazette Extraordinary may be published, containing any urgent Government Notification, Bill or Act or Ordinance under orders of Government. It is also published to draw the attention of the public to the important matter contained therein.

Parts of the Gazette

289. The Gazette is divided into eight main parts and some of these parts are further subdivided with a view to facilitate the publication of the business of Government and its several departments, quasi-Government Institutions, Public Institutions, Companies, and Private Parties in certain cases. Only the matters requiring publication in the official gazette under any Law, Statutory Rules or Government Orders for the information of the public are entertained for publication. Certain judicial notifications of private parties received through the Courts are also entertained. Notifications of

autonomous institutions like the Universities, Government Insurance Department, Mysore State Electric Board, Mysore State Road Transport Corporation, etc., in Part III-2 and of Local authorities such as Municipalities, Municipal Corporations, Village Panchayats and Taluk Boards in Part III-3 are published on payment. Notifications regarding change of name and of Banking concerns, etc., in Part IV are also published on payment.

290. (1) As far as possible all Government Orders and Official Memorandums and Circulars and Notifications of the several Secretariat Departments published in Part I, II-1 and III-1 should be arranged in the prescribed order of the Departments and then they shall be arranged in chronological order under each Department. The Land Acquisition Notifications issued by Government are published in Part III-1 of the Gazette and those of several districts are published in Part III-2 in the alphabetical order of the names of the Districts. The Departmental Notifications to be published in Part III-2 and Part VI shall be arranged in a prescribed order of the Departments. The Part IV of the Gazette contains statutory matters of Central and State Governments and the matter to be published under each sub-division of this part is specified by the title of that sub-division. Part V contains statistical matters of the Weekly rainfall, seasonal conditions, commodity prices, etc., Part VII is set apart for the Notifications of the State Public Service Commission and Union Public Service Commission and Part VIII is set apart for the Notifications of the State Level and Divisional Level Recruitment Committees.

(2) Each part, Section and Sub-section with separate pagination of the Gazette should bear the legal imprint at the end of its last form with a rule above it.

291. (1) The standing notifications regarding opening of petition Box at the Mysore Government Secretariat and Interviews of the Chief Minister with the Public in the beginning of part II-1 are published in the Gazette periodically. The monthly calendar sheet is printed and published in the last issue of the Gazette of previous month. In addition, Government may order the publication of any important advertisement regarding Government sponsored Exhibition, floating of Loans, National and Defence Saving Scheme, etc.

(2) The following Notifications should be published in the first issue of Part II-1 of the Gazette every month for the information and guidance of Heads of Departments and other Officers concerned as a superscription for all Notifications regarding appointments, leave, transfers and promotions.

(Government Order No. R 596-639 L.R. 542-04-2, dated 14th July 1905 and General Secretary's letter of 20th October 1905).

G.O. No. G. 10391-4-60-P & S. 62-20-1, dated 26th November 1920.

Heads of Departments and all other Officers concerned are informed that Notifications in the Gazette are to be accepted as disposing of all references regarding appointments, postings, transfers, leave and other personal questions affecting officers, as to which orders are gazetted by the Government in this Part of the Gazette, and that any subsidiary orders as to relief of their subordinates and the like, which such notifications necessitate, must be issued by the immediate official superiors of the officers concerned in consultation with the Heads of Departments wherever necessary, immediately on receipt of the Gazette. No subordinate officer should take action on a Gazette Notification without the specific orders of his immediate official superior.

The Petition Box kept in the Secretariat premises at the Vidhana Soudha, Bangalore near the Reception office will be cleared at 12 NOON every day by an Officer of the General Administration Department of the Secretariat.

(3) The Compiler, *Mysore Gazette* has to reproduce free of cost in Part IV Section 1-C of the *Mysore Gazette* the Notification of the Institute of Cost and Works Accountants of India, published in the Part III Section 4 of the Gazette of India.

(G.O. No. ED 421 TPS 69, dated 27th April 1970)

292. Government have reclassified the Sub-sections of Part IV suitably. Part IV-1C (ii) has been abolished and the Rules portion of that Part has been transferred to Part IV-2C (i) and the remaining portion of it to Part IV-2C (ii), Part IV-1c (i) has been restyled as Part IV-1C. The portion of Part IV-2B relating to Rules made by the Governor under the Constitution has been transferred to Part IV-2C (i).

General Statutory Rules and Statutory Orders

293. (1) The General Statutory Rules are published in Part IV-2C(i) of the *Mysore Gazette* and the orders and notifications are published in Part IV-2C (ii). The Statutory Rules shall be numbered with the prefix of the letters 'G.S.R.' and the Statutory Notifications and orders shall be numbered with the literal indications 'S.O.' and number and date of the notification should be added at the end of the matter within brackets.

(2) Whether a Rule or Order or Notification is made under Statutory provision, will be specified by the concerned Department of the Secretariat issuing such a matter for publication by marking the part of the Gazette as Part IV-2C (i) in respect of G. S. R. and IV-2C(ii) for S. O. The Gazette Office shall not decide whether any of the Rules, Orders or Notifications have been made under Statutory provision, but only takes the responsibility of Central numbering of such matters sent to the Press as 'G.S.R.' and 'S.O.' In the case of any doubt, clarification from Government should be obtained expeditiously.

(3) The 'G.S.Rs.' and the 'S.Os.' are usually received from Government on the dates of their issue and in any case if such matters are received the next day, the necessary adjustment should be made to keep up the correct chronological order of numbers and dates. The Gazettes extraordinary shall also be taken into the chronological order of numbering.

(4) As soon as such matters are received for publication the clerk dealing with the subject shall assign numbers grouping them according to Departments and pass them on to the Composing Section where the matters should be composed in such a way as to keep up the numbers assigned in chronological order irrespective of the fact whether any matter is short or bulky.

(5) In the Proof Branch, while checking the proofs they should carefully observe the correctness of the numbers assigned in the chronological order. In case of any discrepancy, it should be set right in consultation with the Gazette Office and the Gazette Composing Section. Whenever there is any necessity of altering a number or numbers assigned, but before printing, such corrections should be carried out in the registers maintained in the Gazette office and in the Composing Branch, without disturbing the chronological orders of the numbers and dates.

Arrangements to ensure publication of Mysore Gazette in Kannada simultaneously with the English edition.

294. (1) In view of the decision of Government to have Kannada as the State Administrative language, the official Gazette of the State has to be published in Kannada and Government directed that the Mysore Gazette containing all the notifications that were being published in the English edition of the Mysore Gazette, should also be published in Kannada simultaneously and regularly with effect from 1st April 1968, Both the Kannada edition and the English Edition of the Mysore Gazette shall be the official gazettes. If howefer, there is discrepancy in the two editions, the English edition shall prevail over the Kannada edition. All notifications intended to be published in the Mysore Gazette should be sent by the offices sending the notifications for publication, in duplicate and well in time to the Compiler, Mysore

Gazette, who should arrange to get the notifications translated as required and published in the Mysore Gazette simultaneously.

A Translation Branch with two Translators and 12 Assistant Translators was therefore sanctioned for the Government Press, Bangalore, and certain other measures necessary for the publication of the Kannada edition of the Mysore Gazette were also sanctioned.

(G.O.No. ED 91 TPS 67, dated, 11th December 1967).

Simultaneous Publication of Acts and Rules in English and Kannada

(2) In order to facilitate simultaneous publication of the two versions in English and Kannada of the Mysore Gazette, copies of all Bills, Acts, Ordinances and Rules, and Central Acts and Rules have to be sent, by the Law and Parliamentary Affairs and other Departments of the Mysore Government Secretariat which deal with the publication of Bills, Acts, Ordinances and Rules, first to the Chief Translator to Government well in advance so that the translations into Kannada might be got ready, and on receipt of the Kannada translations both the English and Kannada versions have to be sent together to the Compiler, Mysore Gazette for publication.

(OM.No. GAD 32 OSM 68, dated 27th July 1968)

Publication in Kannada of Notifications of Paying Offices

(3) All the Paying Departments of Government local bodies, Non-Government Agencies and Private Parties, who are to pay for the publication of the their notifications in the Mysore Gazette,should send notifications for publication both in English and Kannada to the office of the Compiler, Mysore Gazette, after translation, if necessary, for being published in the two versions of the Gazette. The Office of the Compiler, Mysore Gazette, will not undertake the translation of notifications sent by paying offices and members of the public and therefore unless translated Kannada versions are sent simultaneouly with the English versions, publication of the notifications will be only in the version in which the notification is sent by such offices or agencies.

(Govt. letter No. ED 89 TPS 68, dated 21st March 1968)

Publication of Awards of the Labour Court and Tribunal.

(4) The publication of Awards of Labour Court and Industrial Tribunal in Kannada is not necessary under the Statue. However, the general policy of the Government may be followed in this regard.

(Letter No. FCL 461 LLD 68, dated 25th September 1968)

Procedure for receipt of Notifications

295. (i) All notifications intended to be published in the Gazette should reach the Office of the Compiler, Mysore Gazette, on or before the Wednesday preceding the week of publication of the Gazette, i.e, 8 clear days before the date of publication of the Gazette.

(ii) In cases where it is essential that the notifications should appear in the next week's Gazette it may be specifically pointed out to the Compiler, Mysore Gazette, who will make necesary arrangements to publish it accordingly only if it is of a short length.

(iii) All lengthy notifications and notifications containing tabular matter should be sent to the Complier,Mysore Gazette, allowing him sufficient time. The date on which it could be published should be ascertained by prior consultation with the Office of the Compiler, Mysore Gazette. No. office shall presume that by merely intimating the Compiler, Mysore Gazette, that the notification should be published in the Mysore Gazette on a particular date, it will be published, for in many such cases publication may not be possible.

(iv) In extremely urgent cases, where it is unavoid-able for statutory or important reasons that the notifications should appear on a particular date, to satisfy the conditions of the time schedule prescribed, the Secretary to Government in the concerned Department may authorise publication of a Gazette Extraordinary on an appropriate date.

(Circular No. ED 23 TPS 68, dated 16th February 1968)

Procedure for sending notifications in duplicate

296. In order to enable the simultaneous publication of all notifications both in English and Kannada, Offices sending the Notifications should pin the two copies of each notification together and this should be done for every notification separately and all the pairs of copies should not be pinned together in one lot. In all cases where a translated version has also to accompany the English version,the two copies should invariably be pinned together. It is to be clearly stated on one copy that the notification is for publication in the English edition of the Gazette and on the other it is to be made clear that it is the copy meant for translation and publication in the Kannada edition. When a number of notifications are enclosed in one envelope, the pinning of the two copies of each notification for the English Gazette and for the Kannada Gazette should invariably be done, and all the different notifications sent in one envelope should not be pinned together by using one pin.

If the procedure as detailed is not observed by any office sending notifications, the Compiler, Mysore Gazette may return the notifications,which are not in conformity with the instructions regarding these procedures, i.e., notifications which are sent either single or notifications which do not contain specific instructions whether they should be published in the English version or in the Kannada version. The office of the Compiler will not be responsible for the delay in the publication of the notifications on account of the notifications being returned for not following the procedure prescribed.

(Circular No. ED 31 MPS 70, dated 3rd February 1970)

Notices regarding unauthorised absence of Government Servants.

297. (1) A number of Notifications or notices regarding unauthorised absence of Government Servants of Class III and Class IV were being received in the Offices of the Compiler, Mysore Gazette, for publication in the mysore Gazette. In some cases, the Government Servants who have been repatriated or reverted back to the parent Department do not immediately report to duty in spite of instructions of do not resume duty in spite of recall notice when they are on leave, or do not obey the transfer orders and remain absent unauthorisedly. The question whether publication of such notifications or notices in the Mysore Gazette, is necessary, particularly in view of the need for economy in Government expenditure, has been examined and the following instructions are issued for the guidance of all the concerned:

(2) In view of the provisions contained in Rules 106A to 108 of the M.C.S.Rs., it is not necessary to publish in the Government Gazette all the notices, Memos, etc., served on the Government Servants who are absent unauthorisedly. Only the final notice in cases where the Government Servants have not replied to the ususal notice or in cases when the whereabouts of the Government Servants are not known for a considerable time and when displinary action is proposed to be taken need be published in the Mysore Gazette for information as it is a statutory requirement. Unless such a notice is published in the Mysore Gazette, no atcion can be taken to terminate the services of any Government Servant who is absconding or has remained absent unauthorisedly for a long time.

(Government Circular No. ED 34 TPS 674, dated 27th April 1967)

(3) It is further clarified that it is not necessary to publish along with the Notice a copy of the enquiry report or other document concerned in the enquiry. Legal requirements would be met if only the notice containing briefly the substance of the charges held to be proved, the penaity proposed to be imposed and directing the delinquent official to submit his explanation within a fixed time after publication in the Mysore Gazette, be published in the Mysore Gazette. The Disciplinary Authorities can proceed to pass final orders after the expiry of the period mentioned in the notice.

This Procedure should also be followed in cases where ex-parte proceedings in accorndace with rule 14 of Mysore Civil Services (Classification, Control and Appeal) Rules, and the instructions contained in Official Memorandum No. GAD 117 SSR 65, dated 2nd February 1966 are conducted.

(O.M. No. GAD 47 SSR 68 dated 17th September 1968)

Special Procedure in receipt and Publication of orders of the High Court.

298. (1) Any communication incliding Court orders and requisition for supplies, printing and withholding Gazette Notifications, received from the High Court should be personally taken by the receiving officer or official (including the Time Keeper) to the Director or in his absence, to the next Senior Officer for orders. For drawing immediate attention to the above fact, the High Court has been pleased to affix a Rubber Stamp in red ink containing the words '' Orders of the High Court for immediate-compliance`` ``To be presented to the Addressee personally at once'' both on the outer cover and on the inside letter.

(2) A Separate Register should be maintained at the gate for noting the receipt of all Court Orders. The Time Keeper is responsible for the safe custody of this book and should submit it to the Director at least once in the morning and once in the evening personally. All letters, communications, court orders received from the High Court (or any other court) should be at once entered in this Register and handed over to the Director or in his absence to the next Senior Officer for needful action. Any dereliction of duty in this behalf will be severely noticed and dealt with.

(O.O. No.s 244, dated 17th July 1965 and 349, dated 27th August 1965)

Arrangement for prompt publication

It is directed that all officials connected with the Printing and despatch of Gazette namely (1) Gazette Office Staff; (2) Gazette Composing Foreman ; (3) Heads of Machine and Binding Branches; (4) Chief Examiner, should pay prompt attention to the Gazette work in all its stages and see that the Gazette is issued regularly well in time for the posting on every Thursday. All Gazette matter intended for publication in the week's Gazette should be sent to the Machime Branch in even flo by 8 P.M. on the previous working day to the day of publication. Similarly prompt action has to be taken in the case of Gazette Extrordinary for publication on the due dates.

(O.O. No. 647, dated 17th March 1963)

299. (1) The Gazette Office deals with the publication of the Gazette as well as the correspondence connected there with. The procedure for receipt and distribution of the Gazette office tappal given in connection with the General Tappal Clearance Section sholud be followed carefully; one register may be maintained for receipts of all correspondence including complaints, adjustment of bills, etc.,and separate Registers maintamed for noting the receipt of the Publication matter, Government orders, Notifications, advertisements, etc., one register being set apart for one or more parts of the Gazette depending upon the volume of Notifications, Government Orders, etc., to be in entered each. The Notifications and other publication matters received from Paying Departments and institutions and private parties should also be noted in a separate Register for watching their publication and noting the adjustment of the cost thereof in addition to their entries in the regular Partwise Registers along with other departmental matters. It is incumbent on the part of evey concerned official to watch and fill up

the several columns in the Registers maintained until the matter is finally published in the Gazette, and the adjustment of the cost in the case of chargeable matters.

(2) When any Notification or matter is sent to the Government Branch Presses or any Private Press with the approval of Government, for printting and supplying the required number of copies, the fact as to when it is sent and when the printed copies are received, must find a place in this Register. Notifications or Government Orders, etc., required to be published in more than one issue, should be endorsed as such in red ink at the top or bottom of the respective Manuscripts for information of and needful action by the Composing Overseer/Foreman. It should also be noted in the conserned Register.

300. The Head of the Section should maintain a special register to note any complaints and other important matters and directions and see that these matters are personally attended to and suitable replies sent to officers or parties without delay. All correspondence connected with a Notification or group of Notifications must be filed together for easy future reference.

Mailing List

301. (1) The Gazette copies are supplied in full or parts to the Government Offices under orders of Government and also the Paying Departments and institutions and private parties on payment of the subscription. The list of addresses of all offices, institutions, private subscribers, etc., should be maintained in the form of a register department wise, beginning with the Governor, Ministers and Secretariat, Legislature, P.S.C., High Court, Vigilance Commissioner, etc., one or more Registers for supply of Gazette or parts of Gazette free of cost and another Register for ssupply to subscribers on payment. Whether full Gazette or part/parts are to be supplied should be indicated against the address of each subscriber as well as the date of expiry of supply period in the case of paying subscribers and temporary offices. From these Registers the Gazette lables should be printed once in six months in the case of temporary offices and paying subscribers and in subscribers and in sufficient quantities to last for a few years in the case of permanent offices. These Registers should be scrrutinised personally once a month by the Head of the Section and once in three months by the Gazetted officer in charge with a view to eliminate all addresses of temporary offices or paying subscribers on the expiry of the term of office or subscription, after issue of timely reminders in the latter case.

(2) These labels after scrutiny by the concerned clerk every week, should be arranged in duplicate according as they are to be delivered in person to the local offices or to be sent by post. Under each category the labels of full Gazette and parts are to be separated and the postage to be affixed or franked on each label determined in the case of outside offices and subscribers and the stamps are to be affixed after packing while the franking is done before packing the Gazette. One set should be given to the Binding Overseer/Foreman one day earlier. It is absolutely necessary that account of each category of lables is maintained with a view to verify whether the total of the Gazette Packets of each category tally with the total of respective Gazette labels issued to bindery and also to reconcil the service postage account. Suitable arrangements should be made in the Bindery to handle the gathering. packing and lablelling of the full Gazette and parts Gazette separately to avoid confusion. The Second set of labels must be preserved in the Gazette Office for audit and records.

Prepaid System of Posting

302. (1) Government in their Order No. ED 26 TPS 65, dated 26th April 1965, have sanctioned the adoption of the prepaid system and the following procedure to be followed in case of prepaid system, in lieu of the laborious and expensive system of despatch by post with stamps affixed of copies of the Mysore Gazette and the Police Gazette in full or in parts to several mofussil places and also to avoid delay in their transmission to the adresses.

(i) A security deposit as prescribed will have to be paid;

(ii) On all occasions wherever copies of Gazette have to be despatched the labels used for the Gazette should be printed containing the name of office of the posting, the date of posting and the value of stamp per copy and the address to which to be despatched and address of the sender;

(ii) Since all copies despatched will not consist of equal weight certain parts only being sent to certain addresses and full Gazette being supplied to some other addresses, the value of postage required for different packets will be different. Hence Gazette copies to be despatched will have to be grouped into as many groups as necessary so that the required postage for each will be a certain amount.Total amount of number of copies to be despatched and postage necessary will have to be carefully noted and accounts therefor maintained.

(iv) Each week and on other occasions of despatch. therefore one copy of a separate postage group will have to be weighed and amount of postage necessary worked out and noted. On this basis the total amount of postage to be paid to the Postal Department for each group will have to be recorded and finally the total amount of postage payable to the Postal Department for the despatch of groups of copies of the entire Gazette will have to be worked out.

(v) The bill of the Postal Department will then have to be paid on the basis of this detailed account within seven days from the date of presentation as prescribed in the rule for payment.

Sanction has also been accorded to draw a sum of Rs. 5,500 (Rupees five thousand and five hundred only) from the grants sanctioned under '68 Stationery and Printing 2 (d) Government Presses 4. Contingencies' towards security deposit to be made with the Postal Department as per rules, prescribed therefor; and to make an application to the Postmaster General for grant of license for despatch of the copies of the Gazette by the prepaid system.

303. The Postmaster General, Bangalore, has permitted the Compiler, Mysore Gazette, Bangalore, in his letter No. 56, 'P-79, dated 27th July 1965 to post the copies under deposit system. The following arrangements are tentatively agreed to:-

(i) The total number of copies posted every week will be to the tune of 6,000 (six thousand)

(ii) The copies will be normally posted on every Thursday. If there is any change consequent on holidays, the same will be imtimated to the S.R.C., Bangalore City R.M.S. (Telephone No. 23974) or to the Assistant Superintendent, Bangalore City RMS (Telephone No. Office 23974-Residence No. 27462)

(iii) To facilitate preliminary sorting, the Deputy Director, Mysore Government Printing Press has agreed to have printed wrappers with different colours for each direction which will be about six in number

(iv) To facilitate accounting the number of copies for purpose of calculating the postage. the address slips will be of different colours to indicate the number of copies or parts of Gazette enclosed in each bundle, so that one sample copy of each group can be weighed and postage calculated on that basis. For this purpose the addresses will be printed in about twelve different colours.

(v) The invoice will be prepared in duplicate indicating the number of copies posted as prescribed in the rule.

(vi) With the introduction of this system, all the copies of the Mysore Gazette will be posted on Thursdays only. The posting will be spread over from 2 P.M. to 5 P.M.

[**Note**: Till further arrangements are made posting on two days may also be continued]

(vii) The possibility of clearing the mails on the same day by augmenting the staff working in the Gazette P.O. will be examined.

(viii) While pasting the address labels on the wrappers,. the Press authorities, will take sufficient care to ensure that correct addressed slips are pasted on the correct coloured wrappers.

(ix) To facilitate this groupig, the Press authorities, will furnish a printed list of addresses to the Postal Department.

Duplicate Delivery Cards

304. Gazette Notification dated 8th June 1962 regarding the issue of duplicate delivery cards for the supply of Mysore Gazette to local Government Offices and local subscribers:

(1) A fee of Rs. 3 will be levied for the issue of a duplicate Gazette delivery card to the local private concerns and individuals, who are subscribers to the Mysore Gazette. The fee should be paid into the Reserve Bank of India, to the Head of Account 'XLIX Stationery and Printing' and the challan together with a requisition signed by the subscriber, certifying that the original card has been lost beyond recovery, should be presented at the Compiler's Office for the issue of a duplicate Gazette delivery card.

(G.O.No., ED 381 UPS 61, dated 1st December 1961)

(2) In the case of Local Government Offices, duplicate cards will be issued only on a requisition from the Head of Department concerned intimating the circumstances in which the original Gazette Delivery Card was lost and whether the responsibility was fixed on any official

(Government letter No. ED 49 UPS 62, dated 1st May 1962)

Free Supply of Gazette

305. (1) Free supply of Gazette full or parts must be made only on proper authority or Government Orders. This holds good in the case of all State Government offices Central Government Offices, other State Government Institutions and Libraries. A permanent file of these authorities or Government Orders must be maintained by the Manager of the Gazette Office and checked by the Officer in charge every six months. A list of addresses of officers and institutions to which free supply is being made should be submitted to Government once in three years. A Department wise list of free supply of Gazette should be sent to the Head of the Department concerned once a year in the month of March for ascertaining if any offices have been abolished for discontinuing the supply to it.

(2) Supply of copies of Mysore Gazette free of cost to the following private institutions and agencies has been authorised by Government.

(i) Editors of all Daily Newspapers in Mysore State and Editors of Newspapers with large circulation in Mysore State. such as the Hindu, The Times of India, The Madras Mail, etc., on the advice of the Director of Information and Tourism;

(ii) Secretary, All India Newspapers Editor's Conference, New Delhi;

(iii) Established News Agencies such as P.R.I., U.N.I., etc., on the advice of the Director of Information and Toursim;

(iv) Recognised Bar Associations at Taluk and District Headquarters;

(v) Recognised Journalists Associations at District Headquarters;

(vi) Offices of all recognised parties in the State Legislature.

(G.O. No. ED 72 TPS 69, dated 28th February, 1970 and G.O. No. ED 246 MPS 71, dated 16ht November 1971)

Supply of Gazette to New Offices

306. (1) If supply of the Mysore Gazette to newly created offices is necessary, the Heads of Departments concerned should scrutinise carefully before recommending supply of Gazette to the new offices to be created, and consider carefully whether it is absolutely necessary to supply a copy of the full Gazette including Extraordinary Gazette or whether it would suffice if only parts of the Gazette which will be of use to the newly created subordinate office are supplied. After giving detailed justification for their recommendations, the Heads of Departments should approach the Compiler, Mysore Gazette, who after satisfying himself that the supply of full Gazette or Part of the Gazette is necessary, will make suitable recommendations to the Administrative Department of the Secretariat concerned and the Secretariat Department will in turn scrutinise the recommendations of the Department concerned in the light of the remarks offered by the Compiler, Mysore Gazette, and issue such orders as may be deemed fit without the necessity of consulting the Education Department.

(Circular No. ED 229 UPS 58, dated, 29th October 1958)

(2) After careful consideration of the necessity for the full Gazette or certain parts of the Gazette to several offices of the various departments of Government, Government have authorised supply of full Gazette or parts of the Gazette to the several offices as shown in the Annexure in Government letter No. ED 313 UPS 58, dated 6th February 1959. (Vide Appendix).

(3) Scruity by the Office of the Compiler, of recommendations of the Heads of Departments for the supply of either full Gazette or parts of the Gazette to newly created offices, will be on the basis of the supplies of full Gazette or parts of the Gazette as authorised by Government to the several offices in their letter No. ED 313 UPS 58, dated 6th February 1959.

Certain Economy Measures

307**.** Government in their Circular No. GAD 2 ONE 63, dated 6th February 1963, have directed the following economy measures in regard to the publication of the matter in the Mysore Gazette:-1

In respect of tender notifications only brief abstracts may be published in the Gazettes and that only in one issue of the Gazette and the details of such notifications may be published on the Notice Board of concerned offices and cyclostyled copies of notifications sent to persons interested in the tenders. Only such matter may be published in the Gazette for which is statutory obligation and all other matter given publicity by other suitable methods.

308. There will be no issue of the Weekly Mysore Gazette (English and Kannada) during the Dasara Holi-days.

(G.O.No. G. 1519, dated 15th September 1909 and G.O. No. M. 21812-P & S 77-50-2, dated 13th February 1951).

Spare copies of the Gazette matter

309. While issuing the matter for printing and publication in the Gazette, to the Composing Overseer/ Foreman, the Official should examine to find out if the spare copies thereof are asked for by the Office or Government, if so the required number of copies must be clearly marked at the end of the matter. This number with the letters S.C. must be set in type at the end of the composing matter for guidance in the Machine Branch for printing the required number of spare copies of the matter evtra. An official must be made responsible for collecting these printed spare copies from the Machine and Binding Branches and supplying them to the concerned office or department. The indenting offices or departments should examine, before asking for spare copies whether the required number of spare copies cannot be obtained by other duplicating process and sholud indent them only when not less than 100 copies are required for bondal fide use or when the matter runs to more than a page and is

too complicated for duplication. Smaller number of spare copies or shorter Notifications should always be got cyclostyled by the indenting office or department and made use of. This can also be done quicker than obtaining Gazette spare copies. The supply of all spare copies must be made under an Invoice in duplicate one of which should be returned with acknowledgment. The party taking delivery should also sign the orginal Invoice. In the case of postal despatch, the fact of having despatched the copies under certificate of posting must be noted on the original Invoice.

The binder handling the packing and despatching spare copies must be changed once in six months.

Supplies to Local Bodies

310. Government in their Order No. ED 1059 UPS 57, dated 8th September 1958, have revised the procedure for payment of cost of Forms and Registers and Stationery articles and the requisitions for publications and supplies and the services rendered to the local bodies by the Department of Printing, Stationery and Publications and have decided that the Local Bodies should deposit an amount equal to the last three years' average cost of supplies and services made to them by the Printing and Stationery Department before indents are placed.

The State Accounts Department will open separate ledger accounts for this purpose. The Printing and Stationery Department also will open separate ledgers in respect of these Local Bodies and arrange to send Plus and Minus memos as and when supplies are made with relevant invoices.

Valuation and Billing

311. (1) Valuation and Billing of Gazette matter of the paying Departments and private parties must receive prompt attention. The Bill amount of each publication is adjusted out of the advance payment made by the party under intimation to the party. Well before the advance payment is likely to be spent up, the party has to be intimated to make further advance payment.

(2) The system or raising demands by means of bills of supply of Mysore Gazette to the Offices of other State Governments and the Government of India and getting the amount by transfer through the Accountant General, has been discontinued and the procedure of collecting the subscription to the Mysore Gazette from those offices, through Money Order or by means of Bank draft is adopted.

(G.O. No. ED 363 TPS 68, dated 23rd December 1968)

Supply of Gazette on Subscription

312. The rates of subscription for the full Gazette and its several parts are fixed by Government from time to time on the basis of only the actual cost of printing and paper; the latest approved rates are as in paragraph No. 316, The prepayment of subscription by Bank/Treasurey Remitance to the Budget Head within the State is absolutely necessary and is payable for the half year and for the full year from the beginning of any Calendar month. A subscription Register should be maintained for the purpose, reserving at least a quarter page for each subscriber. The number and date of each letter including reminders for paying advance subscription or complaints for non-receipt of Gazette should be noted in this Register. Complaints of non-receipt or receipt of incomplete Gazette susscribed for, should be entered only when made within a fortnight of the date of the relevant Gazette that too after enquiry in the destination post office.

Notifications regarding Change of Name

313. The following are the Rules and Procedure to be followed in regard to change of name by Government Servants.

Government in their Order No. GAD 1 DCN 66, Bangalore, dated 8th March 1967 have prescribed the following procedure for change of names of Government Servants. As any change of name can be effective only prospectively it is hereby directed that no change in the certificates/diplomas /degrees, etc., held by the person concerned should be made but that copies of the Notification evidencing the change of name be filed in the service record of the person concerned.

(1) (a) These Rules may be called the Mysore Government Servants (Procedure for change of names) Rules, 1967.

(b) They shall come into force with effect from 1st April 1967

(2) In these rules the terms "Appointing Authority" and "Government Servant" shall have the same meaning as in the Mysore Civil Services (Classification, Control and Appeal) Rules, 1957.

(3) A Government Servant desiring to change his/her name shall make an application to the Appointing Authority in triplicate indicating the reasons necessitating the change of name and requesting for permission to do so.

(4) The application shall specify in block letters the applicant's present name and the name he desires to assume. It shall also furnish particulars relating to the applicant's ordinary place of residence and the places, if any where he owns immovable property. Every application shall be accompanied by a Treasury/Bank Challan for having paid a fee of rupees Fifteen under Budget Head "XLV Printing and Stationery, Fees for changing the name.

(5) The fees once paid shall not be refunded for any reason.

(6) The Appointing Authority shall, after making such enquiry as it may consider necessary grant the permission. Permission shall not ordinarily be refused except where the Appointing Authority has reasons to believe that the assumption of the new name is calculated to eceive or to inflict pecuniary loss. For this purpose the Appointing Authority may call for reports from the Superintendents of Police or other authorities of the place where the Government Servant is working or where the Government Servant owns immovable property and may also make any enquiry which it considers necessary.

(7) Where permission is refused, the Appointing Authority shall inform the applicant the reasons for the refusal.

(8) No appeal shall lie against the decision of the Appointing Authority refusing permission.

(9) Where permission is granted the Appointing Authority shall forward a Notification in Form I appended to these rules to the Director of Printing and Stationery in Mysore.

(10) On receipt of the notification under Rule 9, the Director of Printing, Stationery and Publications shall, with out undue delay, cause it to be published in the Mysore Gazette and supply ten copies of the Notification so published to the Appointing Authority concerned who, in turn, shall supply five copies thereof to the Government Servant concerned. Additional copies of the Notification may be supplied to the applicant on payment of charge of fifty paise per each addiotional copy.

(11) After the printed copies of the Notification have been supplied as required by Rule, 10 the Government Servant shall make a declaration in form II appended to these rules and get the same registered in accordance with the provisions of the Indian Registration Act at his own cost.

(12) After the declaration is registered in accordance with Rule 11 the Government Servant shall, by addressing a letter in Form III to the Director of Printing and Stationery require a notice in Form IV appended to these Rules to be published in the Mysore Gazette. Thereupon the Director shall cause the said notice to be published in Mysore Gazette. No charge shall be levied for such publication

and the Government Servant shall also be supplied with ten copies of the Notice as published in the Gazette free of charge.

A charge of fifty paise shall be payable for each extra copy as may be required by the Government Servant. The request for extra copies shall be made at the time the requisition for publication is made.

(13) The Government Servant may, if he so desires, also publish the Notice referred to in Rule 12 in such other manner as he chooses, at his own cost.

(14) When the formalities specified in rules 3 to 12 have been complied with, the Government Servant concerned shall, for all official purposes, be known by the new name, assumed by him.

(15) Two copies of the Declaration made under Rule 11 and the Notice published under Rule 12 shall be furnished by the Government Servant to the Appointing Authority who shall file them with the Service Record of the Government Servant.

FORM I

(See Rule 9)

Government of Mysore

(Department of .....)

Office of the .....

Date .....

NOTIFICATION

Shri/Smt .....working as ..... in the ..... Department of /Office of ..... is permitted to change his/her name to.....

Signature and Designation of the

Appointing Authority

FORM II

(See Rule 11)

By this Declaration I ..... the undersigned (assumed name), son of ..... age.....residing at..... (Occupation) ..... do hereby absolutely renounce and abandon the use of my former name of ..... (Original name) and in lieu thereof do assume (as from the date hereof) the name of .....(Assumed name).

And in pursuance of such change of name as aforesaid I HEREBY DECLARE THAT I shall at all times hereafter in all records, deeds and instruments in writing and in all actions and proceedings and in all dealings and transcations and upon all occasions whatsoever use and sign the said name of ..... (assumed name) as my name in lieu of the said name of ..... (original name) so renounced as aforesaid.

And I hereby authorise and request all persons to designate and address me by such assumed name of ..... (assumed name) only.

In Witness Whereof I have hereunder signed my assumed name of ..... (assumed name) and my relinquished name of ..... (original name) this .....day of ..... 19.... Signed by the abovenamed (assumed name) .....in the presence of –

(Signature with assumed name)

Fomerly known as .....

(Signature with original name)

Witnesses:

1.

2.

FORM I

(See Rule 12)

To

The Director,

Printing, Stationery and Publications,

Bangalore.

I, Shri/Srimathi ..... working as .....in the .....Department /Office of the .....have been permitted to change my name to .....by my Appointing Authority namely .....vide Notification No..... dated .....published in the Mysore Gazette at page.....

As required by rule 12 of the Rules in the Government Order No. GAD 1 DCN 66, dated 8th March 1967, I have registered the Declaration with the Sub-Registrar..... I, therefore, request you kindly to publish the enclosed Notice in the next issue of the Mysore Gazette and supply me ..... copies of the Notice. An amount of Rs..... being the charges for supply of additional copies has been credited under Budget Head "XLV Printing and Stationery, Fees for changing the name" under challan No ....."

Yours faithfully,

(Signature in old name)

Full Name (old)

and official address:

FORM IV

(See Rule 12)

This form should be typed in English only in Block letters

NOTICE

IT IS HEREBY NOTIFIED THAT THE UNDER SIGNED HAS CHANGED HIS/HER NAME FROM.....

TO.....

Date 196

(Write the date in figures .....

Just like Date 1-5-1960 .....

Signature in the old name .....

(Write down the name of the person in the above space who has signed above)

Left hand thumb impression of

.....

.....

(Write down the old name of the person in the above space who has put in the thumb imoression on the line)

[**Note**: There Budget Head for payment is changed to XLIX Printing and Stationery]

314. (1) Government have directed that as the Bangalore University has provided in the Rules for change of names for payment of Rs. 15/- (Rupees fifteen) as fee for notification of the changed name in the Mysore Gazette, the University Notifications permitting change of names of students may be published in the Mysore Gazette on receipt of the said fee in relaxation of the instructions issued in the circular No. ED 128 TPS 67, dated 20th/22nd July 1967.

(Letter No. ED 80 UBV 68, dated 23rd December 1968).

(2) Government in their order No. GAD 1 DCN 66, dated 8th March 1967, have laid down the procedure for the change of names only in respect of Government Servants. Those persons who are not in Government Service have to seek their own legal advice as to the procedure which they should follow.

(E.D. 128 TPS 67, dated , 22nd June 1967)

Subscription Rates

315. The rates of the Mysore Gazette both English and Kannada Editions should be reviewed each year in the month of January and revision effected, if necessary, under report to Government in the month of February.

(G.O. No. ED 85 TPS 68 dated 27th March 1968)

Simultaneous with this the rates charged for publication in the Mysore Gazettee will also have to be reviewed and revised if necessary.

316. (1) The following are the revised subscription rates to the English and Kannada Gazette and also for its several parts.

		Rs. Ps
1	Full Gazette- (All Parts)	225.00
2	Part I- Important Government Orders	7.85
3	Part II-I- Appointments, Postings, Transfer, Leave, Powers, etc., by Government	5.55
4	Part II-2- Notifications by High Court	
5	Part- III-1- Notifications by Government other than Statutory Notifications but inclusive of Notifications under Land Acquisition Act	30.65
6	Part-III-2 –Notifications by Heads of Departments	60.25
7	Part III-3- Notifications realting to Local Self Government	16.00
8	Part IV- (All Sub- Sections)	70.65
9	Part IV-Sub Section 1-A- Central Bills and Reports of Select Committees thereon	5.35

10	Part IV- Sub Section 1-B-Central Acts and ordinances and Orders under the Constitution by the President	3.85
11	Part IV- Sub-Section 1-C- Statutory Rules and Notifications issued by the Central Government and re-published by the State Government	8.70
12	Part IV- Sub Section 2-A- Mysore Bills and Reports of Select Committees thereon	2.30
13	Part IV-Sub-Section 2-B-M ysore Acts and Ordinances	4.85
14	Part IV- Sub Section 2-C (i)-General Statutory Rules issued by the State Government under the Central Acts and State Acts and Rules made by the Governor under the Constitution	16.65
15	Part IV- Sub-Section 2-C (ii)- Statutory Orders issued by the State Government under the Central Acts and State Acts	35.45
16	Part IV- Sub-Section 2-D-Rules made by the High Court of Mysore	3.35
17	Part V- Season Report, Statement of prices current, etc.	6.25
18	Part VI-Public and Private Advertisements (Tenders, ect)	20.15
19	Part VII-Public Service Commission's Advertisements	9.20
20	Part VIII- Notificatios by Recruitment Committees	3.85

The above rates of subscription include the Gazette extraordinary Issues of the respective Parts (Section) and Sub-section.

(G.O. No. ED 85 TPS 68, dated 27th March 1968)

317. (1) Gazette copies are supplied by post from the beginning of a Calendar month, on prepayment of the subscription to the Head XLIX- Stationery and Printing (1) Gazette and other Publication charges'' into any Treasury in the State and on receipt of the credited challan or a crossed Bank Draft.

(2) Subscription to the Gazette by parts,-Witheffect from 1st January 1919, the subscription to the Mysore Gazette is being levied by parts.

(3) Acceptance of subscription for half year at a time. Subscription to the Gazette may be accepted for half year at a time.

(G.O. No. G. 2915-6-P & S 44-25-2 dated13th September 1926)

Valuation of matter printed in the Gazette

318. (1) The rates for valuation of Gazette matter are fixed by Government from time to time**.** The list of rates approved (latest) are noted in the paragraph No. 319.

(2) The valuation is comparatively simple and is done in the Gazette Office where the Bill Clerk should prepare the Bill promptly. Where the paying Departments make advance payment, this is noted in a Personal Ledger along with the other particulars, and the Bill amount of the matter published is debited to this advance amount noting the Bill number and date and other particulars. In the case of other paying depart-ments/offices/institutions the Bills are sent immediately the matter is published,

followed by ordinary and D.O. reminders every month till they adjusted. In obstinate cases, Government should be addressed.

(3) The procedure for maintaining D.C.B. Register and for reconciliation of Treasury figures, prescribed for other Accounts Sections should be carefully followed in this Section also. All measures must be undertaken to realise the outstanding amount.

319. The following are the revised rates charged for publication in the Mysore Gazette from 1st June 1968

1. Local Bodies and Goverment Department	Rs. 60 per page or Re. 1.00 per line (One line of 41 ems or per 2 lines of 20 ems in case the matter is published in double columns).
2. Private bodies and commercial concerns, Electricity Board and Road Transport Corporation.	Rs. 90.00 per page or Rs. 1.50 per line
3. For matters occupying less than ¼ page.	Rate per line as above may be allowed.

The charges are payable in advance.

(a) Matter occupying half a page shall be charged half the rate for full page.

(b) Matter occupying quarter page shall be charged quarter of the rate for full page.

(c) Matter occupying less than a quarter page shall be charged in terms of lines subject to the maximum for a quarter page.

One line of full length is about 41 pica ems of running matter or part thereof or two lines of 20 pica ems length of running matter where the matter is published in double columns.

Sale of Gazette and its Parts

320. (1) The Compiler, Mysore Gazette is authorised to print and supply spare copies of Part IV-2 (C) (ii) of the Gazette containing the Awards of the Labour Courts or Tribunals to the parties at Rs. 1 (rupee one) per copy provided the cost thereof is paid in advance and a prior request is made for the copies.

(2) The Compiler is also authorised to supply five copies of the Gazette, English and Kannada every week to the Government Central Book Depot, Bangalore for sale to the Public at Rs. 6-00, the realisation being credited to the Gazette Budget Head, XLIX Stationery and Printing (1) Gazette and other publications.

Registration with the P.M.G.

321. The Mysore Gazette (English and Kannada and Extraordinary) being considered weekly News Magazines should be registered with the Postmaster. General in Mysore, Bangalore, for transmission at concessional rates. This should be renewed in January, every year. It is necessary to post these copies in the particular post offices authorised, whenever they are posted.

Volume and Issue

322. The volume Number of the Gazette is changed every Calendar year, each part commencing with fresh page Number and the Issue Number is changed with every weekly Issue.

Gazette Extraordinary

323. (1) There will be certain matters of State importance which have to be brought in to force and also to the notice of the public by publication in an Extrordinary Issue of the Mysore Gazette on a particular day.These include Ordinances issued by the President of India, Governor of Mysore, Proclamation of the State of emergency, Summoning of the Houses of Legislature and also their prorogation etc., also the Notificaions issued by or on behalf of the Election Commission, Appropriation Acts; sometimes certain of the Acts and other Statutory matters which have received the assent of the President or Governor, Bills and important Notifications involving money or bar of limitation, or validation have also to be published as Gazette Extra ordinary on particular day, though their publication in the next Weekly Gazette but for the above expendiency would also have satisfied legal requirements.

(2) The issue of a Gazette Extraordianary for publishing any of the above matters or others when essential, should be ordered only by an Officer not lower than the Secretary to Government in the concerned Administrative Department of the Secretariat, even though the matter is authenticated by another officer of Government. These issues are numbered serially with the date of publication at the top and each Gazette extraordinary is separately pagenumbered.

(3) The publication of every important matter in the Gazette Extraordinary which could have been normally inserted in the Weekly but for the delay in the finalisation by certain individual officers should not be resorted to as matter of remedial measure. It may be noted that is packing and postage for despatching the copies'' ''Gazette Extraorinary Issues entails nearly. as must avoidable waste of tme and energy as of the normal Gazette and also considerable expenditure on postage. Therefore sufficient restraint has to be exercised while ordering the publication of any matter as Gazette Extrordinary.

To minimise the expenditure of postage when the Gazette Extraordinary is issued only the minimum number of copies required for the Secretariat Department which authorised the publication of the Gazette and important officers and bodies for whom the minimum supply of the Extrordinary Gazette is essential will be supplied and the copies required to be supplied to all other Subscribers will be despatched along with the very next weekly supply of the Gazette.

(4) The issues of the Gazette Extraordinary are supplied, to all the Government Offices and other Institutions to whom full Gazette is supplied and to the subscribers of the full Gazette,as well as to the subscribers of Parts of the Gazette to which the Gazette Extraordinary pertains, without additional cost.

Preservation and Indexing of Gazettes

324. The matter is published in the Gazette under the authority of Mysore State Government and is therefore an authenticated official document unless it is amended later in the same Gazette. It is therefore very necessary that at least one set of Gazette copies of each calendar year is bound and kept as permanent record. This may be done either partwise where the facility of continuous pagination will be available or monthwise. In the latter case the Part-IV should be bound separately as it is of a different (A5) size while other Parts (A4) may be bound as another monthly volume. These bound copies must be in the today of a responsible official or of the Permanent Record " " in Steel Almirahs and a complete catalogue of all " " lable volumes maintained. The stock of these should be checked annually along with the cheeking of Library Stocks and a certificate recorded.

325. As soon as the calendar yaer is over, one senior official or officials should prepare indexes to each Part separately and get them printed and supply the same to all subscribers of Full Gazette and Part Gazettes as the case may be. The Gazette volumes must be bound along with the Index at the end of each part of December volume.

PRINTING WORKS SECTION (P.W. SECTION)

326. (1) All works received for Printing or Binding or both in the Government Presses may be classified into two groups namely (i) those which contain reading matter such as Books, Brochures, Reports, Pamphlets, Speeches Circulars, Acts, Bills, Rules, etc., (ii) those which are printed party, with sufficient space for writing or typing etc., such as Forms, Registers, Ledgers, and Certificate Forms. etc.,

(2) The form, frequency and volume and the quantities required in respect of the first group of works cannot be fixed beforehand, except the description of the works. Each Department should obtain Government approval in advance for getting printed, serveral recurring works of the department, and also obtain orders whether it should be free of cost or on payment. The other particulars may be settled between the department and the Press, keeping in view the economy and speed in printing and also maintaining standard quality.

(3) The size, frequency and the quantities of thesecond group of works can be determined fairly accurately well in advance. The receipt, execution and distribution of these works of all departments can be spread over the whole year at an even flow. This will enable the departments to send their Indents within the schedule time and also to expect the supply of the printed works by a definite date. The correspondence for printing, issue of Work Dockets,Proofs, watching of progress and supply of works of the first group is dealt with in the P.W. Section, while the correspondence and all duties connected of the Second Group is dealt with in the Forms Control Section.

327. (1) The P.W. Section works with suitable staff posted to the Section based on requirements of work. All letters and works for printing are as a rule received from the general tappal clearance section, unless they are received out of office hours or on holidays. These are registered in a special register on receipt and got entered in the regular From (Receipt) Register of the Works clerks immediately on the next working day. The procedure prescribed for receipt processing and disposal of all correspondence in the General Tappal Clearance Section should be followed in this Section also and pending lists of all correspondence and all works should be prepared, checked and submitted to the Officer in charge and through him to the Director on the due dates. This section should maintain files of all Government Orders. Official Memorandums, Circulars and letters and other authorities governing the Printing of works. The files may be arranged department wise and there may be one file of general applicablity to all departments.

(2) Every work for printing must be received through the proper channel, and no work should be reccived direct for printing in this P.W. Section or Forms Section or in any Working Sections. On receipt of the work, the Head of this Section and Works Clerk should examine if its printing is approved already in any standing Government Order, In the absence of any authority or if the work is too bulky or if the time allowed is too short or if the number of copies actually required for bona fide use is too small to justify the printing, a report may be made to the officer in charge and the Director for siutable reply to the Department or office.

Legislature Work

328. The Printing works received from the Legislature Secretariat and all works connected with the Sessions of the Legislature should receive utmost and prompt attention. The works consist among others of Daily Order Sheets, Programmes, Questions,Questions and Answers, Bills, Short Notice Questions and Answers, Adjournment motions, Cut motions, etc., and also proceedings of Debates.

Work Dockets and Procedure for work

329. (1) When a work is received for printing from any department or office, and its printing is found to be covered by a general or special order of Government or it is within the discretionary power of the Director, a Work Docket should be issued after obtaining orders of the Assistnat Director authorising its printing and also the use of the materials required for the same. Similarly works received from any Secretariat of Government may also be undertaken unless there are reasons to consider the printing not necessary or appropriate or possible. when the position should be immediately brought to the notice of the concerned Secretariat and instructions sought. This Work Docket should contain full and necessary instructions required for guidance in all the Working Sections, Stores, Paper Room and Despatching Section. The general or special authority for the printig of the work and the full particulars of the indent or requisition be invariably noted on this Docket. The name of the office or person responsible for proof correction should be noted on the Docket. The size in which the work is to be printed, the types and the kind and quality of paper and other materials to be used for the work should also be noted thereon. The office or person to whom the printed copies are supplied and the mode of despatch should be noted. If the printed copies are to be supplied to serveral offices, the distribution statements should invariably be attached to the Work Docket. Unless a clear distribution statement is available in all cases where copies are to be distributed from the Press, the work should not be taken up and economy should be kept in view and the minimum number of copies necessary only should be printed.

The scheduled time for completing the work should also be mentioned in the appropriate column of the Docket Whether the work is undertaken free of charge or on payment basis should be noted on the Work Docket. It is the duty of the Works Clerk to attend to all the above and also to note any other instruction on the Work Docket before sending it to the Working Section and not leave these to be filled up later on in the Working Sections, to ensure the speedy passage of the work; the Work Dockets should be issued in triplicate, orginal with the work to the Working Section, the duplicate to the Costing section and the triplicate retained with the Works Clerk.

(2) The chargeble and non-chargeable works are printed on different coloured Work Dockets with separate serial numbers, the letter P being prefixed to the serial number of the chargeable works.

330. (1) The Works Clerk should enter all details of each Work Docket in a Work Docket Register at the time of issue and watch the progress of each work with the help of the Progress Clerk and fill up each column in the Works Registers of chargeable works and non-chargeable works till the supply of the full indented number of copies and also till the Bill is sent to the Department or Party in the former case. He must also report cases of works of which the indented number of copies are not supplied in full, to the officer in charge for necessary, enquiry and suitable action. He must be well conversant with the several recurring works of the Secretariat and different departments and the routine statements thereof which are usually kept 'standing' to save time and effect economy. Sometimes the department itself will request the Press to print and supply certain number of copies and keep the type matter of certain reports etc., standing for final printing after they are approved. It should be more economical and save time also if the type matters of certain periodical works like the Budget Estimates and its connected documents, Civil List, History of Services of Gazetted officers, Finance Accounts, etc. are kept standing and they are therefore invariably kept 'Standing'.

(2) Certain matters like some standing Government Orders, Official Memorandums, Bills, Acts, Draft Rules, etc., are received for printing and publication in the Gazette and then to print and supply spare copies as per standing distribution lists. Work Dockets must be issued for all such matters with insructions to publish the matter in the Gazette and then to print and supply spare copies. In some urgent cases, spare copies may have to be printed first. The type matters of Bills and Acts are to be

kept standing till the Annual volume of all Acts passed during the year is printed. Similarly the type matter of draft rules should be kept standing till the Rules, are finally published and the spare copies thereof are printed and supplied,All these instructions must be noted clearly on the Work Docket.

(3) Statements of pending Work Dockets shold be prepared by the Works Clerk and scrutinised by officers They must be reconciled with pending statements of the Branches. Numbering of Work Dockets may be changed at intervals of three years and old Work Dockets have to then be renewed with fresh numbers.

331. (1) Copies of important Government Orders and Official Memorandums should be printed and distributed to all offices as directed in G.O. No. GAD 209-OOM-65 dated 21st December 1965 *(Vide Appendix VI)*

(2) Copies of all Mysore Acts should be printed and distributed to all offices by the Goverment Press, Bangalore as directed in G.O. No. LAW 37 LMA 65 dated 20th July 1966 *(Vide Appendix VII)*

(3) Copies of the Annual volumes of Mysore Acts should be printed and distributed to all offices by the Government Press, Bangalore as Directed in G.O. No. LAW 39 LMA 65, dated 20th July 1966.*(Vide Appendix VIII)*

(4) Copies of reprinted Mysore Acts and Rules published from time to time, should be distributed to all offices by the Government Press, Bangalore as directed in G.O. No. LAW 38 LMA 65, dated 20th July 1966 *(Vide Appendix IX)*

(5) Copies of Central Acts published in the Gazette or otherwise, shall be printed and distributed to all offices by the Government Press, Bangalore as directed in G.O. No. LAW 32 LMA, dated 18th December 1961 (*Vide Appendix X).*

(These copies shall be for official use onluy and not for sale).

(6) Supply of Civil List, Mysore Code, Mysore Acts,Central Acts, Mysore Civil Rules,Treasury Code,. etc.,

For the supply of publications like Mysore Civil List Mysore Code, ect., the Heads of Departments should approach their Administrative Secretariat Department concerned, which in turn issues necessary orders to the Director of Printing Stationery and Publicaions with the concurrence of the concerned Secretariat Department, connected with the publications, example General Administration Department in the case of Civil List Law Department in the case of Mysore Code, Finance Department in the case of Mysore Civil Services Rules, Treasury Code, etc.,

(Circular No. ED 229 UPS 58, dated 29th October 1958)

(7) The Mysore Sate Emblem is authorised to be printed on the title page of the Administration Reports of all Departments and also of all other Government Publications.

(G.O. No. M. 4324-423/G.M. 10-54-2 dated 1st June 1954).

(8) All works requiring the printing of the State Emblem thereon, should be printed in the Government Presses and should not be entrusted to Private Presses without the permission or Government.

(Please see Appendix XIV for further details)

(9) Binding of Law Books relating to the carious subordinate Courts in the State, will be attended to at the Government Branch Presses, Gulbarga, Dharwar and Mercara and the High Court Press, Bangalore, the necessary staff having been sanctioned for this work.

(G.O. No. LAW 123 LCE 70, dated12th April 1971)

Valuation and Billing

332. (1) All works both chargeable and non-chargeable are valued at the Costing section, on the basis of the chargeable hours spent on them and the materials used for them, after they are completed and their Work Docket and connected Invoices for having despatched all the copies, are received in the Section. The job cost sheets of all chargeable works are thereafter sent to the P.W. Section for preparation of Bills and forwarding them to the Departments for adjustments. In some cases, the bills must be sent first and copies delivered only on payment of the Bill amount. In other cases, the bills are sent or handed over along with the Invoices while delivering the copies.

(2) In all cases, Bills Register in the prescribed form must be maintained and all particulars of the works, such as Requisition, Indent No. and date, particulars of work, Work Docket Number and Date, Invoice No. and Date, Bill No. and Date and details of Bill Amounts, Date of forwardal of the bill, reminders, if any, date of receipt of accepted bill, date of sending to Accountant General, dates of adjustments, etc., must be entered. In addition, the prescribed personal ledger of all Departments must also be maintained and all columns filled up. D.C.B. statements musrt be prepared every month and submitted to the Director through the Officer in charge. It is absolutely essential that all corres pondence connected with a chargeable work including Requisition letter for the work, and Invoice acknowledging the receipt of the printed copies should be kept intact till its bill amount is adjusted and all sections connected with these should ensure this.

(3) All Bills received with acceptance should be consolidated and sent to the Accountant General once a month for effecting adjustment.

(4) In the case of departments, offices or parties not responding even to the D.O. reminders, Government and the Accountant General should be addressed for needful action. The scrutiny of the treasury/Bank challans or bank draft, etc., received for having adjusted the bills should be done with utmost care to eliminate fraudulent cases. The procedure for scruiny and reconciliation of treasury challans or Bank Drafts prescribed should be carefully followed. The concerned Bill clerks and the Superintendent Grade II are responsible for this. The Officer in charge must also pay attention to this important work.

Advence payment by Local Bodies

333. Government in Order No. ED 1059 UPS 57, dated, 8th September 1958 have decided that Local Bodies should deposit an amount equal to the last three years' average cost of supplies and services made to them by the Printing and Stationery Department before indents are placed. (Applicable to all supplies and services)

The State Accounts Department will open separate ledger accounts for this purpose. The Printing and Stationery Department also will open separate leders in respect of these Local Bodies and arrange to send Plus and Minus Memos as and when supplies are made with relevant placed. (Applicable to all supplies and services).

Imprints

334. All works printed at the Government Presses must bear two kinds of Imprints-one legal imprint and another statistical imprint. The legal imprint should contain the designation of the Head of Press, the name and address of the Press and also the year of printing. The statistical imprint should contain the W.D. Number, the initial letters of the Press where the work is printed, the number of copies printed and the date of printing (in the last form in the case of bookwork).

Example- Printed by the Director of Printing, Stationery and Publications at the Government Press, Bangalore.

WD 1825-GPB-200-25-10-1966.

FORMS (CONTROL) SECTION

335. This Forms (Control) Section is an important organ of the Adminisrative Branch of the Press. It deals with the printing and supply of all standardised Forms and Registers of all Departments. The non-standaridesed works such as skeleton Forms and Registers newly introduced in any Department with the approval of Government are also dealt with here. The Forms and Registers prescribed under any new Act or Rules have to be transcribed in the size of the paper required for use keeping in view the need for economy and the printing of the requisite number of copies thereof got approved by Government before they are undertaken for printing in the Government Press.

Advance Payment by Local Bodies

336. The Printing and supply of Forms and Registers to Commercial Departments or Institutions including Local Bodies, Municipal Corporations, Village Panchayats and Taluk Boards etc., is to be charged for when undertaken. In the case of Local Bodies the same procedure as is prescribed under P.W. Section is applicable.

Economy Essential

337. The printing of Forms and Registers consumes a large proportion of the total quantity of paper stocked in the Press. It is therefore of utmost importance that the size and quantities of these Forms and Registers, be the minimum required. The Forms should be printed on both sides of half size paper instead of one side on full size paper in all possoble cases except in the cases like those of money receipts and some bill forms, etc., The general headings should not be set in type bigger than 10 point and Column headings may be set in 8 point as a rule. Thick Wrapper Binding or stiff cover with board or half cloth binding is sufficient for all Registers of general use. Half-leather and cloth should be used only for very important works requiring to be handled for several years. Thinner paper may be used for loose forms and thicker paper for registers and ledgers.

Procedure of work

338. The Forms Section is in charge of a Superintendent Grade I with the requisite number of First and Second Division officials. The procedure prescribed for the receipt, registration, processing and disposal of all letters and other correspondence in the General Tappal Clearance Section applies equally to this Section and should be followed carefully by the superintendent and other officials. The pending lists should be prepared and submitted on the due dates. The consolidated list with the requisite details of the several Forms, Registers, etc., of a department authorised to be printed and supplied is called the Indent of the Deparment. As a rule the Head of every Department through his departmental Ex-officio Controller of of printing and Stationery should consolidate the annual requirements of forms and registers in his office and in all his subordinate offices and forward it with the specimen copies to the Director of Printing and Stationery on or before the due dates according to the cycle of Indents approved by Government. This cycle of Indents is so phased during the year that the workload of the indents of all Departments in the Government Presses is evenly spread over the whole year The Rules to be followed in preparing the Indents, and their conuntersignature along with the cycle of indents are furnished in the printing Manual.

339. (1) The Forms and Registers required for use in any Department/Institution may be divided into three groups. (1) Common Forms andRegisters; (2) Financial Forms and Registers and (3) Departmental Forms and Registers. The first two categories are common to all Departments and the third one is special to each Department/Institution. Separate Forms, Registers, Bill Books and Receipt Books etc., are prescribed in the relative Acts, Rules and Account codes of Municipalities, Corporations, Taluk Boards and Village Panchayats. The Indents for these Forms and Registers are

consolidated and forwarded to the Director of Printing and Stationery by the Divisional Commissioners and Development Commissioner or other officers authorised by them.

(2) The specimens of Forms and Registers should be maintained for common and financial forms and registers and departmental forms and registers, and may be issued for reprints before the issue of Work Dockets, and the Proofs of only manuscript specimens need be sent to the Department for approval before printing. The proofs of forms which might have been revised have been also to be sent to the Departments for approval.

340. The Common and Financial Forms and Registers, should be printed and stocked by the Director of Printing and Stationery at the Government Presses, in quantities depending on the average consumption of the past three years, and are to be supplied to the several departments on the annual indents. Before the stock of any form is exhausted, reprinting should be arranged and there should always be a prescribed minimum stock. In the case of Major Departments, with several subordinate offices all over the State, it may be more economical to supply these Common and Financial Forms and Registers in one batch and the Departmental Forms and Registers in another batch. In the case of Minor Departments with a few subordinate offices, the supplies are made usually to the office of the Head of the Department. from where the subordinate offices draw their requirements.

341. Since the Forms and Registers are required in every office for the daily routine special work, the officer in charge of the Forms Section and the Superintendent Grade I should exercise regular watch over the progress in the receipt, printing and despatch of the Forms and Registers on anuual Indents within the scheduled time prescribed in the cycle of indents. Each Official dealing with indent work in the Section should be entrusted with the Indent of one or more Departments. It shall be his primary duty to call for indents from the several indenting offices, at the prescribed time, consolidate them, take into account works pending and balance of stocks, if any estimate quantity required to be printed and put up to his higher officers. He should keep track of the several works in the Indents and bring to the notice of the Superintendent Grade I and the Officer any lacuna, for needful action, attend to all correspondence and ensure timely supplies. He is primarily responsible for all works connected with supplies of Forms and Registers to offices allocated to him.

342. (1) The Superintendent Grade I and the officer in charge will scrutinise the indents and the quantities of each Register and Form to be printed and keeping in view the need for economy note such quantity as may be necessary for printing, ensuring that there will be no heavy surplus left and that there will be no waste. On approval of these by the Senior Deputy Director, the Work Docket Clerk shall issue Work Dockets.

(2) In the case of requisitions for work like letter heads, etc., which are not standard departmental forms, the Indent clerk concerned shall examine admissibility and obtain orders of the Assistant Director or the Senior Deputy Director on which the Work Docket shall issue Work Dockets if authorised to do so. A similar procedure shall be followed for Rubber Stamps.

(3) The Works Clerk in this Section will issue Work Dockets for printing of all Forms and Registers in the Indent, furnishing necessary information thereon. These Work Dockets are numbered with 0 (zero) prefixed to the serial number and also letter `P' prefixed, in addition, only in the case of Work Dockets of Paying Departments. Separate Works Registers must be maintained for each category of works. All columns therein must be invariably filled up. At the end of each Form or Register, the statistical imprint containing the Work Docket Number, the initial letters of the Government Press in which it is printed number of copies printed and the date of printing (in the last form in the case of registers) must be printed for future reference, exceptions being made only in the case of Invitations, and like matters. (Ex-W.D. 2456 GPB-10,000 15-6-1966).

Valuation and Billing

343. The valuation and billing of Forms and Registers supplied to Paying Departments is entrusted to the Costing Section. For this purpose it is essential that Invoices of the Forms and Registers supplied should be sent promptly to the Costing Section. Many of the Paying Departments and Local Authorities are required to make advance payment for these supplies. Even here clear and accurate accounts must be maintained of the supplies, the billed amount thereof, adjustment and balance at credit. to be intimated after the supply is made. In the case of supplies made to other Departments, Bills must be sent along with the Invoices, followed by monthly and D.O reminders till the adjustment is effected. The general procedure prescribed for preparation of Bills, forwardal, maintenance of Bill Register, Personal Ledgers, preparation of D.C.B. Statements and sending accepted bills to Accountant General and noting final adjustments should be followed in the case of the supplies of Forms and Registers also. The work of reconciliation of Treasury figures should receive prompt attention by the concerned clerk, Superintendent and the officer in charge.

Supply of Common Forms and Registers to new offices

344. The Director of Printing, Stationery and Publications will supply Common Forms and Registers to the newly created offices on the basis of the indents to be submitted to him direct by the Heads of Departments concerned subject, howefer, to usual rules governing the supply of such Forms and Registers. The Heads of Departments while submitting indents for the supply of Forms and Registers, will however, ensure that copies of Government Orders sanctioning the creation of new offices and the details of the staff therefor are enclosed with their indents.

(Circular No. ED 229 UPS 58, dated 29th October 1958)

Printing of new forms

345. Whenever any new forms have to be printed the Heads of Departments will first approach the Director of Printing Stationery and Publications and ascertain from him-

(i) the likely expenditure involved in printing these forms;

(ii) whether these forms can be printed at the Press free of cost under the rules or whether they are to be charged for;

(iii) whether it is possible by the Director of Printing, Stationery and Publications to print these at the Government Presses and then approach the Administrative Department of the Secretariat Department concerned which will issue necesssary orders authorising printing in consultation with the Finance Department.

(Circular No. ED 229 UPS 58, dated 29th October 1958)

Maintenance of Stock Accounts

346. The Day Books of all Common and Financial and other Stock Forms and Registers must be maintained upto date in the Forms Despatching Section. The Stock Ledger of the above must be maintained in the Forms (Control) Section by the respective Indent Clerks. A copy of the Delivery Note from the Machine and Binding Sections must be sent to this Section as soon as the copies, either in full or in part are supplied to the Despatching Section Similarly the Despatching Section should send a copy of the Invoice (along with Work Docket if the supply made to the Department is complete) to the Forms (Control) Section The concerned Indent Clerk should post the entries in the Delivery Notes and in the Invoices daily in the Ledger and keep it up-to date. By this method the Forms (Control) Section will be in the know of whether a particular Form or Register is in stock, if so, how many copies are in stock. The Stock Verification Officer should check every day the actual stock of certain number of items

with the Ledger balances, so that the checking of all items may be completed during the course of three months. It is also very necessary that ackonwledgments must be obtained from the receiving Departments or offices and preserved for the prescribed period. Bundles must be booked to consignees on 'To Pay' basis.

Accounts in Receiving Offices

347. It is incumbent on the part of the Departments and offices which receive the supplies of Forms and Registers, whether free of cost or on payment, to maintain the prescribed Stock and Issue Books,noting therein their receipts issues and balances and have the book balances checked with the actual balances, by the Gazetted Officer of the Department once a month. These books must be produced for inspection by any authorised officer of the Department of Printing and Stationery or even may be called for by the Director of Printing and Stationery for inspection at his office in special circumstances.

Government in their Circular letter No. ED 16 TPS 67 dated 29th June 1967 have directed that-

(i) accounts in respect of receipt, issue and stock of forms and registers should be maintained and verification of their stock should be conducted properly and promptly as prescribed under the rules for printing and supply of Forms and Registers to Government Offices;

(ii) the Forms and Registers should not be used for the purposes other than those for which they have been prescribed under the rules;

(iii) the accounts maintained in respect of receipt issues and stock of Forms and Registers should be made available to the Audit Party of the Office of the Accountant General, Mysore, Bangalore at the time of local audit of the respective offices, for verfication and scrutiny as is being done in case of Stationery articles; and

(iv) certificate regarding verfication of stock registers of Forms and Registers, should be attached to the salary bills of the month of April payable in the month of May, as is being done in case of furniture and other office Stores as per Article 169 of the Mysore Financial Code.

Cheque Books, Receipt Books, and Similar work

348. The printing and stocking of numbered Cheque Books, Receipt Books, etc., of money value should be handled with great care. Proper accounts must be maintained of the quantity for which Work Docket is issued, the number of copies printed, the paper issued, number of spoilt papers, specimen copy, and the number of complete books received and taken to stock. All these books must be kept in steel almirahs under lock and key. These books must be issued to the officials authorised to receive under proper acknowledgement after checking of all books and their pages. The issues must be posted in the Ledger daily as and when necessary and balances struck. The Superintendent Grade I should check the actual balances of these books with book balances once a week and the officer in charge once a month and the Stock Verification Officer once in three months.

The printing and binding of these works must be executed generally in the Care Printing Branch except where it is otherwise ordered by the Director for special reasons. It is the responsibility of all concerned from Composing, Printing, Numbering and Binding, till the completed books are checked with the initials of the binder, to see that no book or part of it is removed by any one unauthorisedly All spoily copies should be accounted for in the concerned Register and burnt in the presence of the officer in charge and the fact recorded.

349. The Rules relating to the supply, stock and accounting of Forms and Registers are printed in the Printing Manual.

PLANNING SECTION

350. The necessity for separate staff with a senior officer to assist the Director in Planning the phased expansion of the Department of Printing, Stationery and Publications was being felt from the beinning of Second Five Year Plan. Accordingly Governement sanctioned the post of a Senior Deputy Director with the requiste staff (forming a Planning Section) to attend to the following works. relating to the Development Schemes of the Department (G.O. No. ED 478 UPS 58 dated 31st August 1959)

(1) Re-organisation of the Central Press, Bangalore by replacing old machinery and methods with modern machinery and modern printing technique.

(2) Expanding the existing Branch Presses to the extent possible

(3) Establishing Branch Presses, Stationery Stores and Branch Book Depot at Dharwar and Gulbarga with adequate staff and machinery and Buildings to serve the needs of the several offices situated in the Bombay Karnataka are a and Hyderabad-Karnataka are of the new Mysore State and to accord relief to the Government Central Press by taking up as much Printing Works as possible.

(4) Uniform standardisation of the Forms and Registers of the same department in use in diffierent areas.

(5) Securing the required machinery of indigenous origin and foreign manufacture, when the former is not available, consistent with quality and price.

(6) Arranging the printing and supply of Forms and Registers required for use in the several offices of the Integrated Areas, till the Branch Presses are established.

(7) To arrange for the printing of the Educational Text Books required by the Primary and Secondary School children throughout the State, both in the Government Presses and in the Private Presses.

(8) To attend to the Labour-Management Problems and solve them satisfactorily.

(9) To prepare the Manuals of work in the Government Press, Government Stationery Depot and Government Book Depot.

(10) To attend to any other work of developmental nature.

[Certain items of work in the list above have now been shifted to other units]

351. This section is attending to the schemes of development and expansion of the Department, both in their formulation and implementation. The purchase of all machinery and equipment is routed through this section. In fact it operates on the Budget allotment sanctioned for Planning of the Department during the successive Five Year Plans. Several returns to be submited to Government and the Accountant-General are all prepared and sent in time by this Section. The attainment of targets prescribed and implementing of all Plan Schemes in all stages is attended to in this Section.

PRESS STORES

352. The Stores in the Government Press, Bangalore is bifurcated into two sections: (1) General Stores and (2) Offset, Metal and Type P.Z Stores as per Government Order No. M. 16025-6 P&S 36-48-2, dated 5th March 1949. The General Stores is in charge of a Foreman and a Store-keeper (First Division Clerk) assisted by an Attender, The P.Z. Stores is in charge of a Store Keeper (First Division Clerk) assisted by a Attender.

The following security amounts are required to be deposited by the Foreman, Store-keepers and Attenders.

			Rs
1	Foreman	:	1000
2	Two Store Keepers	:	500 each
3	Two Attenders	:	100 each

General

353. Admission into the Stores should be restricted to officials and employees who are authorised to receive or hand over Stores articles required for use of several working Branches such as hand composing, mechanical composing, printing, binding, etc., should be arranged separately with clear labels attached, so as to issue the articles of a particular branch without unnecessary movement. The Bin Card attached to each kind of stores should indicate in addition to other things the maximum and minimum quantities to be stocked, with out locking up matterials or inconveniencing the work, of the branches concerned. It is also the responsibility of the Stores to keep all articles free from deterioration on account of climatic effects, weather and rodents, etc., and to take all precautions against fire.

354. The distribution of work among the Foreman and Clerks of the General Stores is furnished in Chapter II.

(Office Order No. 453/1964/65, dated 12th January 1965)

Orderly re-arrangement of Stores and General Instructions

355. It shall be the duty of the Foreman, General stores. General Store Keeper and Assistant Store Keeper to arrange and re-arrange things properly in the General Stores at least once a month Mazdoors may be engaged for this purpose, if required.

356. Materials stocked in the stores are those required by (a) the Composing Branches, both hand setting and Mechanical Composition, except Metals and Types, (2) the Machine Branch, (3) the Binding Branch, (4) Mono and Lino branches, such as spare parts of machines, mono spools, etc., (5) Type casting branch, mainly spare parts of casting machines, and (6) Workshop and Rubber Stamp section, also miscellaneous articles such as soaps and apron cloth for supplying to workmen and clothing materials to those to whom supplies are admissible.

357. The Foreman/General Store-Keeper will keep the materials under lock and key and will not allow others to handle them. He will see that the articles received from other offices or purchased or supplied by contractors are according to the indents passed or to the specifications approved by the Secretary, Stores Purchase Department or the Director and that the quality and quantity are correct. On receipt of the articles the Foreman/ General Store Keeper will take action as prescribed in the next paragraph. The article should be taken to stock only after the Dorector approves the supply made by the Contractor, Otherwise the supply should be rejected and a report should be made immediately to the Stores Purchase Department, if the article is received on Stores Purchase Department local or foreign indents, or the party who supplied the article. addressed direct, it is purchased within the powers of the Director. Immediately after the approval on the Dorector is obtained, the official shall fill up a supply Report from in duplicate and get it signed by the Director. One copy of the Report should be given to the Bill Clerk for passing the bill for the supply.

Purchase of Stores

358. (1) Every year in the month of January or immediately after the Budget allotment proposed for the next Official year is known, an indent two parts should be prepared in the presccribed form.

Statement I should indicate the particulars, specification, quantity and probable estimate of value of materials required in bulk to be stocked in large quantity throughout the year, such as jobbing, ink, bookwork ink, roller composition, stitching wire, stitching thread, stitching twine, calico, hessian cloth, sheep skins, etc., for being purchased through the Director, Stores Purchase Department. Statement II should indicate the particulars, specifications, quanitity and probable estimate of value of materials, spare parts, etc., to be purchased by the Director directly after calling quotations upto the financial limit permitted within the powers delegated to him, as per Government Orders. On receipt of the tenders with samples, the Store-Keeper will arrange for the testing of samples, of each item. The specimens of articles forwarded by the Stores Purchase Department in response to enquiries from this Department and sent to the concerned Stores consuming branches such as Composing, Machine and Binding and P.Z.S. Sections should be returned duly and throughly testing the qualities of the specimen within three days. The concerned Supervisor/Overseer/Foreman, of the Section will be held personally responsible for any loss to Government caused by any delay in sending these reports.

(2) The Gazetted Officer in charge of the working branches should pay personal attention to see that the full reports about the specimen is sent to the General or P.Z.S. Stores or Stationery Stores within the prescribed time A comparative statement of rates quoted for each item is prepared in the office and the quotations with the comparative statement and test report are submitted to the Director through the Senior Deputy Director and the Officers in charge or several working branches, such as Composing Machine and Binding. After the orders of the Director are obtained, the Stores Purchase Department shall be addressed to arrange for the supply of materials approved the Director both to the Central Press and the Government Branch Presses at Dharwar, Gulbarga and Mercara, giving instructions with regard to despatch of materials by the firms. The Director, Stores Purchase Department will consider and take appropriate action regarding placing orders. He sends a copy of the order placed for needful action. The Store-Keeper should obtain the Security Deposits and Agreement Bonds necessary and watch the dates specified in the indent and remind the firms frequntly, if the supplies are not received within the specified dates. For this purpose he will maintain a Register. If there is any undue delay on the part of suppliers a report should be made to the Stores Purchase Department for further action.

(3) Immediately on receipt of articles from the Suppliers the concerned Store Keeper will report the fact in a Memo to the Director through the Officer in charge of the Stores.

(4) The Director will nominate a Gazetted Officer to check the physical quantities and other specifications and the officer should verify all details regarding the supply particularly whether-

(i) the supplies conform to the approved samples;

(ii) the quantity supplied agrees with the quantity invoiced;

(iii) that in respect of paper bales, the number of bales, bale numbers, and size and description of paper, etc., agree with those entered in the Invoice or other document.

He should also check the balance of stock on hand of the particular article, the book balance as the Bin card, and record a certificate of these

(5) It is only observing these formalities that the Store Keeper should take the articles to stock and get the entries attested by the Officer in charge.

(6) In case of any discrepancy, pointed out by the Checking Officer, the Officer in charge should immediately intimate the same to the Supplier and to S.P.D. when necessary and keep the articles in the risk of the supplier.

(7) The Bills should be passed only after these formalities are observed and certificates are recorded to the effect that supplies conform to the Indent in all respects, on the Office copy of the Bill/ Invoice. Any other working qualities of the articles supplied should be verified before passing the Bill for payment.

Issues

359. (1) No article should be issued to any Branch without the orders of the Director or Senior Deputy Director. The Branches should indent for the required materials in the prescribed form and submit the indent to the Director or Senior Deputy Director for his orders. On receipt of the Director's to Senior Deputy Director's orders only, the Store-Keeper shall issue the article to the Branches taking the acknowledgment of the Head of the Section. One copy of the indent should be sent to the Ledger Clerk for posting the issue made, and another copy to the Cosing Section for valuation.

(2) The General Store Keeper will issue on indent, indent books with page numbers, to the several Stores Indenting Sections and Offices. This applies to the Photo-Zinco Stores also. He may indent for a few Indent books at a time from the General stores and issue them to his indenting branches. New Indent books sholud be only on the completion and return of the old and used indent books.

(3) Issue of articles on suspense basis should not be made, to aviod difficulties and confusion in maintaining Bin Cards. If at all any article is to be issued on suspense basis for unaviodable reasons, it should be done under the orders of competent authority and noted in the Suspense Issue Register. Regular indent for this article should be obtined the very next working day and the entry in the Suspense Register struck off with the Number and Date of Indent noted against it.

(4) Each Section should make use of only one Indent Book for both shifts of work.

(5) No stores articles are to be issued after 4-30 P.M. each day.

(6) The Section Head or Foreman should acknowledge the receipt of the Stores Articles indented, under his full signature in ink.

Value Accounts

360. In all Stores transactions of receipts, issues and balances on hand, in addition to quantities of the several articles, the values of the articles should be noted. Particularly it is necessary that the value of all articles issued should be noted against each item in the respective issue slips of several working branches and invoices in respect of articles supplied to Branch Presses from the Stores of the Central Press. The rates of all articles stocked in the General and Photo Zinco stores should be worked out from time to time by the respective Store Keepers and got checked by the Superintendent Grade II (Accounts) and the date of effect specified.

Stock Verification

361. (1) On 1st April of every year, stock of several consumable articles and spare parts should be taken by the Stok Verfication Officer or one of the Gazetted Officers authorised by the Director. The result of Stock verification should be reported in necessary cases to Government for orders immediately after the stock taking is completed.

(2) Stock taking of plant is done once every five years and a report submitted to Government for orders, in the prescribed form as laid down in G.O.No. 1323-5-G.P. 14-9-7, dated, 27th August 1910, by a Gazetted Officer in the case of ordinary Plant and Fixtures and by a Mechanical Engineer in the case Machines.

(3) Monthly stock verification and striking of physical balances should be done by Gazetted Offcers in respect of the several stores of the Department.

(Office Order No. 84/67-68, dated, 25th May 1967)

(4) The actual stocks of all stores articles viz., General Stores, P.Z. Stores, Forms Stores, Care Printing Stores, and Stationery and Book Depot Stores have to be checked up by Gazetted Officers. They have to check the stocks with reference to Bin Cards and note the diffrences, if any. Gazetted Officers should report the result of the Stock verification together with the differences, if any, after stock verification is over to the Director. This report will be passed on to the concerned Ledger Clerks who have to reconcile the Ledger balances with the balances actually found by the Gazetted Officers every month and report to the Director the fact of reconciliation. Pay of Store Keepers, Ledger Clerks shall be disbursed only when a certificate is given by the Internal Audit Superintendent that the accounts of the previous month are posted and got checked.

Unserviceable articles

362. (1) The unserviceable articles, Plant or Stores are to be returned to the Foreman who will enter them in a separate register and give a receipt. The Foreman will periodically submit this register to the Director for orders as to sale by auction, etc.,

(2) The articles that are to be declared as unserviceable, have to be certified by the Director or the Senior Deputy Director as being unserviceable and shall be returned to the Foreman, General Stores/Store Keeper, P.Z. Stores for further action as to their disposal (In the case of the Branch Presses, the Deputy Director/Manager is the competent authority to declare whether an article is unserviceable)

(3) The Storre Keeper/Foreman, General Stores, shall receive the articles and enter the receipt in Form MFC 34 B. After sufficient quantity is accumulated, he should report to the Officer to arrange for the disposal of the unserviceable articles.

(4) The disposal shall be by tender or by public auction or by tender-cum-public auction When articles are sold by tender due to any reason the fact shall be reported to Government with reasons.

(5) When the articles are sold by public auction the Gazetted officer authorised to conduct the auction shall record details of the bids and the final knockout bid.

It is very essential that when the articles are released to the successful bidder/tenderer, particularly when the articles are released some time after the auction or when it involves the process such as weighment, etc., that they have to be checked by a Gazetted Officer.

After the sale is completed, the sale account should be noted in Form MFC 34 C and should be signed by the Officer who supervised the auction and the proceeds shall be treated as Miscellaneous receipt.

Import Licences

363. (1) In the case of import of Printing machines and spare parts or Stationery stores, release of foreign exchange to the extent of the C.I.F. value may be obtained in the first instance. All proposals for the release of foreign exchange for imports of printing machines and spare parts or Stationery stores should be sent through the Government to the Controller of Printing, and Stationery New Delhi, in the prescribed pro forma in duplicate together with the indigenous clearance certificate obtained from the Dirrector General of Technical Development. New Delhi, and a list of imports, The Chief Controller of Printing and Stationery, New Delhi, will forward, them with the essentiality certificate to

the Ministry of Works, Housing and Development, New Delhi for sanctioning the release of foreign exchange.

(2) On receipt of the initmation through the Government that the release of foreign exchange is agreed to by the Government of India, Ministry of Finance (Department of Economic Affairs) an application in duplicate in the prescribed form which may be obtained from the Controller of Imports may be sent along with a copy of the Indent placing order with the firm and a list of imports to the Chief Controller, Imports and Exports, New Delhi, for the issue of an Import Licence. The Licence will be issued in duplicate, one marked "for Exchange purpose only" and the other marked for "Customs purposes only" together with letter of authority in favour of the firm with whom orders are placed. The import licence in duplicate may be sent to the firm with whom orders have been placed for arranging the supply of machinery, spare parts, Stationery etc.,

[**Note**-This procedure may change and whatever is the proper procedure at the relevant time has to be adopted]

Offset, Metal and Type Stores

364. (1) The same rules and procedure as in the case of General Stores apply to this Stores also. But generally types are not purchased, but cast in the Type Casting Branch for which purpose old and broken types, lead and rules are collected from various composing Branches and issued to the Type Casting Branch for casting of wanting types only. When the old type, leads and rules, etc., are not sufficient to cast required quantity of type,metal will be issued to the Type Casting Branch under specific orders of the Director or the Senior Deputy Director since the cost of metal is very high. For Casting new founts also similar procedure is applicable.

(2) As the Offset materials and several kinds of metals are costly, they should be preserved carefully under lock and key and should be issued to Offset Branch and Type Casting Branch in such quantities as will be ordered by the Director.

365. Several kinds of metals required for casting types and their usual specifications according to usage in the Government Press, are as noted below:-

		Tin	Antimony	lead
Type Metal	:	$12^1/_2$%	$24^1/_2$%	63%
Lead Metal	:	6%	12%	82%
Mono Metal	:	9%	19%	72%
Lino Metal	:	3%	13%	84%

These metals are purchased by placing an indent in the prescribed form with the Director, Stores Purchase Department. The metal dross collected after the casting of types in the Casting Branch will be disposed of to the highest tenderer by inviting tenders subject to confirmation of sale by Government. (Also see para 371)

Posting of Receipts and Issues in all Stores

366. (1) A copy of the Supply report along with the Bill of the Firm will be passed on to the Ledger Clerk,who will post the quantity received and the value inclusive of charges such as freight, sales tax etc., in the proper Ledger folio. After the entry is made in the Ledger, he will note on both the copy of the Bill and Supply Report, the fact of having entered the quantity and value in the Ledger.

Thus the Ledger with the Bill and Supply Report will be submitted to the Officer in charge for verifying the entries and affixing his signature. Then the Bill and the Supply Report will be passed on to the Accounts Clerk for arranging payment.

Likewise issues are posted in the Ledger after obtaining the copies of Issue indents from the Stores.

(2) The Internal Audit Staff should invariably attest all items of postings in the Ledgers and Stock Registers in token of having verified them with reference to Invoices and Indents. An official of the Internal Audit staff should attend to this work daily in all the Stores of the Press, P.Z. Stores, Stationery and Book Depots.

(3) At the end of each month the receipts and the issues for the month are totalled and the stock of each item as on the 1st of next month will be noted in the Ledger.

367. Separate Ledgers are to be maintained for Consumable Stores, Spare Parts, Petty Plant and Machinery. Receipts of certain plant and machinery will go to Dead Stock Ledgers. At the end of the official year receipts are totalled, depreciation calculated at the percentage approved by Government* deducted from the total receipts and then the total issues are also deducted to get the closing balance at the end of the year. Depreciation of value as well as quantity in each case will have to be calculated and entered in the Dead Stock Ledger. Simultaneously the Inventory also should be posted from the Dead Stock Ledgers and after the close of the official year two statements are to be prepared, one showing the Depreciation Fund and the other showing the Capital Accounts of Plant and Petty Plant.

368. *(1) Government in their Order No. FL (B) 4040-43/Bud. 40-56-3, dated 2nd July 1956 have approved of the following rates of Depreciation to be adopted.

(a) Buildings 5%

(b) Tools and Equipment 10%

(c) Machinery 10%

(d) Furniture 6%

(e) Motor Cars, Vans and Cycles 20%

(f) Motor Taxis,Motor Lorries, Motor buses and Tractors 25%

(2) In respect of old machines written down value has become almost nil but which are still in fairly good working condition, the fresh life and value of such machines should be assessed jointly by the Officer in charge of Stores and the Chief Cost Accountant and their present value determined with the approval of the Director, (as suggested by the Director of Anti-corruption and Inspection).

After the Director's approval is obtained one copy of the inventory is forwarded to Government for record.

Payments of Contractors' Bills

369. (1) On receipt of bills, the Accounts Clerk will enter them serially in a Bill Register and mark the serial numbers on both copies of the bill. Then he will obtain the initials of the Officer in charge for the correctness of the entry. Before passing the bill, the Accounts Clerk will see whether the bill is prepared in ink or typewritten, the address of the Director is correctly written, the amount is noted both in words and figures, contents of the bill acknowledged on a stamped receipt where the value exceeds Rs.20 If any of the above is found wanting, the bill should be returned to the firm for supplying the omission, all omissions or corrections necessary being pointed out. If the bill is correct in all respects, then he

should send it to the Stores and obtain the Stock Certificate and Supply Report. He should thereafter attach the Supply Report in respect of the item billed for received from the Store-Keepers and check the bill with reference to the Stores Purchase Department Local or Foreign Indent or Director's Order with regard to the rate., specifications, quantity ordered, etc. He should also see whether there is proper authority for passing the bill, such as Government sanction. After satisfying himself with all these formalities he should pass the bill nothing thereon the quantity of the material received, the value both in words and figuress for which the bill is accepted, and the head of debit with details of major and minor heads. A stock certificate in the prescribed form should be attached to the bill. A detailed contingent bill form with the colums filled should be attached to the bill. If thepayment is to be arranged outside Mysore State, the Bank Commission should be added and shown in the detailed Contingent Bill. The supplier's bill with the serveral enclosures should then be submitted to the Director for his signature through the Officer in charge and the Internal Audit Section in necessary cases. After the bill is passed by the Director, payment of such of the bills, value of which is less than Rs. 25 will have to be arranged out of office imprest amount by handling over the bill to the Cashier after obtaining acknowledgement. The other bills have to be sent with serveral enclosures, such as stock certificate, copy of Stores Purchase Department indent, copy of Government Order, detailed contingent bill form, etc., to the State Huzur Treasury for general scrutiny and for retransmission with Pay Order. Bills for claims more than one year old have to be sent to Accountant General's office with several enclosures for pre-audit. The Accountant General's Office will audit the bill and send it to State Huzur Treasury for issuing Pay Order. If the date of the bill is of the previous year, then the Director is authorised to make payments of previous years' bills in the current year in cases where the purchase is clearly sanctioned and only payment is to be made in a later year, all such payments being reported to Government.

(2) The bill with Pay Order should be got back from the State Huzur Treasury and should be despatched in the case of local firms to the firms themselves for obtaining payment at the Reserve Bank of India after presenting the bill at the Bank within the date mentioned in the Pay Order of the State Huzur Treasury, and in the case of firms outside Bangalore, the bills along with a challan should be forwarded to the Reserve Bank of India for issue of a Demand Draft in favour of the firm. The Demand Draft should be obtained from the Reserve Bank and sent to the suppliers by Registered Post. In all cases proper ackonwledgment should be obtained from the firm and attached to the duplicate of the bills for audit purposes.

(3) In all cases of inter-State purchases, the Central Sales Tax is charged at 10 per cent unless certificate in 'D' form is furnished to the seller by the purchasing Department in good time, when the Central Sales Tax will be charged only at 3 per cent.

The Bill Clerks of the Press and allied Offices and the Government Branch Presses Should Fill In And Up 'D' forms in respect of all inter-State purchases of goods, without delay so that the 'D' form certificates are issued for signatures of the Officers concerned, immediately after the purchases are made or on the receipt of the relevant bills from the supplier firms, whichever is earlier. The issue of the Certificates should not be postponed till the amount payable to the supplier firm is finally settled. The certificates in 'D' form serve as evidence only of the fact that the relevant purchases are made by a Government Department and they do not in any way affect the price payable to the supplier. Any failure in this regard on the part of the Bill Clerks will be seriously viewed and they will be held responsible to make good any loss that may be sustained by the Department on account of the belated issue of the 'D' form certificates to the suppliers.

The Store-Keepers and other officials who draft supply orders should invariably mark one copy in each of such orders to be supplied to the Bill Clerk in respect of all int..... state purchases, and

they should also prompntl dates of receipt of goods to the Bill Clerk with details of the numbers and dates of the relevant supply orders. (Office Order No. 588/66-67, dated 16-17th January 1967)

Register of Blocks

370. Atrgister of all Line and Hal-tone blocks prepared in the P.Z. Section and used for publications printed in this office, must be maintained in the P.Z. Section giving a serial number for each block by punching and properly indexed and labelled for future use if required. The Supervisor. P.Z. Section is responsible to see that the blocks issued to the Composing Branch are returned promptly duly cleaned with suitable agent. The Overseer or Foreman of the Composing Branch and Machine Branch are responsible for proper use of these blocks and prompt return to the P.Z. Section after the printing is over and after cleaning, under acknowledgment. Any damage to the blocks or non-return of these within a reasonable time should be reported to the Officer in charge of the P.Z. Section for necessary action. The Machine Branch should pull extra proofs of each block printed and send them along with the block to the P.Z. Section through the Composing Branch.

(G.O. No. ED 313 UPS 60, dated, 18th November 1960)

Disposal of Metal Dross

371. (1) Section Heads of the Type Casting and Type melting Sections of the Department of Printing, Stationery and Publications should maintain a Register of Metal Dross and the Metal Dross so accumulated should be accounted for daily in the Register and attested by the Officer in charge of the respective sections. A report should be sent to the Store Keeper, P.Z. Stores when the Dross is sufficiently accumulated for arranging disposal.

(Office Order No. 462/67-68, Dated 7th December 1967). the State.

(2) The metal dross should be disposed " . highest bidder, by inviting tenders, after giving "city in this respect, subjcet to subsequent "the Sale by Government.

(G.O. No. M. 9570-71 P& S 36-54-2 dated 5th /11thAugust 1954)

(3) Government in their Order No. ED 271 UPS 58, dated, 17th September 1958 and Subsequent orders have sanctioned enhanced powerd to the Director, Generally the sale of unserviceable materials should be by Public auction only, except in cases where the sale by inviting quotations are considered to be really more advantageous. In the case of Type metal dross, it is found by experience that it is more advantageous to dispose of the accumulated quantity of Type metal dross by inviting sealed tenders, instead of by open auction.

Disposal of Waste Paper, Press Cuttings, etc., Gazette copies and old records.

372. Government Order No. ED 101 UPS 63, dated 19th February 1964 authorises the Director of Printing, Stationery and Publications to call for tenders for the purchase of Press cuttings and oiled papers accumulated daily in the Government Central Press, Bangalore and its several Branch Presses and enter into an annual contract to clear the above articles, with their ultimate consumers such as paper mills, cardboard factories, etc., even if their tender rates are lower than those of private dealers.

The old Gazette copies and obsolete records are to be auctined in public to the highest bidder after advertisement in the Gazette and some Newspapers, as and when they accumulate in sufficient quantities as per G.O. No.CI'' 1924 MSP 62, dated, 21st January 1963 (revised G.O. No. CI 51 MSP 64, dated, 30th May 1964 wherein the Director's empowered to delegate powers to the Gazetted Assistants or Heads of Branch Presses to auction).

(Note-The provisions under Powers of the Director and other Officers may also be referred to).

..... AND APPRENTICE COMPOSITORS TRANING SECTION

Duties of Type Store-Keeper

373. The Type Store- Keeper, who may be of the status of Senior Compositor or Composing Foreman is in charge of this Section and he is responsible to the Director for all type and materials in his care. No material of any kind is issued without an Indent initialled by the Assistant Director in charge and Foreman of the section to which it is issued. The issue and receipt of Cases must be noted in a register of Cases and received back only in clean condition. All spare Case Boxes must be quite empty. He receives all new types, etc., (whether cast in the foundry or obtained from outside), from the P.Z. Store-Keeper who will have previously examined and weighed them.

Care of materials

(1) He will go round the composing rooms once every day and report all cases of waste or misuse of material, and see that the accumulations of pie are cleared daily

Indents

(2) In the first week of March of each year he will prepare a list of deficiencies of type etc., for the Director's guidance in framing the annual indents. He should look into the type drawers at frequent intervals to see what sorts are required for immediate use. He should keep the drawers and cases carefully labelled.

Casting order for types

(3) The storage of types, etc., shall be kept at a minimum to avoid unnecessary locking up of capital. The casting order shall be regulated with reference to stock balance and the requirements of the pending indents.

Receipt and issue of types, etc.,

(4) The types, etc., received from the foundry shall be examined carefully (especially as to height, line, size and finish), any defective casting being reported to the Gazetted Officer in charge for being rejected if necessary. If correct they shall be weighed and added to stock. No materials, however urgently wanted, shall be sent direct to a composing section from the foundry. The types and other materials shall be issued on propoerly made out indents passed by the Gazetted Officer in charge and countersigned by the Director or Senior or Deputy Director. Every issue shall be supported by vouchers acknowledging the quantities. Both the receipts and issues shall be accounted for in the register of ''Receipt and Issue of Types''.

Unserviceable materials

(5) The receipt of broken and unserviceable types and other materials in the Type Stores shall be acknowledged. The old type etc., as received shall be weighed and brought to receipt. An account of the quantity received from the different sections and its issue on foundry and on other accounts,as dead stock for Linotype and Monotype departments, shall be maintained in the Register of ''Old metals received and issued'' Other unserviceable articles such as chases, etc., which are irreparable shall be handed over to the Store-Keeper.

Metal issues to foundry

(6) The unserviceable types, leads, etc., shall be issued to the foundry by this section on indent passed by the Director or Senior Deputy Director. The quantity of metal issued shall not generally be in excess of the weight sanctioned by the Director or Senior Deputy Director to be cast to avoid accumulation of balances in the foundry.

Moulds, matrices and punches

(7) Moulds, matrices and punches shall be kept under lock and key and issued to the fondry on a signed requisition having first ascertained that they are required for an order for type passed by the Director or Senior Deputy Director. Their return after the work in the foundry is finished shall carefully be watched.

Apprentice Compositors

(8) The Type-Store-Keeper will make use of the Apprentice Compositors under his care to assist him in any of the duties assigned to him and train them in the art of Composing and the senior boys will, according to their ability set up such simple forms like, Letterheads, Invitation cards and other Display matter, as may be sent to the Section. As these boys become proficient, they may be appointed as Junior-Compositors subject to such Examination/Test as the Director may prescribe in accordance with the C. & R. Rules. This Section is both Type Stores and Job work Section.

Opening and Closing

(9) The Store is personally opened and closed by the Type Store-Keeper. All urgent issues should be made before closing, but in the event of material including standing formes, being wanted during overtime, the Assistant Director will open the room and see it closed again. It must also be kept closed at all times when the Type Store-Keeper and the Assistant Director are absent. Coposítors and others are strictly forbidden to remove type from the Store room in the absence of the Store-Keeper.

General Records Section

374. There will be one General Records Section wherein all important records of all the Sections of the Press shall be preserved in a separate room under the direct supervision of the Head of the General Clearance Section. A permanent Register must be maintained setting apart a few pages for each class of records for noting the receipt, issue for reference, and final disposal if any, of all Registers and records in the General Records Section. In case a Register or Record is destroyed after a stipulated period in the presence of an authorised officer, the concerned officer should attest the fact in this Register with full signature and date. Other files which can be destroyed after a period of one year will be retained at the respective Sections of the Press Office under the custody of Section Heads and they will be destroyed after the stipulated period after obtaining orders of the Officer in charge of the Section and Director in a permanent register maintained for the purpose.

[**Note**: The Record Section has to be organised as soon as suitable accommodation become available]

375. The following rules in brief, may be followed among others:

(1) Cases to be sent to records after final disposal All the cases after final disposal shall be sent to the Record Room and a register for the delivery of disposed of records to the Records Room shall be maintained by each case worker.

(2) Maintenance of Records Receipts Register- The Record Keeper shall maintain a Records Receipt Register which shall be maintained for each year separately and separate registers for the different categories of disposals, and the recorded files should be kept in separate bundles according to their compilation and also according to the nature of their disposal

(3) Maintenance of Registers of Destruction of Records- The time-barred records, papers, registers etc., shall be carefully examined by the Head of the Office or under his authority by the subordinate ministerial head of the Office, and all such records ripe for destruction shall be entered in the Register of Destruction of Records and duly attested by the Head of the Office or his authorised subordinate, as the case may be, before such time-barred records are destroyed.

(4) Extenstion of the period of preservation of records,-If in the opinion of the Head of the Office or his authorised subordinate, any time-barred record is still to be preserved for a further period, he shall make a note and extend the period of preservation. If any doubt is felt as to the period of preservation of a particular class of records, orders of the Director shall be obtained before such class or classes of records are destroyed.

Manner of destruction of records

(5) The records may be destroyed either (i) by tearing or (ii) by burning, in the presence of the ministerial head of the office. The Officer in whose presence the records are destroyed should certify to that effect in the Register of Destruction of Records, with his full dated signature and designation.

Register of records destroyed

(6) A register shall be maintained showing (i) the particulars and the number of records; (ii) the mode of destruction of such records and the date of destruction of such records.

Disposal after the records are destroyed

(7) The records destroyed in the manner prescribed in the rule 5 may be sold or otherwise disposed of in such manner as the Director may direct.

376. The General Record Keeper and the Sectional Record Keepers shall maintain all the Registers specified in the Handbook of Office Procedure, writig them up properly and up-to-date. The General Record Keeper shall also be in charge of the Press Library containing administrative books technical books. He shall maintain a Catalogue of these books up-to-date and get the stock of the books checked every six months by the Stock Verification Officer or other Gazetted Officer nominated by the Director.

377. All cases after final disposal, which are to be preserved for more than a year, shall be sent to the General Records Section under acknowledgment, with distinct indexes (i.e. triliteral code word) marked on each, for preservation. The indexing of the several files shall be done as follows:

(1) Administration Section- ADM

(2) Accounts Section-ACT

(3) Planning Section-PLM

(4) Forms Section-FMS

(5) Gazette Section-GAZ

(6) P.W. Section-PWS.

(7) Costing Section-CST

(8) Store-STS

Preservation and Destruction of Record

378. The following is the list of records and Registers of all Sections of the Printing Department to be either preserved permanently or destroyed after certain duration (G.O. No. 106-EAQ; dated 21st January 1916). Specific instructions of the Director must be obtained for safe custody or destruction of any Register, Records or Papers etc., not mentioned below:

I. Administration, Office and Accounts

A. To be preserved permanently-

(1) Copies of Annual Returns of Establishment and their present forms;

(2) Permanent Establishment Rolls and the present Annual Census of Employees on similiar statements;

(3) Erstwhile Piece work establishment Rolls;

(4) Government Order files;

(5) Bill Books;

(6) Cash Books;

(7) Insurance and Provident Fund Registers;

(8) 'Form' (Receipt) and 'To' (Despatch) Registers;

(9) Remittance Books;

(10) Leave Registers of both Permanent and erst-while piece work establishments;

(11) Overtime Allowances and other allowances payment Registers;

(12) Pension papers and Service Registers (to be destroyed after the death of the incumbent is reported);

(13) Office Order Book.

B. To be destroyed after five years: (after obtaining A.G's concurrence if necessary).

(1) House Building/Purchase, Motor Car, Cycle Advance Registers;

(2) Tender files;

(3) Contingent Registers;

(4) Correspondence Papers;

(5) Tappal and Local Delivery Books.

C. To be destroyed after audit and on receipt of Government orders thereon.-

(1) Compositor's Registers;

(2) Pressman's Registers;

(3) Binders' Registers;

(4) Type Caster's Registers;

(5) Lino and Mono Operators' Registers;

(6) Travelling Allowance Registers;

(7) Service Postage Account Register;

(8) Works Registers (Showing Receipt, Progress and Despatch of works);

(9) Stationery Registers;

(10) Voucher files not selected for audit and relating to the periods, the audit of which is over-to be destroyed six months after the disposal of the objection statements of that period. Audited files are to be preserved till the Government review thereon is received.

II Stores

A. To be preserved permanently

(1) Stock Ledger of Plant and Machinery, Spare parts. etc.,

(2) Stock Register of Papers and other consumable articles;

(3) File Books of Invoices, Copies of Bills

B. To be destroyed after audit and after three years-

(1) Receipt Registers of Consumable articles;

(2) Issue Registers of Consumable articles;

(3) Rough Day book of receipts and issues;

(4) Order Books for articles;

(5) Contractor's Indent books for articles;

(6) Contractor's Receipt books for articles;

(7) Indent (Requisition) slips from several branches.

III. Forms Control and Despatching Sections

To be destroyed after five years-

(1) P.R. Registers;

(2) Invoice Books;

(3) Delivery Books;

(4) Indents.

IV. Gazette Section

A. To be preserved permanently-

(1) From and To Registers;

(2) Cash Books;

(3) Remittance Books;

(4) Gazette Volumes bound year-war and partwise;

(5) Bills Ledger;

(6) Government Order file for free supply of Gazette to offices and parties.

B. To be destroyed after five years-

(1) Tappal and Local Delivery Books;

(2) Gazette Registers (Showing receipt and public-cation of matters);

(3) Advertisement (from paying and Private Parties) Regisater;

(4) Guide Sheets (Address Labels) arranged under

(i) Free Supply;

(ii) On subscription basis;

(iii) Local Delivery in respect of both English, Kannada and extra orders Issues;

(5) Government Orders for inserting notifications in the Gazette;

(6) All Correspondence regarding publication of matter in the Gazette;

(7) All correspondence regarding subscription to the Gazette.

CHAPTER VI

Productive Branch

COMPOSING BRANCH

General Procedure applicable to all composing braches

Scrutiny of work received for printing

379. (1) The Officer in charge of the work shall on receipt of the work, examine before authorising the work to be taken up whether:

(i) the printing of the work is authorised by general or special orders;

(ii) the requisition for printing is signed by the competent authority;

(iii) the manuscripts have been prepared according to the prescribed rules;

(iv) the number of copies required is supported by a distribution list.

(2) The Officer shall also indicate the general style and size in which the work is to be printed shall be guided by the following rules of procedure in setting and printing.

380. Composing work is done by both hand composition and mechanical composition. The Branch, therefore consists of:

(1) Hand Composing Sections, including Marking up and Imposing;

(2) Linotype Operating Section;

(3) Monotype Operating (Keyboards) Section;

(4) Monotype Casting Section;

(5) Lino Handling Section;

(6) Mono Handling Section.

The work in the several sections is supervised by the Deputy Director or Assistant Directors, each in charge of one or more sections, assisted by the Supervisor, Overseers, and Foremen.

381. The following rules of procedure are prescribed for the guidance of the heads of all Composing Sections and of the higher supervisory staff and administrative officers.

(1) Receipt of work-Each section of the Composing Branch is in charge of an Overseer or Foreman, who is responsible for all material, and for the care of originals sent for printing. He will enter all works immediately on receipt, in the order of date and time in the Daily Receipt Register of works. If the cost of work is recoverable, it should be distinguished by a letter 'P' in red ink in the remarks column; it must be noted also whether it is urgent, timed, etc., The Register must also contain particulars as to size, style, and all other details of the work. He should indicate whether the matter is permanently standing (for the guidance of the computors in valuation) or whether it is to be kept standing for a specified time at author's request. The progress of the work in each stage till it leaves his branch must be entered in the different columns at once in order that he may keep effective track of the work, as well as for the daily information of the superior officer. Details of the dates and number of proofs and of pages or forms sent out must be noted each time proofs are called for, so that the work may be charged.

(2) All works received by the Foreman of each branch day by day should be entered forthwith in a general register maintained for the purpose. This register should be brought up for inspection every

morning. Failure to comply with this provision or to make the required entries will be severely dealt with.

(3) All Foremen will sign the receipt of work in their branch in ink and not in lead pencil.

(4) Any work received by the Foremen direct in special cases, such as, Case Lists, copy for monthly proceedings, and so on, should be reported to the Assistant Director in charge got registered in the Work Register and a Work Docket obtained for it before putting it in hand.

(5) Distribution of copy- It is also the Foreman's duty to give out copy to the compositors and direct all his assistants to expedite the work so as to ensure that there is no undue delay.

He will make entry of names of compositors to whom work was given and time of issue in the Work Issue Register maintained in the Branch.

Unless special orders for particular works are given to the contrary, the Foreman will distribute the copy in nearly equal portions to the Copmositors strictly in the order in which their names appear in the Work Issue Register, first in order of urgency of the work, and then in the sequence in which it was received, dividing it according to the numbers of the folios; but he may pass over a man first on the turn list who has or more proofs of any kind (author's rough fair, or press order) in hand "not finished" or who is not prepared to take up the work at the time of giving out copy. He should, however, bring to notice all such instances of a man missing his turn.

(6) The Overseer/Foreman must draw a programme of the works to be executed during the next day or next few days, based on the total capacity of the Section and chalk out the outlines of work/operations to be entrusted to each Compositor or each group of Compositors so as to complete the work or works in hand at the end of the scheduled timings. He must warn the workman who does not keep the schedule in the first instance and in persistent cases, must report the names of such workmen to the officer in charge for necessary action.

(7) Alteration matter- The Foreman will distribute author's heavy corrections, forme proofs and alteration of standing matter, in the same manner as fresh settings.

(8) Delays- The Foreman will, when necessary, put on men to assist a compositor whose work is being delayed. The Foreman will bring to notice of the officer every case when a compositor delays work or neglects or refuses to have his name noted down in the Work Issue Register as soon as he has finished his copy or does not distribute type with the object of avoiding copy which he does not like. Before issuing copy to the compositors for imposition or correction he will note on each copy or proof the time for completing the work.

(9) Economies in setting- Each Foreman will be careful to follow the rules prescribed for standing matter; and to avoid resetting matter standing in another section; he must communicate with that section as soon as copy is received. The Officer in charge/ Supervisor/Overseer, will usually mark, such infor mation on the copy, and if it is not standing special instructions must be obtained for resetting. He will follow the most economical method of producing work, and will see that tabular matter is printed in as condensed a form as possible and horizontally across the page when this method does not waste space, also that tables are not blanked out, referring to the Supervisor/Overseer, any case of doubt. A single 'remark' may often, for instance, be converted into a note to save a blank column, etc.,

(10) Author's proofs should not be sent out if they are not ordered, unless they contain queries which cannot be settled by the Chief Examiner or the officer in charge. When proofs of simple reprints are asked for, orders should be taken before putting the work in hand. In the absence of instructions

as to the number of first proofs wanted, two copies will be sent. These should be well pulled on the centre of the paper and must not be creased or folded.

(11) Reading- The Composing Foreman/Overseer or Supervisor will inform the Chief Examiner as to the order for examining proofs and the Machine Foreman as to striking off formes, particularly drawing their attention to instructions received as to outturn of urgent and ordinary works. He is to notify to the Chief Examiner and Machine Foreman when he receives orders to work late or attend early or work on holidays. He will be careful to see that all work is sent for the required number of readings, and that all important works are given additional readings and revisions as laid down, and will take orders of the officer in charge in all cases of doubt as to special treatment of a work.

(12) Supply of materials- The Foreman will see that material is requlary supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, etc., inform the Supervisor/Overseer. When there is an excess of sorts, and distribution, or unserviceable materials, the Foreman will transfer them to the type or other stores, obtaining a receipt for the same. The daily accumulation of 'pie' is to be sorted and distributed by the Apprentice Compositors every morning. Pie must not be allowed to accumulate from day-to-day. When material is received from the Stores, he will be careful to ascertain that the weight and the quality are correct before signing the receipt, or he will be liable to pay for any deficiency. If he has any doubt, the must send the material back to be re-weighed.

(13) Registers- The Foreman is responsible for the correct posting and safe custody of all registers in his charge. They should be submitted to the Assistant Director as per rules daily, weekly or monthly as prescribed.

(14) Order of work- The Foreman will be particularly careful to see that all works promised by a specified time are completed in time. Preference should be given to works marked "immediate" or "urgent" in the order mentioned and ordinary work in the sequence in which it is received.

Monthly Volume-Compilation and Printing of Indexes

382. The Printing of the Monthly volumes of Government Proceedings has been discontinued as directed in O.M No. GAD 5 OSM 61, dated 11th March 1961.

(1) Every Branch or Secretariat concerned should, without fail, furnish the General Records Section of the General and Revenue Secretariat, with complete indexes pertaining to the Branch or Secretariat on or before the 4th of the month following that to which the indexes relate.

(2) The General Records Section should consolidate and scrutinise the Indexes of the whole month and transmit them to the Press by the 13th of the following month, the latest.

(3) The Press should furnish the proofs of the matter above referred to by the 20th idem, the latest.

(4) The General Records Section should revise the proofs and return them to the Press with "print order" by the 23rd idem, without fail.

The Director of Printing, Stationery and Publications should arrange to supply printed copies of the Monthly Volumes on or before the 30th idem, the latest.

Making up and Imposing Branches

383. The Foreman in charge of the Making up Section will see that all the compositors under him attend to making up of pages of all new matter, corrections, alterations in standing as well as new matter, etc., He will, as in the case of other sections, maintain a work register, make entries proptly and submit to the higher officers as prescribed.

General Instructions

384. (1) The Foreman will see (i) that all work, except jobs is of one of the standard sizes including the A series sizes (before paper is trimmed) unless special instructions are given by the Director or other competent officer: (ii) that only the exact number of copies ordered with the authorized extras is marked on the strike order: and (iii) that no book or form is kept except those specified.

(2) He will see that all items of work are entered in the relevant Register at once as they are done during the day, and that the number of hours worked is correctly accounted for; also that overtime hours if any, are specified separately in the overtime books.

New Employees

(3) Each Foreman will see that all particulars of employees engaged in his section are entered in the registers kept at the Watch and Ward Office. Office rules and orders must be intimated to them, so that they may not plead ignorance.

Time Sheets and Valuation of work

(4) Each Foreman should see that every compositor working under him, writes up the Daily Time Sheet correctly, noting thereon the time taken for each operation, chargeable or non-chargeable. He must at the same time pull up the compositors who take unduly long time for any operation or report the matter to the Officer in charge. The time taken for tabular work, mathematical or other intricate work and alteration to standing matter should be specially watched.

(5) The compositors will submit every morning to the Assistant Director, Time Sheets initialled and checked by the Foreman showing the work done for the full hours charged for the previous day. The number of the work done and the number or hours engaged in author's corrections, and other operations, however small, should be specified separately in every case in relevant columns, The entries must be made at the time the work is done and every time a new operation is begun or a change takes place and not from memory or books at the close of the day or the next morning.

(6) Men who make incorrect entries in their Time Sheets or who put distribution matter into Pie boxes or indulge in any kind of malpractice are liable to be discharged.

(7) The work is to be valued at the Costing Hourly Rates in force at the time the particualr operation was completed, no matter when the entire work is completed. In the case of work still under execution on the last day of the official year, it (work in progress) will be valued at the rates that were in force at the time of the performance of the operation for the portion of work completed so far as on the last day of the year and statement of value of work in progress will be prepared for purposes of inclusion in the Annual Administration Report.

Display types

(8) Each Foreman is responsible that heading and other display types are returned to the type stores or Display Branch immediately after use.

Strike orders

(9) Before a strike order is given, the Work Docket number and the number of copies must be written in ink on the final proofs. A separate order should be issued for each forme, to serve as a guide for striking copies and paper issue. This strike order must be delivered to the Machine Foreman with the originals, etc., The date on which the forme is ready for striking and other entries in the strike order and imposing book are to be made at the actual time, for each separately. The date when a forme is struck, subsequently unliocked, distributed, given for alteration or reprint, must be recorded. Items

without such entries will be treated as standing and the man in charge is responsible for them. The date and time of despatch of special and confidential works be entered.

Office File copies

(10) When giving strike order, only the number of extra copies specified (three as a general rule) should be printed for office use and file, unless otherwise ordered.

Senior Compositors

(11) The Senior Compositors attend to making up, imposition, author's corrections (when light or urgent) and stone work and guide those junior to them and supervise their work also besides themselves turing out normal work, unless otherwise ordered by the officer in charge. A daily account of their work must be kept by the Foreman. Imposition and stone work for all job work and certain special work is usually done by the Compositors who do the initial setting and the compositors are responsible for this matter until it is struck off.

Style of imposing

(12) Whenever possible, all folio work up to 20 pages and other work up to 24 pages, should be imposed quirewise, each forme within that before it, unless otherwise ordered by the Assistant Director. Full sheet imposition should be adopted when possible, especially for long numbers. Franctions of a sheet should be imposed so as to make the last sheet a full sheet. Such fractions can sometimes be imposed with odd pages of other works to save striking. Gutter margins should always be so balaned that the untrimmed sheet can be folded to edges. Imposers will be held responsible for the time lost on machine owing to incorrect imposition, bad furniture badly justified matter, badly placed formes, etc.,

Gauging furniture

(13) The first sheet of all new bookwork must be seen by the Officer in charge for correctness of furniture and by the Senior Deputy Director or Director in the case of all important and special quality works. When passed, metal gauges must be carefully cut and marked, and hung up near the Foreman's table. These gauges must be used for each subsequent sheet, and the Supervisor or the Foreman in charge must sign and pass each sheet for correct furniture. In the event of any unsigned sheet going to press, the imposer will be held responsible for any loss resulting from incorrect imposition.

Signatures

(14) Forme signatures for half sheet work should be given in figures. For full sheets small capital letters with the figure added or the Arabic figure with an asterisk (*) should be used for the sub-signature on the inner sheet or third page. In a half sheet of 12 mo, signatures must appear on pages 1 and 5. In a sheet of 12 mo, i.e., 24 pages, singatures must appear on pages 1,3 and 9 The signatures of other impositions may be known on referance to standard text-books. Whenever necessary, the name of work, in a contracted form, must appear in the bottom lefthand corner of the first page of each sheet especially in reports. The style of type for these must be uniform throughout the work. An asterisk (*) is to be added to the usual signatures of formes reprinted with corrections, or for any additional inserts. Binding marks at the back should be added for long numbers of bulky works, and pasting marks, for wrappers also when their use effects a saving.

Gauging pages

(15) When the length of page has been decided upon, a metal gauge must be cut, notched and marked. The head line (without a lead before it), and white line at foot of page must be included in the length. The gauge must be placed against the upper or right hand side of the page in every instance. When a page is leaded, a lead must also appear after the white line following the head line, and also before the foot white line.

Note- For special works any special styles for various parts of the book as may be decided may be adopted.

Compositors

(16) Each compositor distributes the type he requires for use, and is responsible for the matter he sets up until it is sent for make up and imposition and a clean proof is sent out. He will rectify bad workmanship, battered letters and deviations from style or copy whenever it is pointed out to him, even if the forme is on the machine.

All compositors should be able to make up pages and to impose formes, and they are liable to be called on to act as imposers at any time.

Care of copy

(17) When a compositor has finished his 'take' he will get two proofs pulled and give the proofs and copy to the Foreman and will then write his name in ink on the ruled line immediately below, the preceding name in the Work Issue Register on the Foreman's table and go on distributing type if no more copy is ready. He is responsible for the copy given to him and must be careful to keep it clean.

Making up

(18) After print order corrections made on second proof are incorporated in the matter by compositors who set the matter, it will be sent to the making up Section marked serially along with the proofs. Work Docket and the respective originals for making up. There the matter of a particular work set up by all compositors will be made up into pages to a specified size. A fair proof of these made up pages will be sent to Proof Branch for issuing F.P.R. On receipt of F.P.R. proofs back in the Making up Branch the pages will be imposed with necessary margins after carrying out the corrections made on F.P.R proofs and the matter will be sent to the Machine Branch for printing the required number of copies as mentioned in the work Docket issued for the work.

(19) Where the proofs are to be sent to the Department or author, before final make up and printing the copies, the Foreman/Overseer will obtain the required number of clean proofs of the matter from the concerned compositors after carrying out the second (fair) proof corrections and arrange them in serial order and send them along with the originals to the Department/Author and then the composed matter along with the second proof and Work Docket will be transferred to the Making up Section for Further action, on return of the proofs with priont order. If the proofs are not returned within a fortnight (generally) the head of the Making up Section should take action to send reminder for their early return.

(20) Continued tabular matter is made up to the exact length ; rules, etc., are fitted by the compositor before the rough proof is read. If, however, the matter turned over exceeds one-quarter page in depth, the first compositor makes up the succeeding page. The cost of any re-making up, rectification of columns, rules, etc., by the imposers, as a result of faulty work may be recovered from the compositor concerned.

(21) Corrections of all kinds take precedence of composing and making up unless special instructions are given. With regard to fair proofs and make-up pages, the compositor whose name is first, is responsible that the galley and proof are given immediately to the man next in turn, the second man to the third, and so on to the last who has corrections to make, who will see that a clean proof is pulled and given with all the copy and proofs to the Foreman. When making up or correcting made-up pages, the compositor should obtain the list of men on the same work, hand over the slip to the next man when finished and report any absentee to avoid delay.

Care of materials

(22) Each compositor must keep his frame and cases in good order and free from pie. Such cases as are temporarily obtained from the Type Store must be signesd for both on receipt and on return, and the Type Store-Keeper must not receive any cases unless, they are clean and the spare boxes empty. Failure on the part of compositors to observe this rule will be severely noticed. Excess types and special sorts must be returned to the Type Store. The compositor must not keep distribution matter, sorts, etc., under his frame either on galleys or in bundles, and heading types must be returned to the Type Stores immediately. He must avoid waste of leads, brass rules and other materials, and he is responsible for the stcks and galleys given ti him. Rules should be slightly dressed after being cut. Battered letters taken out of proofs should be put into the box for the broken type on the Foreman's table, and not thrown on the floor or put into the quad box. Types of other founts must be returned to their proper cases if in the section ; if not, they should be given to the Foreman. Italics should be distributed at once and not placed in any odd boxes.

Incompetent workmen

(23) Compositors whose computed outturns are continuously below the satisfactory level of output, or whose proofs are unusually 'dirty' are liable to be penalised and also discharged for incompetence.

Transfer of work or proofs

(24) A compositor must not transfer to another man any work given to him, nor must he assist another compositor unless ordered to do so by the Foreman.

Transfers to other sections

(25) When a compositor leaves the Press or is transferred to another section, he must give over his cases and stands, matter, proofs, sticks, galleys, etc., in a good order to the Foreman or his reliever and obtain acknowledgement or a deduction may be made for the cost of the materials he is answerable for before he is paid.

Compositors payments

385. Hand Compositors are classified into three groups, i.e.,-

1. Junior Compositors ;
2. Compositors ;
3. Senior Compositors.

They are paid according to sanctioned scales.

All the three categories of compositors should discharge all their prescribed duties satisfasctorily, and must keep their cases, materials and the premises clean and in order, so that they may be available for work at a glance.

Apprentice Compositors are recruited to learn work and to sort out pied up matter collected from the daily sweepings. After six months they must be able to do light composing work. The period of their work as Apprentice Compositors does not count as service. They will be eligible for appointment as Junior Compositors if there are vacancies and if they attain the minimum standard required for Junior Compositors and the conditions of the C. and R. Rules are satisfied. (Separate Rules in respect of Apprentice Compositors have been issued).

Confidential Work

386. (1) When any Confidential work is done and the employees are not allowed to write up their Time Sheets as and when each operation is done, the Officer in charge or the Overseer/Foreman assisting him should keep a record of time and operation on which each employee is engaged, together with the brief title of the Work or its code word and the work Docket numbers and make it available to the employee later on for writing up their Time Sheets or send a duplicate copy of the record to the costing section for further action. Such records should not conflict against secrecy and should only be of general nature and the particular Confidential work done should not be revealed.

(2) Cheque forms are treated as confidential though not marked as such. When copies are printed, all spare copies, tympan sheets, etc., must be taken at once and destroyed, formes and galleys must be taken to the Foreman immediately after proofs or copies are printed, if not distributed at once. Copy, composed matter, proofs, etc., must be placed in the safe in the confidential room at the close of the day's work and the key has to be kept by the Officer in charge.

The Officer in charge or the Overseer or Foreman in charge shall maintain the detailed account for papers issued to Confidential work and no proofs should be preserved.

Confidential work must personally be signed and sealed by the Officer in charge before dispatch.

Records

387. (1) Manuscripts, originals, author's proofs, extra office copies, and letters relating to work will be bundled in order of date, placed between boards in monthly bundles, and kept for twelve months, or other specified period as laid down in G.O. No. 196-EAG., dated 21st January 1916, after the work has been dispatched. Three month's bundles should then be taken on the first day of each quarter to the Director or other Officer authorised by him to be destroyed in his presence. Ordinary office proofs are kept in the section for three months for reference ; a month's files should be destroyed monthly in the same manner. Printed copies cancelled should be at once taken to the Supervisor for orders. Government Orders, letters, etc., containing standing instructions regarding workmen, etc., and the Director's Office orders should be pasted or written in the order book for permanent reference.

Books

(2) When an Order Book, Attendance Register, Work Book, etc., is filled up, it should be handed over to the Superintendent Grade I or Grade II, and receipt taken for it, any missing pages being accounted for.

(3) When handing over charge of a section, the Overseer/Foreman should be careful to see that the receipt of these books and of the office rules and scales, and any materials in hand are re-acknowledged in the Order Book by his successor, or he will be held responsible for them.

Overtime

388. Overtime should be avoided as far as possible. Only in unavoidable cases, permission to work overtime must be obtained in the Overtime Order Book in advance, or the hours worked will not be paid for. The names of all men and the work for which they are wanted should be specified.

Standing matter

389. (1) In the absence of special instructions to the contrary, proceedings and ordinary papers of eight pages and under will be kept standing for one week after the dispatch of copies. Special instructions will be given for other classes of work. There is no need to keep the type standing till the volumes are bound if care is taken that the number of copies delivered to the warehouseman is correct. Indexes, contents and similar work may be distributed immediately the warehouseman acknowledges the receipt of copies.

Periodical works

(2) Large statements, reports, establishment lists, etc., recurring within an interval of twelve months and very intricate work likely to be reprinted will be generally kept permanently standing whenever possible. Each case however has to be carefully examined and a decision taken.

Reminders

(3) When a department asks for type to be kept standing, instructions should be taken as to reminders being sent every month. Similar procedure must be adopted with matter out on proof and not returned for final striking within one month. The work books and standing matter should be checked and the orders of the Senior Deputy Director or the Officer in charge taken at the end of each month. The dates on which reminders are sent must be entered in the remarks column of the Work Books.

Distribution

(4) Standing Type may not be distributed within shorter periods or kept longer than the specified time without the written orders of the Senior Deputy Director.

Records of Standing matter

(5) A complete file in duplicate of all matter for reprint, including stereo plates will be secured by the Foreman in charge of distribution and one copy kept as a guide giving out copy and another copy will be with the Assistant Director in charge. When the type is given for alteration on reprint the Foreman in charge will write across the file copy the name of the compositor or imposer to whom, and the condition in which, it is given, and make corresponding entries in the strike order book with date. When the work is finished, the file copy should be sent to the concerned estimater for record. The Foreman shall write “Standing” on all copy of this nature before he gives it to the compositor, and make a similar entry in his book as a further check against improer charges or claims of work having been done.

Resetting

(6) Matter which is pied or lost, or which comes in for reprint, must not be reset without the authority of the Director or Senior Deputy Director, the memo being filed for audit. This applies also to matter marked to be reset by the examiner owing to incorrect instructions of the Foreman.

(7) Display types should not be kept standing for more than a week.

Transfer of Type

390. Matter transferred from one section to another or to the Branch Presses, should be handed over with all rules and leads in it on galley or in cases as it stands. An entry of the date of receipt and return must be made in the register, and enquiries should be made if the type is not returned within the time allowed for it to be standing. The signature of the man receiving it should be taken on a proof of the matter, which should be given to him to be destroyed when the type is returned. Matter should be returned in the same state as received, if it is to be used again in that form by the lending section ; if for distribution, the leads, chase, etc., may be returned separately. In the case of transfer to Branch Presses, the transfer should be through the Stores on invoice only, weights also being recorded. The transfer should be figured in the Inventories of the two presses.

Brief description of duties

391. Foreman (including Overseer and Supervisor in special case if in charge of a branch) shall be each in charge of a section controlling and supervising over the Senior Compositors, Compositors and Junior Compositors, who may be entrusted with the duties connected with the Branch. Their duties are briefly:-

(1) to be in chasrge of and be responsible for all materials and for the care of papers sent for printing ;

(2) to maintain the following books:-

(a) Receipt of Work Register
(b) Work Book
(c) Work Issue Register
(d) Attendance Register
(e) Sectional Plant Account
(f) Despatch Register

(3) to arrange to distribute work to compositors and imposers, maintaining the Work Issue Register in accordance with instructions contained in this Manual and ensuring the maximum outturn of work without delay;

(4) to page and mark the style for setting the work received ;

(5) to inform in advance the Stores and all other sections concerned of the receipt of any work requiring special arrangements or a large quantity of materials and papers ;

(6) to observe economies in setting by following the rules prescribed for standing matter, etc., and decide the most economical method of producing work;

(7) to inform the Chief Examiner of the Proof Branch as to the order of examining papers and the Overseer as to striking off formes particularly drawing attention to urgent and arrear papers ;

(8) to arrange for the regular supply of materials to the compositors, returning to Type Stores unserviceable types, etc;

(9) to watch that the accumulation of pie is sorted and distributed by compositors daily ; and

(10) to attend to other miscellaneous works such as drafting replies, telephones, issuing reminders for prrofs not returned, etc.

In very large sections, a Computer or other employee may be drafted to assist the Foreman in certain duties. Such employees shall assist the Foreman in general clerical work connected with the outturn and dispatch of work and the maintenance of records and preparations of accounts. They shall

collect the daily Time Sheets of all compositors, in different works and send them on every day to the computing section before 10 A.M. to compute labour equivalent hours and abstract monthly totals, etc. Under direction from the Foreman they shall attend to final corrections, changes in dockets and standing matter if slight, give out and receive distribution and standing matter and arrange dispatch of proofs, check proceedings volumes and revise press orders. They shall also assist in the maintenance of discipline and order in the section. The drafting of a Computor or other employee should be only in special cases and with the approval of the Senior Deputy Director or Director.

Further instructions

392. (1) (a) Each indent form (Forms work) will have a separate Work Docket attached to it. The number of these dockets will differ from that of the ordinary job dockets. The number will begin with a 0, e.g., 01, 03, 04, etc.

(b) It is not absolutely necessary that the indent forms (Forms work) should be set up in the Kannada Branch or Forms Composing Branch only. The Assistant Director or other Officer in charge may issue any particular indent to any other branch where work is slack to keep the men fully engaged or whenever essential, and to prevent accumulation and congestion of work in the Kannada Branch or Forms Composing Branch.

(c) Orders for binding books, etc., should be issued by the Officer in charge and not by any Foreman.

(d) A finished copy of the job should be appended to the Work Docket before it is sent to the Costing Section finally for file.

(e) Every job printed in the Government Presses should bear two imprints, i.e.,-

(1) Legal imprint, bearing the designation of head of the Press, name and place of the Press and the year of printing, on the title page or its obverse or at the end of the work ;

(2) Statistical imprint, indicating the initial letters of the Press, W.D. number,number of copies printed and the date of printing at the end of the work or its last forme.

Legal imprint is not compulsory in the case of forms, registers and the like. No imprint is necessary in the case of confidential papers, invitation cards and the like.

A. Bookwork

(f) The following instructions as a general rule shall be followed in composing bookwork. Separate instructions shall be obtained for any special work and in each case a style suited for the particular work may be adopted.

(1) Bastard Half title page shall be set in the same series of type as the title page but a size or two smaller.

(2) Title page.- The composition and style of type to 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.

(3) Dedication.- The name of the person to whom the book is to be dedicated shall be in capitals of the text type and the other lines in lower case or small capitals.

(4) The Preface.- The type to be used shall either 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.

(5) Contents shall be set in the same kind of 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.

(6) 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.

(7) Introduction.- Same type as the text or one size smaller according to the quantity of matter, but never larger.

(8) The errata shall be set in type 2 or 3 sizes smaller than the text type. 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 marks of quotations.

(9) Page dimensions.- These are indicated in the statement at the end of this paragraph.

(10) Chapter headings.- (i) The first chapter shall begin on the right hand page and the succeeding ones 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.

(ii) the heading “chapter” 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, otherwise it shall be in the text type.

(iii) 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 exceeding two lines shall be set in hanging indention in paragraph style.

(11) Running heads shall be composed in small capitals of the body type and centred generally.

The first word of each part, chapter or section shall begin with a capital and be completed in small capitals without indention.

(12) Paragraphs should be uniformly indented as follows:-

Measures, 22 ems and under, 1 em.
Measures, 23 ems to 33 ems $1^1/_2$ ems.
Measures, 24 ems to 44 ems, 2 ems.

For measures above 44 ems, the indention shall proportionately be increased.

Paragraphs set in small type should be indented so as to range with those of the text. When the subjects of paragraphs are given at the beginning, the words should be set in small capitals, italics, or in antique lower-case, according to the 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.

(13) 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.

(14) Notes may be of various forms as footnotes, marginal or side notes or cut-in notes:-

(i) Footnotes 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 followed or in cases where they do not exceed two line shanging indention may be adopted. Footnotes 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 type as the text but three or four sizes smaller. If they are but sub-headings to the text, a bolder face 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 is justified even with the first line of the page.

(iv) Cut-in-notes.- The type and the series in which they are to 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 sides by an amount of space equal to the body size of the type used for the notes.

(v) Runners are figures of text -5, 10-, 15, 20, etc.,used at the side of each page, justified even with every fifth line, and separated from text by at least a thick lead.

(15) Tables shall be set in type at least two sizes smaller 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 centred if they are less than a line and if more, the first line shall be longer than the second and suibsequent lines.

(16) Tables of three or four columns-Should be set up as ranging matter without the addition of rules when they appear in the body of the text.

(17) Tables of four or more columns-Printed rules between the various columns in all tabuler statements 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 11 point, it should not be set up in 9 point or other smaller type. The rule does not refer to a series of tables which may refer to one another. In such cases one style or size of 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 a 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 can conveniently be set up in a narrower measure than the text.

(18) Column numbers In all statements included in the text, ‘column numbers’ are not to be set up.

(19) 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 as ‘footnotes’.

(20) Appendices shall be in type one or two sizes smaller than the text or in the same size as the text provided the matter is standing.

(21) Index shall be in type one or two sizes smaller than the text and may be set in one, two or more columns according to instructions.

(22) A statement showing certain accepted standard dimensions of type pages, margins, sizes of trimmed books and pamphlets which are generally to be adopted in the Government Presses is furnished on Page 417. For special works these are liable to be altered and these will depend on the kind of work and the purpose for which it is printed.

The accepted standard dimessions of Type pages, Margins, sizes of Trimmed Books and Pamphlets subject to exceptions are:-

Sl. No.	Name	Size of paper		Standard size of type page Pica Ems.	Margins when trimmed				Percentage of type area
		Untrimmed (Inches)	Trimmed (Inches)		Head Pica Ems	Foot Pica Ems	Back Pica Ems	Eore-edge Pica Ems	
1	Foolscap folio	$8^1/_2$x$13^1/_2$	8x13	36x65	5	8	5	7	62
2	Foolscap quarto	$6^3/_4$x$8^1/_2$	$6^1/_2$x8	30x38	4	6	4	5	61
3	Foolscap octavo	$4^1/_4$x$6^3/_4$	4x$6^1/_2$	18x32	3	4	$2^1/_2$	$3^1/_2$	61
4	Royal octavo	$6^1/_4$x10	6x$9^3/_4$	26x48	4	6	4	6	60
5	Royal sixteen mo	5x$6^1/_4$	$4^3/_4$x6	22x28	3	5	$2^1/_2$	$3^1/_2$	58
6	Crown quarto	$7^1/_2$x10	$7^1/_4$x$9^1/_2$	34x48	$3^1/_2$	$5^1/_2$	$3^1/_2$	$5^1/_2$	66
7	Crown octavo	5x$7^1/_2$	$4^3/_4$x$7^1/_4$	20x36	3	4	3	4	63
8	Demy quarto	$8^3/_4$x$11^1/4$	$8^1/_2$x$10^3/_4$	40x52	5	7	5	7	64
9	Demy octavo	$5^5/_8$x$8^3/_4$	$5^3/_5$x$8^1/_4$	24x42	$3^1/_2$	$5^1/_2$	3	5	61
10	A4 size	$8^1/_4$x$11^3/_4$	8x$11^1/_4$	30x58	4	6	5	7	65
11	A5 size	$5^7/_8$x$8^1/_4$	$5^5/_8$x8	25x40	3	5	3	5	63
12	A6 size	$4^1/_8$x$5^7/_8$	4x$5^5/_8$	18x26	3	4	$2^1/_2$	$3^1/_2$	59

Note:- Special and deluxe editions may have less type area and more margins.

Methods of Economy

393. Some methods by which economies in printing my be effected are given below for guidance:-

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

(2) Following the rules prescribed for standing matter.

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

(4) Printing the tabular matter in as condensed a form and with the minimum rules.

(5) Avoiding “Remarks” column by taking re-course to footnotes.

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

(7) Printing the work at two impressions, the repeated black forme first and then the column or other inserted matter.

(8) Stereotyping or lino-typing repeated headings or lines.

(9) Taking moulds or casting plates for future use.

(10) Alteration of address line 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, lino-typing or monotyping duplicates, making stereotypes and electrotypes or imposing sets of different jobs in one forme to fill the largest possible printing sheet for the capacity of the machine on which it is printed, 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 machine 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 small pages to be gathered in full sheets before cutting, or imposing full sheets for folding machines.

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

(18) Setting matter so that both sides of a sheet of half size are used instead of one side of any sheet, in all possible cases.

(19) Designing of forms allowing sufficient spaces only for the filling up of the form and all matter other than these spaces occupying as less space as possible. The spacing allowed in originals, typewritten or manuscript or space required to set headings should not be the deciding criteria.

Closing of sections

394. (1) In the evening Foremen/Overseers will ordinarily see that all papers are carefully put away, lights are put out, and that the section is closed, unless overtime is worked in their absence, when the Suipervisor or the man left in charge, will see that this is done.

(2) Daily at the close of work, the Supervisory staff should personally satisfy that (a) everything in the Branch is normal; (b) that there is no one inside, hiding or sleeping : (c) that all windows and doors are securely closed; (d) that there is no remnant of any fire or other source of danger ; (e) that the electric current is switched off on all lines by the Electrician ; then close the main doors, lock and seal if necessary, and record a certificate to this effect in the prescribed register and in the prescribed report form and hand over the latter to the Chief Time Keeper. On opening the Branch for work at the commencement of each day the Supervisory staff should record a certificate in the register and also in the report form that everything inside was in order and nothing untoward was visible in the Branch and hand over the Report to the Chief Time Keeper.

(**Note:-** These instructions apply to all Sections of the Press.)

(O.O. No. 690, dated 17th February 1966)

General (Hand Composing) Section

395. This section is employed principally on Bills, Acts, Reports, Rules, Regulations, Government Orders and other types of General bookwork.

Large Works. The Foreman will inform the Overseer in charge of the Machine and Binding Branches when timed works or special and important works have to be dealtwith and will also give notice as each large work approaches completion, so that covers, materials, etc., can be prepared in advance.

He will also see that proofs of such works are dealt with promptly by the Proof Branch and forwarded to departments when so required. If there is any undue delay, the fact must be reported to higher officers.

396. (1) Final Proofs, titles, etc. The Foreman will give no order for striking final copies until the work has been passed by the officer in charge and the Senior Deputy Director or Director except in cases of extreme urgency. Proofs of titles, first pages of text, etc., must always be submitted to the Senior Deputy Director or Director before they are sent out to authors. When giving out copy the Foreman must be careful to fully inform compositors as to style of chapter headings, spacing out, etc. A specimen page should be given wherever possible.

(2) Standing Matter- In the absence of special instructions, type of all book work, not of a recurring nature, may be distributed one week after the dispatch of the first batch of copies, or if struck in batches at long intervals immediately after the warehouseman has acknowledged receipt of the full number of copies.

(3) Wasteful or unnecessary work.- Instructions must be obtained in all cases when less than 50 copies of a blank form are indented for; when stock forms are ordered for reprint with minor alterations ; when proofs are required for reprints without corrections; when special types, coloured inks, wide spacing or other unusal requests are made by any department.

(4) Display work.- Proofs of all display work, such as titles, etc., should be submitted to the Senior Deputy Director or Director before dispatch.

(5) Sizes.- As far as possible all job work should be on paper of some workable sub-division of stocked papers,or on cards of the regular sizes. This size should always be ascertained before commencing a job in order that proper margins may be given.

397. (1) Prices.- Prices ogf books, etc., for sale should be printed on the covers whenever possible. Reprint formes without alteration will bear the old price, unless there are clear orders to revise the price or the costs have gone up at the time of reprinting.

(2) Standing job matter.- The type of ordinary job work may be distributed as soon as copies are passed for dispatch, or as soon as plates are passed. Work for ruling or numbering should be kept till these operations are finished. Forms which are reprinted or altered frequently must not be distributed without instructions from the Officer in charge.

(3) Plate work.- Compositors are responsible for work to be stereotyped until it has been delivered to the Foundry. When lockinmg up a forme for the Foundry, they will insert type-high furniture round it. When the forme revise has been corrected, a final proof must be submitted to the Senior Deputy Director. After his approval the forme should, if necessary be corrected, well planed and locked up by the compositor and delivered to the Foundary in such a condition that there shall be no necessary for the stereotyper to unlock it ; if there is any defect, the compositor must rectify it in the Foundry.

No plates should be accepted by a Foreman till a proof from each is passed by the Officer in charge. One of these proofs with the number and date written thereon should be posted in a file book in the same manner as for standing type matter. When any plates are worn out, the book should be submitted to the Senior Deputy Director, who will cancel the proof. This proof is then taken out of the book, used as a voucher for the resetting and filed in the monthly file of letters, etc. Where the plates are delivered to the standing room, a note of the date will be made in the remarks column of the work book, and a receipt obtained for the weight of metal sent out of the section.

398. (1) Government proceedings. The Government orders, Official Memorandums, Circulars, etc., are to be handled on top priority basis. Spare copies as noted in Appendix VIII for supply to several departments to be printed, should be carefully marked on the proofs and Work Dockets, besides the publication of the matter in the Gazette when required.

(2) Dates of printing.- The Foreman will give the necessary instructions to the Machine Branch as to dates of issue, and these must be strictly complied with. The Machine Foreman or Overseer is responsible for this after the formes have been delivered to him.

(3) Gathering sheets in Bindery. Before the gathering of monthly volumes is proceeded with, the Binding overseer/Foreman must obtain from the Foreman a signed gathered copy of guarantee of its correctness.

(4) Due date proceedings. These are sent from the Bindery to the Despatching Branch for transmission to the proper departments. The Despatcher must be careful to see that the correct number is sent, and also to obtain signatures from the Superintendents of the several branches of the Secretariat on receipt of copies. The printing of the monthly volumes of Proceedings has been discontinued since 1961 as directed in OM No. GAD 5 OSM 61, dated 11th March 1961 and only indexes to the Monthly proceedings are printed and copies supplied to the Secretariat.

(5) Standing matter.- All proceedings will be kept standing until a receipt for them has been obtained from departments. Matter required at any time for insertion in the Gazette must be handed over to that section, and the fact of its being standing must be marked on the Gazette copy.

399. Records.- Work Dockets, originals and final proofs are passed on from the Foreman to the Printing and Binding branches, and then to the Despatcher with the finished copies for guidance in despatching the work. TheDespatcher will send them to the Costing Section for valuation and recod, when the work has been forwarded to departments.

Printing and Distribution of copies of Acts, etc.

400. (1) The type of all BIlls composed and set in type in the Government Press at the request of the Legislative Department shall be kept standing until either instructions for their distribution are received from the Legislative Department or copies of Acts and Ordinances are printed after promulgation of the Bills into law and publication in the Gazette.

(2) After the publication of an Act or Ordinance in the Gazette, the Director, Government Stationery and Printing, shall cause opies of the Act or Ordinance in English and in Kannada to be printed on the same quality of paper as that used for Part IV of the Mysore Gazette, in accordance with the directions contained in paragraph 4 of this Order.

(3) The copies shall be printed within a fortnight after the publication of the Act or Ordinance in the Gazette.

(4) In the printing of such copies :-

(a) The order of the Legislative Department directing the publication of the Act or Ordinance which is prefixed to its publication in the Gazette shall be omitted ;

(b) Where an Act or Ordinance consists of less than eight printed pages, the words “Government of Karnataka, Legislative Department” shall be printed on the top of the first page in bold type with the State Emblem underneath;

(c) Where an Act consists of more than eight pages, the words “Government of Karnataka, Legislative Department”, the short title of the Act or Ordinance, the State Emblem and the words “Printed by the Director of Printing, Stationery and Publications”, shall be printed on a separate cover page of suitable thickness and on the inner title page.

(5) All amending Acts and Ordinances, should be printed on one side of the paper only in order to facilitate the addition by the cutting and pasting of the amendments to the principal Acts and Ordinances amended.

(6) No Bill shall be set in type nor any Act or Ordinance printed or reprinted without the previous approval of Government in the Legislative Department. Any department desiring to get any Act or Ordinance printed or reprinted shall refer the matter to Government in the Legislative Department.

(7) The Acts and Ordinances promulgated in each year will be published by the Legislative Department in an annual volume with a chronological table of Acts and Ordinances, a table showing the effect of the enactments of the year on previous legislation and an alphabetical index of the Acts with their contents.

(8) The annual volume shall be printed and published not later than the end of March in the suceeding year. *Therefore the type matters of all Acts published in a year should be kept standing till the Annual Volumes are printed.*

(9) A list of legislative enactments in force in Mysore shall be completed and published by the Legislative Department not later than the end of March in each year.

(10) A chronological table of all Acts promulgated shall be compiled by the Legislative Department and published as early as possdible. This list also shall be revised and brought up-to-date at the end of March every year.

(11) Copies of all Acts and Ordinances, Annual Volumes, the list of legislative enactments in force and the chornological table shall, immediately on their publication, be caused to be distributed by the Director of Printing, Stationery and Publications in accordance with Appendices VI to X.

(12) The Director, Government Central Book Depot shall give intimation to Government in the Legislative Department for up-to-date corrections. The Press will be responsible for the accuracy of the printed matter.

(13) The Director, Government Central Book Depot shall give intimation to Government in the Legislative Department well in advance before copies of any Acts run out of stock in the depot in order to enable prompt action being taken to get copies of the Act reprinted and the stock replenished.

(G.O. No. R.L. 1302-98-Legis. 36-48-1, dated 18-19th November 1948)

[Note:- The Legislative Department is at present designated as the Department of Law and Parliament Affairs.]

Details of style to be followed strictly in setting up Acts and Bills.

401. The Government are pleased to approve the instructions annexed hereto and to direct that the said instructions should be followed strictly in future in the printing of Bills and Acts.

(1) Number and year of Act to be in 14 pt. Bodoni capitals centred followed by 12 pt. space.

(2) Short title of the Act to be in 12 pt. Cheltenham bold condensed capitals centred, followed by 12 pt. space.

(3) Assent date, etc., in 10 pt. italic capitals and lower within parenthesis, centred, followed by 9 pt. space.

(4) Long title of the Act to be in 12 pt. Cheltenham bold condensed capitals and lower centred ; if more than 2 lines, hanging para with one em indention to be followed by 9 pt. space.

(5) First word of the preamble, viz., “Whereas” must be in capitals and small capitals with one em indention, and this and succeeding text matter to be in 12 pt. Roman type.

(6) The first two words in the second para in case of emergency legislation should also be in capitals and small capitals, the word “Therefore” being in even small capitals.

(7) All the sections should have section numbers in clarendon figures, followed by a full stop and half em space after it.

(8) All sub-sections should have one em indention with sub-section figures within parenthesis followed by half em space. The second line to be fuill out. They should be separated from the main section as well as other sub-sections by 6 pt. space minimum.

(9) All clauses of sections should be set up separately with one em and $3^1/_2$ ems indention with 6 pt. space between the different clauses.

(10) All Sub-clauses should be set up separately with 2 ems and $4^1/_2$ ems indentions with 6 pt. space between each sub-clause as well as main clauses.

(11) After each section there should be a minimum of 12 pt. space.

(12) The marginal headings should be set up to 5 picas in 10 pt. or 8 pt. type and separated from the page by 6 pt. space.

(13) Chapter numbers to be in 10 pt. Gothic capitals.

(14) Headings of chapters to be in 8 pt. Gothic capitals.

(15) Each chapter should be separated from the previous one by at least 24 pt. space minimum.

(16) Heading of chapter to be separated by chapter number by 9 pt. space and from text by 12 pt. space.

(17) Schedule number to be in 10 pt. Gothic capitals.

(18) Schedule chapter numbers to be in 8 pt. Gothic capitals.

(19) Text matter of schedules to be set up in 10 pt. type.

(20) Statements occurring in schedules to be in 10 pt. or 8 pt. where absolutely necessary.

(21) Acts should be printed in A-5 size to 25 picas by 42 picas including the bottom white.

(22) Acts should be printed on white printing paper as far as possible.

(G.O. No. RL 2184-Legis. 85-48-1, dated 18th April 1949)

[*Note.*- Deviations from the prescribed style in any cases must have the approval of the Law Department.]

Gazette Composing Section-Procedure regarding Gazette publication.

402. Receipt of work.- To ensure that all notifications appear as instructed, the Gazette Clerk enters all work immediately on receipt in the registers, giving full particulars of the department from which it is received, the number of issues in which it has to be published, the number of spare copies required for the department, and the part of the Gazette in which the matter has to appear. The Foreman will check the originals with regard to all points, writing the date of publication on them kept with the new copy for the next issue, and not be filled as disposed of until the last publication. Every forme must be passed by the Supervisor and the Assistant Director or other Officers in charge senior to

him, before it is given for striking, and the Machine Foreman/Overseer, must see that it is carefully printed.

403. The procedure for receipt and acceptance of notifications for publication in the *Mysore Gazette* both in English and Kannada is furnished in the chapter on Administrative Branch.

404. (1) Generally all notifications should be published in one issue of the Gazette only ; in special cases in more than one issue as may be instructed. Government Circular No. GAD 80-00, dated 7th August 1958 directs that all Government Orders, Official Memorandums, Notifications, etc., should be published in the Gazette under the name of the (Secretariat) Officer who has actually signed them and that under no circumstances should any change be made.

Private advertisements

(2) Private advertisements are not to be inserted without being approved of by the Director. A private advertisement may be published only, if its publication in the Gazette is a statutory requirement, and also the matter is unobjectionable. In cases of doubt, the question may be referred to the Chief Secretary to Government. Care shoukd be taken that money is paid in advance and credited in the Treasury or a Bank Draft obtained before the copy is issued by the Foreman.

Strike Order

(3) Only the exact number of copies ordered should be printed.

Time of publication

405. The *Mysore Gazette* should issue punctually on Thursdays. The printing of all formes should ordinarily have been completed before the Press is closed on Wednesday night. There is no issue of the Gazette on one Thursday during the Dasara Week.

Gazette Standing matter and Procedure for Printing of Gazette matter

406. (1) All notifications should be kept standing till the spare copies ordered by Government or departrments are finally printed and supplied.

(2) Before issuing copy for setting, it is the Foreman's duty to enquire whether the matter is standing in the General Section. Since it is necessary that matters received within the schedule time, from Government or Departments or Local Bodies and also authorised Private advertisements, are published in the week's Gazette, the work in the Gazette Section should be attended to on top priority basis. The matter should be got set up partwise and sectionwise in the chronological order and after fair proof corrections, should be handed over to the Gazette Making up Section along with the fair proofs and originals. The matter is then arranged and made up into pages departmentwise and given a final reading and imposed and sent for printing.

(3) The matter intended for Part-I Government Orders and Proceedings and Part IV Legal and Statutory matter, is first set up in the General Section and after the final proofs are approved, in necessary cases, by the Government or Department, the type matter or the Proofs are sent to the General Making up and Imposing Section for further action. Similarly Gazette matter entrusted to the Mono and Lino Section is made up in the Lino --- Mono Handling Section and sent to the Machine Branch for printing after ascertaining the appropriate folio be imposed, ---------

Each Part, Section and Sub-section with separate pagination of the Gazette should bear the legal imprint at the end of its last forme with a rule above it.

Kannada Composing Section

407. General: Works of all descriptions printed in Kannada other than the Kannada Gazette, for which a new section has been sanctioned, are done in this section and also the various consolidated indent forms in Kannada as far as possible. The general instructions to other sections with regard to stereotyping, etc., apply equally to this. Except in very urgent cases, the Foreman will give no work for final striking until it has been passed by the Officer in charge.

When there is not sufficient Kannada Work, English Work should be obtained from the Supervisor to keep the men employed.

Standing Matter.- The practice of other sections with regard to Standing matter will be followed in this Section. The Foreman's duties in this Branch will be similar to those of other Foreman and he will maintain registers and records as in other Composing branches.

Making up and Imposing (Hour Account) Section.

408. (1) This Section is in charge of a Foreman. Generally, compositors of sufficient experience are employed in this Section. The composed matters of all bookworks, Part IV of the Gazette, Bills, Rules, Acts etc., are transferred to this Section, after the proofs if any, with Departmental (author's) corrections are received. The compositors will carry out all corrections, make up the matter into pages and send proof, once again when required, to the Department or the author. After correction of final proofs, the matter is imposed and sent for printing to the Machine Branch. The Gazette matters of Part I and Part IV are generally made up into pages and proofs got approved and imposed and ----------.

It is likely that some works such as Bills, Rules, Acts, Civil Lists, Budget Documents, etc., are received for reprinting final copies after observing certain formalities or at regular intervals, with alterations. In all these cases, the Overseer/Foreman is responsible for the safe custody of the matter either in his section or in the Standing Matter section, as the case may be. The rules prescribed for production of Bookwork should be strictly followed.

(2) The Foreman, as in the case of other sections, will maintain the work receipt and distribution registers and other registers and perform duties as in other Composing Branches.

(3) Whenever there is necessity of work the compositors of this section must be prepared to undertake fresh composition also.

Budget Work

409. The Budget work and connected documents must be treated as secret and confidential in all stages till the final edition is printed and presented to the Legislature. All Composing Sections may be utilised for Budget work which should be attended to most promptly and accurately.

Forms Composing Section

410. (1) This Section is in charge of a Foreman with the requisite number of compositors. He should maintain records and registers prescribed for other Composing Branches and perform all similar duties in respect of his section. The type matters of all forms and registrers both English and Kannada are set in type in this Section to the standard sizes and their sub-divisions of paper. The maximum economy must be obtained, by allotment of only the minimum space required for each column or blank in the form or register. Only small size type consistent with legibility must be used for common headings. Where the matter is too much, it may be set up vertically. All intricate ruling must be set up in the form itself so as to avoid its separate ruling on the ruling machine. Two or more forms requiring similar ruling, may be imposed, head to tail.

(2) When the forms or registers are to be reprinted from a printed original, no proof need be sent to the department unless changes are made to secure economy or for other reasons, and it may be verified in the Proof Branch itself. It is very important to note the correct number of copies to be printed on the W.D. and also on the proof. Any carelessness in this respect may lead to enormous waste of printing and paper.

(3) The type forms of all standardised forms/registers especially those of intricate composition must be kept standing ; where it is not possible to keep the matter of the full form, at least the type matter of the headings must be kept standing. All standing forms/matters must be handed over to the Standing Matter Section for safe custody, with lables attached to it, under proper acknowledgement. The imprint of all these forms should bear in their imprint the letter 'S' to denote that the form is to be kept standing.

Standing Formes Section

411. The Standing room care-taker is responsible for the safety and proper custody of all formes, stereo-plates and stereo matrics that are ordered to be kept standing. He will keep a file of all the proofs of the formes that are in his room properly indexed ; examine formes and lock up those that have become loose. He will get instructions regarding formes that may have become obsolete and therefore require to be broken up. It is his duty to mark on all the work dockets that are sent to him from the Composing branches whether th jobs in question are standing or not. He should see that all the formes that pass through his section bear in their imprint the distinguishing letter "S" to indicate that the forme is standing and should be kept in the standing room. In case any forme is sent to his room that does not bear this letter in its imprint, he should get it inserted before he deposits it in his room.

Machine Composing-Monotype Section

412. (a) General The Monotype consists of two parts a keyboard and a caster. The general and departmental rules laid down for the working of the branches of hand composition in this Manual shall be observed by the Supervisor of that section, the operators and Mono-Casters, as far as they can be appied to them.

(b) Section Charge One of the Officers assisted by the Supervisor, shall be in charge of administration and of the entire machine equipment, attending to their periodical overhaul and repairs, of both the Monotype and Linotype and Intertype Sections. He shall be responsible for the maintenance of plant account of spare parts, moulds, matrices, etc. and of general discipline in the Section.

(c) Care of Machines-General.- The keyboard operators are responsible for the proper maintenance of their machines and the Attendants or Mono Casters for the Casting machines. They shall be liable 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.

(d) Keyboard.- Operators before starting work in the morning shall carefully examine their keyboards and clean them with the air pipe provided. On Saturdays, the Keyboards shall be thoroughly cleaned and oiled. Breakages or losses shall be reported as and when they occur to the Assistant Director or other Officer in charge who shall arrange for their renewals after getting necessary sanction of the Director or other competent Offcer. Operators as they take charge of the machine shall make a

brief survey of its condition and any unreported breakages or damaes 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 be held responsible for all such losses. Except mechanics none shall be allowed to interfere with the machine while in charge of the operators. Any defect in the electrical fittings or wiring hall be left to be attended to by the Electrical Staff.

(e) (1) First Shift.- At the close of the morning 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 observd both with reference to the matter to be printed and the working of the machines. Any defects noticed by one operators in the course of his working the machine, shall be communicated to the relieving operator to place him on guard. If the reliever does not attend in time, he shall leave suitable instructions wth the Section head.

(2) Second Shift.- The machine shall be left in a condition fit to commence work on the following morning. The following instructions shall be observed while closing the second shift:-

(i) to place all unfinished copy in a safe place;

(ii) to clean the keyboard;

(iii) either to return or place in safe custody tools, etc., used by the operator;

(iv) to shut off the motor and light;

(v) to leave necessary instructions regarding work and condition of machine, etc., with the Section head for communication to the morning shift operator;

(vi) to keep the keyboard covered.

(f) Casting machine.- The following general instructions shall be observed by the attendants.

(1) Before starting the mahine, remove matrix case, clean faces of matrices and mould with clean rag, 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.

(2) The adjustments of machines must not be tampered with and filing any part of the machine is strictly forbidden. Centring pins should be tested with a centring pin gauge from time to tme, and any burr or point removed.

(3) The pump should always be thrown out of action before stopping the machine.

(4) 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 rosin should be mixed in melting pot and puddled until only what appears to be dirt is noticeable.

(5) The metal pot must always be lowered and turned away from the mould when machine is not casting.

(6) Pistons should be taken out overnight and the dross skimmed from the metal polt.

(7) 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 intervals.

(8) The caster should be systematically cleaned with dry rag, and nuts and srews examined every morning.

(i) Clean the mould cross block;

(ii) Examine the matrix-case;

(iii) See that the two matrix-ease draw rods are not loose;

(iv) Make certain that the centring pin is centring the matrix cone hole exactly in the centre ;

(v) See that the matrices are clean and free from oil and that there is no dirt or particles of lead on the sides of bottom of te cone holds. Dirt in these hols will cause bad alignment ;

(vi) Twice a day blow out the water in the air tank.

(9) Every Saturday drill the nozzle from both ends, whether it appears to be needed or not ; if allowed to become choked with dross it becomes very difficult to drill.

(10) (i) Every time the bridge is removed test the alignment before restarting 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.

(ii) Always have the galley gauge set correctly before commencing a job, and then do not alter it ;

(iii) Always keep the metal up to correct quality ;

(iv) Never use emergy cloth to clean any portion of the machine ;

(v) Cover the machine every night ; see that the covers are free from dirt or dust.

(11) (i) Always insist that any alternation in the arrangement of the matrix-case layout be written in the monospool docket slip.

(ii) Normal wedges should be kept to their respective machines as much as possible ; they should not be touched with lap or file or they will be rendered useless.

(12) The caster attendant should be careful to supply metal to the melting pot gradually, so that an even temperature is maintained.

(g) (1) Proofs of each galley of type should be pulled as soon as possible after casting, so that troubles, if they occur may at once be remedied.

(2) The type as it passes 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 tme to time to see that they leave nothing to be desired.

(3) Lubricating should be carefully attended to, and only oil specially provided for that purpose used on moulds. All moving parts of the machine should be oiled every morning. The Compressor should be lubricated daily.

(4) 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.

(h) Cleaning and Lubricating the Casting machines To avoid excessive wear of parts, lubrication of machines shall be carefully attended to. The machines shall be oiled thoroughly every morning with machine oil. Its must be remembered that the internal parts require as much oiling as those in view. At least an hour a week shall be devoted on cleaning the machines. 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 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 any time 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.

(i) Composition.- The composing work on his machine is highly versatile. Matter for monotype composition has been divided into three classes A, B, and C shown below.

A. Matter requiring only one justification whether or not it comprises ranging or column matter depending upon each other and reading across the page (to be treated as solid matter).

B. Matter comprising columns depending upon each other and reading across the page which require more than one justification.

C. Matter comprising columns depending upon eachs other reading across the page which requires extraordinary justification on different sizes or faces of types.

(j) 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 (i) the lay-out of the characters of the fount in the matrix case of the casting machine, (ii) The 'set' 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.

(k) Casting-The Caster or 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 Supervisor/Head Caster, and the Attendant shall be liable to pay the cost of recasting or a fine.

(l) Tools in the section The instructions issued for Linotype Section shall apply to this section to the extent they are applicable. The petty plant shall directly be in charge of the Officer in charge.

(m) 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 machines, etc., in the absence of specific instructions from the Officer.

(n) Mechanics Duties briefly stated. They are responsible for the clean upkeep of machines both keyboard and casting. The following are some of their main duties :

(l) To inspect the machines generally and report any falty parts or erratic working to the Gazetted officer in charge, and to take appropriate remedial action.

(2) To be in charge of all cleaning materials and to see that they are used in as economical a manner as possible.

(3) To attend to the pump and water connections.

(4) To keep their work bench tidy and oil cans in their places filled with oil.

(5) To assist generally cleaning wok, etc.

(The Chapter on duties and responsibilities may also be referred to.)

Training of Operators

413. Training of Mono Key Board Operators, Lino-type and Intertypes Operators-The Rules for the selection and training of Operators are given in Appendix III.

Machine Composing-Linotye (and Intertype) Section

414. (a) General The general and departmental rules laid down for the working of the branches of hand omposition in this Manual shall be observed by the Supervisor and the operators so far as they can be applied to them and work done in the Linotype Section. This section shall be devoted principally to the printing of Bills, Acts, Manuals, Reports, Records, High Court Work, and the like, and other suitable work and also to assist all sections with a view to relieve pressure of work, especially solid matter to be set from finally edited originals, requiring no proof to be sent to the Department and other works as may be assigned.

The file headings of Government Proceedings and the indexes to the Monthly Proceedings are handled in this section. This work should be executed according to the pescribed time schedule.

(b) Section Charge.- One of the Officers assisted by the Supervisor, shall be in charge of administration and of the entire machine equipment attending to their periodical overhaul and repairs, of both the Monotype and Linotype and Intertype Sections. He shall be responsible for the maintenance of plant, account of spare parts, moulds, matrices, etc., and of general discipline in the Section.

(c) Care of machines-General.- Linotype and Intertype operators shall be held personally responsible for the proper maintenance of their machines. They shall be liable to pay the cost of repairs or for any damage done to the machine or materials under their charge which may be found to be due to carelessness or wrongful use and all allowances shall be made for fair wear and tear. Each machine shall be in charge of two operators under the double shift system and the one on the machine shall be in immediate charge 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. No operator shall allow any other person to handle the machines in his care at the moment other than the mechanic on duty at the time, in the case of repairs, etc. No operator or mechanic or other employee shall touch the electrical fittings or wiring. Any electrical defects shall at once be reported to the Electrician for necessary action.

(i) First shift.- At the close of this shift the operator to be relieved shall personally hand over 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 work to be done and 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.

(ii) Second shift.- 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 morning The following points shall be attended to:-

(1) to place all unfinished copy in a safe place;

(2) to place on the copy holder the unfinished portion or uncorrected proof to enable his partner to take them up first ;

(3) to clear off all matrics ;

(4) to clear the magazine entrance from matrices ;

(5) either to return or place in safge custody all sorts, liners and tools used by the operator ;

(6) to shut off the motor and light ;

(7) to putt in the pots control as instructed ;

(8) to leave necessary instructions regarding condition of machine, work on hand or to be taken up, etc., to the morning operator on the assembler front glass.

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 legibly 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 may be recovered from them under orders of the Director.

(d) Closing of section after seconds shift-The section head, Supervisor or other official, and the mechanics at the close of the night shift shall personally attend to the following.

(1) To switch off the main in the meter room ; (2) To shut the cooling water mains 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 at the gate keys allowed in their custody during working hours ; (6) To leave instructions regarding the work in the section.

(e) Composition-The general rules regarding receipt, registration and serving out copy as set forth for the hand composing section, shall apply to this section to the extent they can be applied to it. 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 implicity in regard to ordinary work given to them. 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 as 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 Officer in charge and in his absence by the Supervisor/Foreman who shall report such changes to the Officer on arrival. Every operator shall keep his copy in a clean state. When more than one machine in engaed on particular work it shall be the duty of every operator engaged on the work to satisfy himself that his slugs are identical with the slugs from other machines as to length, body, type size, indention and the height. The operator shall place at the head of every galley of matter, a slug bearing the office number, work number, a brief desription of proof and his own name and number.

(f) Instructions for casting good slugs-Operators must fully realize that the printing presses are accurate machines and rely on slugs being of correct type-height for the efficiencys and quick dispatch of the work.

Operators will, therefore, be held responsible for the machines which they are working turning out slugs correct as to height. Causes of slugs becoming over type-height may be enumerated as follows:

(1) Loosening of mould screws ; (2) Loosening of ring plate, allowing slug to jump away from 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.

These defects must be carefully traced and remedied before operating on the machine.

(g) Cleaning and other minor repairs of the machines-It is absolutely forbidden for any person to carry out any cleaning or repairs work on the machine or to meddle with the internal parts of the

machine while the motor is working. Due precautions 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.

(h) 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 hours shall be set apart for this purpose on Saturdays subject to provison being made to attend to urgent work. The following instructions shall be noted :

(1) Space bands and moulds shall be cleaned once in every shift, the former with graphite on the special table set apart for this purpose, and the moulds taken apart and their faces cleaned with oil applied with a smooth piece of hard wood. Neither metalf polish nor piece of steel to scrap and clean the mould shall be used, brass rul;e being the material for scraping purposes.

(2) Nickel-plated parts shall not be cleaned with metal polish or emery sheet, but shall be rubbed with an oily piece of waste. Bright steel shafts may be cleaned with emery but they shall afterwards be wiped with oil to preent the formatioon of rust. The wick-type oil cups shall be filled with oil at least once a week and be inspected, to see that the wick is in a position in the tube with half 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 removed. The geared pulleys shall have their cups filled after which the pulley should be rotated by hand to see that cups clear the motor body. The motor bearings shall not be touched, the Electrical department being responsible for them as they require special oiling.

(4) The rubber rollers shall be cleaned with soap and water, care being taken that they are wiped dry and set of this 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 kept in proper working order.

(6) Without the permission of the Officer in charge the founts of matrices and other parts shall not be removed from the machines.

(i) After any repair or cleaning operations 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 repairs work shall first be tested by moving the machine by hand before striking on.

(j) The operators shall be held responsible for tools and other appliances obtained by them on acknowledgments 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 Lino 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 receptable provided for them and locked, the key of it being handed over to the section head to be kept with other office keys.

(k) Repairs-The Mechanics shall carry out all repairs work reported to them by the operator to the best of their ability, work requiring renewal of parts being reported to the officer in charge for being dealt with by him. Work involving redjustment of the machines shall not ordinarily be undertaken without previous approval of the Officer in charge.

(l) Mechanics- Duties briefly stated. They shall be responsibe for maintenance of the machines in good condition propery oiled, etc., their duties are briefly :

(1) To inspect the machines in their care and report any faulty parts or erratic working and take remedial action.

(2) To test slugs (i) from every machine at least once in every shift to see that there is no undue wear in the bottom knife, (ii) after removing a splash and (iii) after the removal of mould wheel for any purpose ;

(3) To keep a watch on the face of the slugs and rectify when necessary, by drilling or removal of the mouthpiece any faulty casting ;

(4) To be in charge 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 attend to the pump and water connections.

(6) To see that all vacant machines are shut down if the Section head has no work for them.

(7) To keep their work bench tidy and oil cans in their places sufficiently filled with oil.

(8) To assume responsibility for the work done by the cleaners and attendants.

(The Chapter on duties and Responsibilities may also be referred to.)

Mechanical Composing-Linotype and Intertype and Monotype-Handling Sectios.

415. (1) The Sections shall be in charge of a Foreman each and deal with all corrections marked in the first proofs onwards till the final proofs, making up the matter into pages, and imposing of Linotype set and Monotype set matter. The General and departmental rules for hand composing sections apply to the work and workmen of this section so far as they can be applied to them.

(2) The two classes of composed matter are handled by separate sets of compositors in two different branches. The slugs removed during correction must be collected in a box and sent to the foundry through the Type Stores, once a week, for remelting int ingots, after necessary entries in the prescribed Register. The slugs of the matter after completion of the printing of each work should be similarly sent to the foundary through the Type Stores, for emelting into ingots, so that the metal may be made use of for other works in the Linotype Section.

(3) Monotype set matter, after pulling first proofs, is transferred to this Monotype handling Section. It is the duty of the Foreman in charge to get back the proof from the Department or authors, correct and make up into pages and send page and final proofs. When the matter is finally passed for printing it is imposed and sent for printing to the Machine Branch. This matter also, after printing off the final copies, is sent to the foundry for remelting, through the Type Stores, as it is not distributed for hand composition. Where required the matter may be kept standing for use of repeat orders. It is very necessary that the compositors use the same size, set and face of type while correcting as of original matter.

[**Note.-** All instructios in the foregoing paragraphs with reference to Linotype machines apply to Intertype machines also.]

Confidential Section

416. (1) General.- When confidential work is received, the special rooms for the purpose, mainly the rooms adjoining the Assistant Director's office are made use of, and the work is under the personal direction of the Director or other Officer whom he may depute. Only men of good character and reliability are allowed to be engaged in the work. In the absence of the Director or the Senior Deputy Director, the Assisant Director is responsible for the care of all papers.

(2) Opening and closing room.- The person in charge will be present throughout the work and when the room is opened or closed. He will see that all papers and matter are carefully locked in the safes each evening ; that the windows are properly fastened, and that the keys of the room are given to the Director/Senior Deputy Director/Assistant Director or the concerned Officer of the Department for which the work is being done. Pencils or other writing materials, unnecessary articles of clothing, umbrellas, etc., belonging to any employee, are not allowed in to the room.

In the case of Public Examination work and other highly confidential work, the Officer in charge will also be present throughout and every action should be in his presence.

(3) Records and reference books.- All covers in which work is received in the room, and letters, slips, etc., about work will, as soon as instructions have been entered in the work book be destroyed. No files or reference books of any kind are to be kept in the room. They should be kept in the Director's or Senior Deputy Director's or other Officer's room.

(4) Work Book.- A work will be maintained, in which will be entered the numbers of "takes" as they are given out, together with compositors' names. Proofs also will be registered in the same way and only special numbered sheets will be used to pull all proofs.

(5) Binding.- When binding is required for confidential work, it must be done in the confidential room. When the work does not admit of this, it must be done in the Bindery under the same strict supervision, and every sheet or piece of paper must be acconted for. If unfinished at the end of the day, the work must be locked up in the safe in the confidential room.

(6) Despatch of Confidential Work.- All Confidential Work done in this room must be sent out in an inner cover, marked "onfidential", superscribed with the name only of the addressee, and double-sealed, enclosed in an outer cover bearing the name and official designation of the addressee with single seal. The person in charge will see that receipts are obtained for all proofs and copies sent out and that reminders are sent to departments if they are not returned within a week. Receipts should bear the time and the date of despatch.

(7) Paper Account-(i) A register is kept to account for all paper received into or sent out of the room. Press proofs, spoils, waste sheets, and all other paper, no matter how small, must be noted therein, accounted for, and destroyed after check. The paper required for proofs, tympan, etc., must be indented for separately. Bloting paper and stationery used by those in charge of the room must be accounted for in the same way as printing paper.

(ii) The confidential works register and the paper and other materials registers must be maintained and written up by the Press Officer in charge of the work, giving brief particulars of the work, names of workmen and machines employed, paper and other materials indented, used for the work, actual number of copies or books despatched, number and date of Invoice or acknowledgment, details of proofs pulled, spoilt copies, cylinder papers destroyed, and names of employees who distributed the type matter. If the type matter or plates are kept under lock and key, the name of the Officer who has kept the keys, may also be noted. As soon as each work is over both the Press Officer and the Departmental Officer, if any, should certify the correctness of all entries in the Registers, relating to the work, under their dated signature. Reading the proofs and making corretions are the responsibility of the Departmetal Officer and the Press Officer will attend only to technical aspects of printing and measures to ensure secrecy and getting the work done well.

(8) Standing Matter.- Unless instructions are given to the contrary, all confidential matter, especially examination question papers, will be distributed the same day as they are printed. Matter required for future use must be locked up securely so long as it is of a confidential nature and the keys kept in the personal custody of the Officer.

[**Note.-** Only brief indications of procedure in the Confidential section are given here and detailed measures to be adopted should be known to the Officer concerned.]

Legislature Section

417. (a) The Printing work of the Legislature Secretariat which was being attended to in the General Section, was ordered to be executed in a separate section exclusively meant for the increasing volume of works of that Secretariat such as Questions, Questions and Answers, Short Notice Questions, Daily Order Sheets and Debates of both Houses of Legislature, in G.O. No. M. 11383-85/P and S, 61, 53-2, dated 27th October 1953, with a staff of one Shift Supervisor, one Graduate Proof Examiner and three Junior Proof Examiners, five fixed pay compositors, and thirty piecework (since made permanent) compoitors with one Shift Time and Gate Keeper to work from 2 P.M. to 9.30 P.M.

By experience the above staff was found inadequate to cope with the increasing work of the Legislature Secretariat after the formation of the new Karnataka State and an additional staff of 20 Compositors has been sanctioned in Government Order No. ED 281 UPS 59, dated 15th February 1960 so that the Section may work in two shifts from morning till late in the night.

(b) The procedure for opening and closing of the Section, for maintenance of several registers and forms, grant of leave and other disciplinary matters prescribed for other Composing Sections apply to this Section also. The Overseer/Foreman of the Section is also responsible for the care and safe custody of all plant, fixtures and materials and works in the Section. Every work received from the Legislature Secretariat, should be treated on top priority basis and executed in time at any cost.

(c) The debates of both Houses of the Legislature should be printed and copies supplied with the least possible delay. The debates of each day of each Session should be printed and copies supplied within a week (if not earlier) from the date of receipt of the originals in the Press. The required number of copies of the debates of all days of each Session must be bound and supplied to the Legislature Secretariat and Government as instructed.

(d) This Section should concentrate on Legislature work only, and whenever there is any work of the Legislature Secretariat pending in the Press, this Section should not be entrusted with any other work, and Legislature work should receive the highest top-priority in the Press, even other sections being utilized if the work is such as cannot be handled in this Section only. In recent years, a convention has been established that the entire proceedings of any Sessions of the Legislature are completely printed and supplied well before the next Legislature Session.

The Legislature Composing Section may be utilized for work other than Legislature work only with the approval of the Director when there is no work of the Legislature Secrearіat for the Section.

(e) All matter of Legislature Secretariat is to be treated as Confidential before it is made available by the Legilature Secretariat, to the members and the public. Hence it is very necessary that no employee of other Sections and no outsider should have any access to this Section.

(f) A Legislature-cum-Budget wing will be established in the Government Press, Bangalore to attend to the work of the Legislature and the Budget.

PROOF BRANCH

Introductory

418. (1) Proof Reading is the art of detecting all errors, of spelling, grammar, punctuation, and typographic style which may have cret in the composed matter-handset or mechanically composed-due to various reasons. Therefore it becomes very necessary to go through the rough impressions of the composed matter in several stages before final copies are printed. The person employed in Proof reading

must be well qualified as well as experienced in the work and be conversant with all subjects from Agriculture to Zoology.

(2) The Proof Branch is in charge of a Chief Examiner assisted by Deputy Chief Examiner, Senior Examiners and Junior Examiners. The responsibility for the correctness of the matter passing through the Proof Branch is shared by all according to their status. The reputation of the Press largely depends upon the efficiency of the Proof Branch.

Chief Examiner

419. The Chief Examiner is in charge of, and exercises general supervision over, the Reading Section. He is responsible for the efficiency of the Section and should see that the examiners and revisers are given work in proportion to their capacity and pay as far as possible. He should attend to distribute work, solve queries, sign all outturn sheets of examiners and revisers and watch that proofs are not delayed but returned to the Composing Section expeditiously. He should read all important proofs himself and some others when time permits. He is also responsible for the general good conduct of the section.

(1) General-The Chief Examiner should make himself acquainted with the urgency of the work in the composing sections, and be thus able to arrange for the distribution of the reading and revision of proofs, so that there is no delay, papers being dealt with in the order of their urgency, and then according to the date of their receipt. In addition to his own work, he will carefully look through as much of the other work as possible, to see that it is correct in every respect. First proofs which give evidence of careless reading must be read again before being sent to the compositors.

(2) Office and other orders-The Chief Examiner is responsible that all office rules and procedure and Government Orders affecting his branch are observed, and will keep an order book of instructions regading style, spelling, etc.

(3) Books and Records-The Chief Examiner is responsible for the safe custody of all books of reference in his charge such as dictionaries, civil lists, proceedings, etc., and must periodically make over the old ones to the office as new ones are recived.

Deputy Chief Examiner

420. The Deputy Chief Examiner will attend to such work as assigned to him by the Chef Examiner and will look after the work in the Branch in the absence of the latter. Where he is in charge of the Proof Branch (as in the case of Government Branch Presses), he should attend to all duties of the Chief Examiner.

Examiners

421. (1) The Senior Examiners read fair and final proofs. They are responsible for the accuracy of papers examined by them ; that directions regarding uniformity of style, spelling, use of capitals and punctuations are attended to and that bad divisions of words are not passed ; that spacing is equal, that the letterpress is properly leaded out and the columns of tabular works are of the proportionate width and rules neatly joined. The Junior Examiners read rough or first proofs and revise forme proofs. As opportunities present themselves, the more capable junior examiners will pass final proofs, and some of the readers will be given an opportunity to pass rough and forme proofs.

Proof Reading is the duty allotted in the Press to "Readers" or "Examiners" to detect all errors, to mark them on proofs by certain long-established symbols, and to query all doubtful passages or words. To read Proof efficiently, the examiner must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations in the several languages. He should also have a thorough knowledge of the signs and marks used in proof

correction and should make his corrections clearly and neatly to avoid confusing the compositors. He should cultivate a quick perception and retentive memory. All examiners should carefully note the "Simple rules to be observed in preparing copy for the press and correcting Proof" (Appendix XI).

(2) Each examiner who examines first and second proofs is given a junior hand whose duty it is to read the 'Copy' aloud to his examiner. A copyholder must be able to decipher bad or defective manuscript easily. It is against all rules for an examiner to read from the Proof to his junior holding the manuscript.

Revisers

422. A reviser's duty is to see that the corrections and marks made by readers, authors, etc., have been correctly attended to by the compositor. The reviser should check the beginning and end of all lines (including head lines, headings, margins, etc.,) to ensure that no word, letter, figure or type has dropped out or shifted. He should pay special attention to unequal spacing or lanking out of matter ; matter incorrectly made up ; bad break in text or tables, etc., misplacement of footnotes, reference marks, etc. He must read through the overrun matter with the old proof. He must look for fresh rrors creeping in around the portions corrected and ensure that there are no fresh errors.

The date of all the Weekly Gazettes must be carefully checked even if there are no marks of correction. While revising Lino matter, care must be taken to read completely the reoperated lines and to check for their proper places, as fresh errors are likely as a result of reoperation and replacement of faulty slugs.

Responsibility for accuracy

423. (1) Examiners of all classes are responsible for the mistakes passed and are liable to pay for any loss caused thereby. They should not pass a proof containing numerous mistakes in any stage, but call for another before initialing or signing it. This applies particularly to Press revises, which must be clean and free from technical defects such as bent or high rules, etc., before they are passed, even if half a dozen proofs have to be called for. If proofs are not cearly pulled, they should be at once returned to the Foreman who will report the pressman and compositor at fault.

Compositors neglect

(2) Examiners are expected to bring to the notice of the Assistant Director or other Officer in charge all proofs in which marks have not been attended to by the compositor and will call for the previous proofs when they suspect this to be the case. Men who neglect to do so are liable to be punished.

(3) Examiners should call for the previous proofs when there are numerous corrections, and if these are due to the negligence of the previous examiners, they should make a report to the Chief Examiner.

Excess matter

(4) When portions set by mistake are deleted in the fair proof by the examiner, it is his duty to bring it to the notice of he Chief Examiner, who will call for the rough proofs and report the matter to the Officer.

General procedure

424. (1) As a rule all matter should be read with copy twice in "rough slip" in galley, and in "fair proof" made up into pages, and then revised in "formes" or page proof from examiners' proof with headings, etc., if intended for submission to the author as "clean revise", each time by a different examiner. After return of author's proof, or if copies are printed without submission of proof, the forme

proof is read without copy as "press order". This press order is revised for the "strike order", and as soon as this strike order has been passed by the examiner, it is sent to the Foreman to write the number of copies, etc., as noted on the Work Docket, except in the case of job work, for which the number of copies will be available direct from the Work Docket. All work is to be revised by an examiner each time a proof is sent to author, and from the "press order" before "final strike order" is given. As far as possible, the whole of a press order should be read by one man to ensure uniformty of style, etc. All corrections should be clearly marked, and unnecessary lines, dashes, etc., on proofs must be avoided.

(2) In the first stage of rough proof reading all spelling mistakes, common punctuations, any omissions from the copy, etc., are marked. In the second stage of fair proof reading, grammatical and orthographical mistakes, etc., are marked. In both the first and second stages, accuracy of the composed matter with reference to the original has to be ensured. In the final stage the remaining spelling, grammatical and orthographical mistakes as well as errors of style, and uniformity are marked and any obvious errors or anomalies also attended to.

(3) Method of reading and marking proof.- In examining first or second proofs, the examiner should first go over them to mark the literal errors, the verbal mistakes being corrected when the copy is read out to him by the Junior Examiner. The Examiner should mark all errors of orthography and punctuation; make the capitaling uniform throughout; correct the mis-spelling of proper names; mark wrong fount and turned letters and erroneous indenting; the marks of correction should be distinctly written. The matter should be divided vertically by the eye, the corrections in each half being marked on the margin pertaining to it. On the left hand margin the first correction should be marked at the end farthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the right hand margin the opposite method should be followed ; the first correction being nearest to the line, others next to it.

(4) Rough proofs-When an examiner has finished a rough proof, he will write the compositor's name above his own signature with the date at the bottom right-hand corner of the proof and work docket number of the job. He should, at the same time, initial the top left-hand corner of each batch of copy to indicate that a voucher for the composition has been passed. This applies to piece-work compositors. The compositor's line account is paid upon his rough proof, and the examiner must carefully attend to these details to prevent fraud or the line account being rejected because the proof has not been finally passed.

(5) Fair Proofs and Revises-For fairs proofs the examiner writes "exd." additing his initials and date of passing at the bottom left-hand corner of the proof ; when he passes a revise, he writes "rvd." putting his initials and the date at the bottom left-hand corner. Forme proofs are initialled and dated at the botoom left-hand corner of the proof. His full signature is written only on rough proofs. With author's revises, all lines affected by corrections should be read through as well as revised and large additions must be read with copy as fresh matter.

On every proof at each stage, the Examiner should count the number of corrections marked and note this above his signature, to enable the computors to assess the correction work involved.

(6) Extra readings-Acts, Bills, Legislature proceedings, agreements, notifications, etc., mistakes in which may cause loss to Government, or give rise to misinterpretation are read with copy three times. To ensure that this is done, the number of the reading must be noted on each proof. The strike order of these works is also revised with the first sheet pulled on press or machine by a senior examiner, and a note that this is to be done should be made in the vernacular for the information of the printer. Reprints and standing matter (altered or re-made up) are read once only, there being no

fair proof as a rule. The fair proofs of intricate figural matter should be read twice with copy, crossways and lengthways.

(7) Signing on strike orders.- No important job must go to Press without the Assistant/Deputy/Senior Deputy Director's or the Director's signatures. In the Director's absence, the Assistant/Deputy/Senior Deputy Director's signature must always appear.

(8) Strike order revises-When the first copy of any work to be specially revised while on the press or machine is received in the Proof Branch for strike order, it must be attended to at once, all other work being stopped. When passed, it should be marked "strike" with the initials of the reviser, otherwise the printer cannot go on with his work. This applies also to formes from which type has dropped out. The entries in the press docket should be filled in where necessary.

(9) Job Work For job work sent to the author, there is usuallys no third proof, but the clean proof is revised and errors marked before sending it out. If corrections are numerous, another clean proof is to be called for.

(10) Bookwork.- For bookwork, the revision of the author's clean proof is done in addition to the usual forme revise. The Press order proof of display work, of all Gazette work, of bookwork, and of the larger reports must also be finally revised in the Proof Branch or by the reviser in the machine room.

(11) Editing Copy.- In special cases, the copy shall before it is given to the compositor, be read through by an examiner who will mark the punctuation, capitals in distinct words, uniformity of style, and spell out names, etc., to ensure clean proofs.

(12) Style, etc.- The names of places shoud be spelt according to the list given to the Chief Examiner, and every examiner should note all orders as to style and spelling of different words ; also office rules as to imprints, signatures, and prices on certain works. When an examiner takes up part of a work for which there are special instructions, he should apply for a copy of them to the examiner having the first part.

(13) Queries.- Examiners and revisers should not pass proofs contaning queries. All doubts whether as to fact, spelling, punctuation, arrangement, style, unintelligible copy, etc, should be referred to the Chief Examiner, and if necessary, to the Senior Deputy Director, Deputy Director or Assistant Director before sending the proof containing the query to the department. A query ought to be made when an enclosure or a statement referred to in the text is missing.

Outturn of work

425. (1) Promotions are regulated principally by the quality and quantity of work turned out, provided the examiner has passed the prescribed examinations and is otherwise qualified. The scale of outturn is given under costing section in the chapter on Administrative Branch. But the amount of an examiner's work in a proof varies so much that a definite scale cannot be fixed for all classes of work. With open pages, proportionately more should be read, while difficult manuscripts which require editing by a reader, bad handwriting or incompetent compositors may at times cause the outturn to be less than the scale. In such special cases, the Chief Examiner must be informed so that he can make a proportionate time allowance in the examiner's work book. The quality and quantity of work also vary with the experience of the men ; a highly paid examiner will be expected to do more than the scale.

(2) Work books.- Each examiner and reader will keep a work book in which he will enter briefly the description and number of the work which he examines, with the actual and equivalent number of pages equal to pica fools-cap folio. He will make the entry in ink at once as the work is finished and not on slips to be entered afterwards. Alterations must be initialled by the Chief Examiner.

When revises are called for because corrections are omitted, such revision is not included in outturn. The number of pages finished, and not the number of readings is to be entered when the examiner, for reasons of his own, goes through a proof more than once. The book should be given to the Chief Examiner in the morning daily.

(3) Outturn Register-The Chief Examiner will check the entries in these books periodically before work is returned to the composing section to ensure that the number of pages, etc., is correct. He will check the estimated figures and enter the totals daily in a register. This register should be submitted to the Officer in charge every day and to the Senior Deputy Director and Director on the first working day of each month with explanations for any short outturn. Any case of large deficiencies or incorrect work must be reported to the Officers concerned for necessary action.

Further instructions

426. The Chief Examiner should not accept any proof that comes in for first reading without its Work Docket and other details being noted on it.

In case of bulky jobs where proofs for first reading have to be submitted piecemeal, he will insist upon the production of Work Dockets with the first and last batch of proofs only.

All jobs must have the statistical imprint on them in this form:-

WD 40-GPB-17-7-65-2,000.

The W.D. 40 refers to the Work Docket number and this must appear on all work, with a few exceptions such as visting cards, invitation cards, etc.

The Chief Examiner will maintain a general register and enter therein day by day the number of proofs received for reading. The respective Work Docket numbers and the number of pages of each proof should be noted therein.

Rules for reading proofs for the quidance of new recruits and Officers dealing with the Press.

427. (1) A copy of "Simple Rules to be observed in preparing copy for Press and correcting proofs" is furnished in the Appendix XI. The Chief Examiner should draw the attention of new recruits to his branch to these rules, so that in case they are not qualified hands, they may learn the methods of marking proofs quickly.

(2) All Officers of Government who deal with the Press are requested to go through these simple rules and adopt the procedure laid down therein in their manuscript copies and proofs.

Registers maintained in the Proof Branch

428. (1) Proof Examiner's Work Register : (2) Register showing Daily outturn of work in the Proof Branch.

LETTERPRESS PRINTING BRANCH

429. This comprises three Sections : (1) General Printing Section ; (2) Confidential Printing Section ; (3) Care Printing Section ; with a Paper Room. The General and Departmental rules prescribed for the conduct of all officials and employees of the Department and also for the execution of works of other branches are applicable to the work and employees and officials of this Branch also to the extent they can be applied.

General Printing Section

430. (1) This Section generally deals with the printing of final copies of all works except confidential works.

The Machine Supervisor/Overseer in charge of the Branch is responsible in general for this branch, in all the three Sections, and under him are the Machine Foremen. He will watch the progress of the work in the Machine Branch, examine the strike orders, properly maintain the registers and books of the Branch and so arrange the Machine Branch work that there may be no delay in striking off work and that the machine most suitable for printing of a forme economically is selected for it. He will bring to the notice of higher authorities at once when formes are sent in a bad condition or incorrectly imposed and when machines are running short of work. He will pass all book work,compare the copies with the colour sheet, (i.e., the first sheet), and teach the men the best methods of producing good work. This duty, however, devolves chiefly upon the Machine Overseer/Foreman, who must on no account accept any forme for printing unless it has been finally corrected and properly signed and correct furniture certified.

General Instructions

431. (1) The Machine Supervisor/Overseer and Mechanical Supervisor are responsible that all machines, shafting, electric motors, and printing machines, etc., are clean, oiled and in good order, and will report immediately any breakage, etc., to the higher authorities. He will see that men keep their tools in their proper places, and that paper both before and after printing is kept in good order. Paper must not be thrown about or allowed to remain upon the floor. Waste paper must be put into the baskets provided for the purpose.

(2) The Machine Supervisor/Overseer must see that all books used in the branch are properly maintained and sent to the higher Officers periodically as may be required. He will see that a list ofmen who are absent in the afternoon is sent to the Assistant Director or Officer in charge.

(3) No forme must be given for printing unless it is ensured that the required paper is available and that the forme is ready in all respects.

(4) The work of each machine should be planned for as far as possible and a programme of work for each Machine for the next day drawn up each day and adhered to except in emergent cases. In any case, for every Machine, paper and forme for the next work should be kept ready while one forme is still being printed. Ensuring this is also the responsibility of the Machine Minder who shall report to the Overseer if there is any difficulty in ensuring this.

432. (1) The Machine Foreman will assist the Supervisor/Overseer and perfom duties assigned to him and see that there is no delay in turning out work. He will brings to the notice of the Overseers all cases in which pressmen or Machine-Minders allege that there has been delay by the compositor or reader, or any other person in providing them with work. He will instruct his men as to the best methods of producing work neatly and promptly, and point out bad work and how to remedy it, and maintain order and quiet, and see that the rules of the branch are observed by the workmen who should be specially cautioned to see that all is right with their machines before striking.

(2) He will see that unprinted or printed sheets are not used for wiping hands, cleaning slabs, writing notes, etc.

433. (1) The Machine-Minders and Assistant Machine-Minders are responsible for all work done by them being well printed, and for the working order, oiling and cleanliness of their machines and presses. The Machine-Minders make ready each forme, watch the sheets as they are printed, register, space up, compare work with the colour sheets, regulate ink, etc. They must be careful to look round the machine before striking or, they will be responsible for any damage. They should, on no account, leave their mahines whilst a compositor is making corrections. With the help of the Assistant Machine-Minders they fetch the formes required, and are responsible that they are returned to the concerned Composing Section and obtain acknowledgement. Formes must not be allowed to remain in the

machine room after they are done with. The Assistant Machine-Minders, should carry formes, wash rollers and formes and keep the machines well oiled and clean and also lay on sheets. They will take up the Minder's duties when required, so as to qualify for promotion, and they act as wheelers when machines are worked by hand for any reason, and assist in moving plant and stores in all sections of the Press when required.

(2) Machine-Minders and Assistant Machine-Minders should not unlock formes and put in corrections without calling in a compositor to attend to them.

(3) Every revision proof sheet should be taken to the compositor who must attend to the corrections immediately and affix his initials to the proof he has corrected. All corrections marked must be made in the first instance to avoid waste of time on the machine. A Machine-Minder or Assistant Machine-Minder found putting in corrections or picking up type out of forme is liable to be punished.

(4) All Machine-Minders and Assistant Machine-Minders should note that on no account should they wash composition rollers in either ash water or plain water. Any one found doing so will be severely punished.

(5) Machine-Minders or Assistant Machine-Minders should not oil the machine while it is running. Any one found doing so is liable to be punished.

(6) The Machine-Minders and Assistant Machine-Minders should write up the Daily Time Sheets correctly and submit them to the Overseer/Foreman at the end of each day's work. Default will render them liable to publishment.

(7) The Roller-caster keeps machines and presses well supplied with good rollers at regular intervals.

(8) Temporary hands are employed principally in doing the duties of Assistant Machine-Minders who are absent, or who are acting for absent Machine Minders.

Counting of finished work

434. Machine-Minders are responsible for the correct number of sheets being printed of each job and this must be ascertained before the forme is lifted, and the printed sheets counted, as soon as each work is completed. Each Machine-Minder is responsible to deliver the correct number of copies to the Binding Branch or Warehouse obtainable from the paper issued to him and should obtain clear acknowledgments with dated signature from the officials receiving the copies. The Machine Foreman will enter the number in the Minder's acknowledgment book before the work is taken to the Warehouse, where it will be again counted as soon after receipt as possible, and if any error is found, it must be reported at once. When copies are received in batches, the Warehouseman will enter the number of each batch and retain the strike order till all are printed, when he will initial it as usual. If the Binding Overseer receives printed copies direct from the Machine room, he must initial the strike order in the same manner, and the person initialing it will be liable for the extra cost involved for copies found to be short after the forme has been lifted. The Binding Supervisor/Overseer, the Warehousemen and the Despatcher will be responsible for the number noted in the Machine Foreman's book, unless they bring to notice at once that copies are short. Except in very special cases, all printed matter intended for the Binding Branch must go direct to the Warehouse from the Machine room. Any failure in this must be immediately reported.

Strike Orders

435. No work is to be taken up for printing until a "Strike Order" proof bearing the forme reviser's initials and the number of copies-signed, spare, etc.-has been received. The

Overseer/Foreman shall, when distributing the strike orders, write the name of the Machine-Minder to whom the work is given and the number of the press or machine. The original, if any, and any other proofs with the Work Docket but not the strike order proofs, shall be delivered with printed copies to the Warehouseman, Binding Supervisor/ Overseer, or Despatching Clerk, proper acknowledgment for the copies delivered being taken first.

Press or Machine revises

436. When types drop out of a forme, the compositor or imposer should be called to replace them and the first good copy pulled of the forme should be taken to the Supervisor/Overseer, or if necessary, to the Chief Examiner, for extra revision with the strike order. Revises should also be taken for any special works when instructed on the strike order. Men who do not attend to this will be liable to pay the cost of reprinting, if necessary.

Strike Order file

437. (1) The Strike order proofs are kept by the Machine Supervisor/Overseer or other official entrusted with this duty.

(2) In the case of Confidential Papers a slip initialled by the Supervisor/Overseer takes the place of the strike order given to the Machine Foreman for these, and this strike order is returned to him with all make ready and spoilt copies, cylinder or tympan and frisket sheets. No file copy is to be kept by any one.

Passing first sheet

438. The make-ready copy of all ordinary work will be passed by the Machine Supervisor/Overseer and of all important work, whether in press or machine, must be passed by the Officer in charge after it has been seen by the Overseer. Special quality works must be passed by the Senior Deputy Director or the Director. If the Supervisor/Overseer considers the work unsatisfactory, he will have it remedied and another proof pulled before submitting it to the higher Officers. Special care must be taken as to correct furniture. A Rubber Stamp containing the various points to be checked in passing the copy shall be impressed on the sheet and each point gone through carefully.

F.P.R. Proof

439. As soon as "F.P.R." Proof is received in a composing branch, the Foreman of the branch will have the corrections noted thereon carried out, the pages imposed and a Press revise pulled on a press. This F.D.R./Revised Proof should afterwards be sent to the Machine Supervisor/Overseer duly initialled by the Foreman of the composing branch concerned stating that all corrections have been attended to and that the furniture is correct. No. "F.P.R.'s" without this will be accepted by the Machine Overseer.

Registers and Records

440. (1) Daily Works Receipt Register must be maintained both in respect of P.R. works and forms works. A W.D. wise Register must also be maintained in respect of both categories. In addition a Bookwork Register must also be maintained in the case of P.R. works. All these registers should be page numbered, for indicating cross references of any work. A daily dispatch register should also be maintained wherein acknowledgments of Warehouse clerk, Binding Foreman or dispatching clerk should be invariably obtained. These must be posted to the W.D. wise Register and Bookwork Register daily. These Registers must be checked daily by the Machine Supervisor/Overseer, once a week by the Assistant Director in charge, and once a month by the Deputy Director in charge.

In respect of each machine a work sheet has to be maintained in which details of all formes issued to the Machine for printing, dates of completion, dates of dispatch of printed copies and return of the forme to the Composing Branch, are noted.

(2) A separate Gazette Receipt and Issue Register for English and Kannada Gazette, must be maintained for noting the forme number, time, date of receipt and the time and date of competion of printing and despach to the Binding Branch. The kind and quantity of paper received and used for printing each forme of the Gazette must be noted in this Register and the total quantity of paper used for the week's Gazette totalled up and checked up with the paper received for the printing of the week's Gazette. The same procedure should be followed in the case of Gazettes Extraordinary.

(3) The Register of Materials indented from Stores must be maintained and written up daily. The non-consumable materials issued to each machine must be posted to the account of the Machine in the History of Machine Registers, including repairs and replacement of parts, tools and accessories.

(4) The daily outturn of each machine must be entered in the Machine Outturn Register and submitted to the Assistant Director in charge and the Senior Deputy Director daily and to the Director once a week, with proper explanation for variations, if any, from the prescribed outturn.

(5) A Register of Programme of work in the machine Branch, in which the details of work programmed for the next day are noted each day, has also to be maintained and submitted to the Officer in charge, every day.

Cleaning and oiling

441. It is the duty of the Machine-Minder in charge to inspect the machie to see if every adjustment is alright and all moving parts have sufficint lubrication. The Machine-Minder and the Assistant Machine-Minder should thoroughly clean the machine at the close of each week's work and oil all parts and also fill up the oil holes, care being taken not to overspill the oil to other parts which should keep dry.

Planning Work

442. The work to be done on each machine on any day must be planned out the previous working day itself, taking into consideration the work on hand on each machine, the works to be taken up in order of urgency and priority and other factors and entered in the concerned register ; the type formes and paper and other materials for the work being got ready in time, to save costly machine hours and to secure maximum outturn.

Repairs to machinery

443. Works relating to repairs to machinery should be sent to the local Government workshop or private workshop competent to do the job, and a properly signed requisition should always be sent with the parts requiring repair or renewal, the proper procedure being followed. Any small repairs that can be done at the Press should be done by the Mechanical Supervisor and his staff. It is of the utmost importance to ensure that repairs are got done in minimum possible time and loss of valuable machine hours avoided and hence the most economical and appropriate procedure should be adopted in each case.

Electric motor

444. The Machine Oerseer or his Foreman is responsible for the starting, oiling and stopping of the machine room electric motor, if any, for group drive. No one else is allowed to touch the motor or any part of the electric apparatus without permission.

Opening and Closing of the Branch

445. General Rules prescribed for the opening and closing of the Press and sections of the Press, at the end of the day's work must be followed when closing this Branch with modifications necessary.

Roller Casting

446. This is a subsidiary process attached to the Machne Branch. All Printing machines are provided with rollers for receiving printing ink, distributing and transferring to the type forme or other printing surface. With a view to obtain uniform and correct ink impression on the paper, it is essential that the rollers must be in good condition. Composition rollers consist of an iron core surrounded by a resilient substance called roller composition. The iron core intertwined with jute thread is fixed in the centre of the roller casting mould and the composition is melted in a kettle and poured over into the mouth of the mould, the inside of which is lubricated, and allowed to cool overnight. Then the iron core with composition firmly fixed to it, is withdrawn and seasoned. The Composition on the roller should be perfectly elastic, should not have any dent when pressed and should not be hard to touch.

It is the duty of the Roller-caster to see that all Printing machines and Hand Presses are supplied with new rollers at regular intervals depending on their use, under instruction and control of the Overseer of the Machine Branch. He must maintain a Register of rollers cast and supplied and the materials he has drawn, and submit the Daily Time Sheet of the work turned out by him.

[**Note:-**This para relates only to Composition Rollers].

Machine History Book

447. A Register known as "Machine History Book" should be maintained in the prescribed form for every machine-operated by hand or power-for recording the name, descriptive particulars and specifications of the machine, name and country of its manufacture, original purchase price, date of purchase, rate of depreciation and also the daily/weekly/monthly/annual outturn on the machine, repairs, and replacements and improvements. Any other special features of the machine should also be noted in this Register. The spare parts issued for the working and maintenance of the machine must also be noted in this Register.

Confidential Printing Section

448. (1) This Section is under the administrative control of the Machine Supervisor/Overseer. But its working is guided by the respective Officer in charge of the particular confidential work in progress in the Section. It is adjacent to the confidential composing section with an internal passage. The workmen employed in this Section are subject to the same discipline and search as those in the Confidential Composing Section. The Officer in charge of the work will indent for the services of the required number of binders from the General Binding Branch.

(2) The rules prescribed for the conduct of work and other matter and care and repairs of the machines in the 'General Printing Section' apply equally for the machines in this section also. The Machine-Minder in charge of each machine is responsible for the proper maintenance of his machine. The paper required for printing the works in this Branch should be carefully counted and checked in the Care Printing Section and only the required quantity of paper brought inside the Section. Every sheet of paper including spoilt sheets, machine proofs, are recorded in the prescribed Register and should be destroyed by burning in he presence of the Officer in charge of the work and the fact noted in the Register under his signature. All confidential matter should be securely packed with proper labels, and sealed before it is taken out of this Section.

(3) Opening and Closing of the Branch-General Rules prescribed for the opening and closing of the Press and its sections at the end of the day's work must be followed when closing this Branch with modifications necessary. Whenever confidential work is in progress, the branch should be sealed at the close of work and the seal examined at the time of opening. Opening and closing should be in the presence of the Officer in charge. Often, the doors of this branch will be closed inside and entry and exit will be only through one common door for the Composing and Printing Sections.

Care Printing Section

449. (1) This is a miniature printing and binding Section and is in charge of a Foreman or Senior Foreman. It deals with the printing of all care papers, which require to be treated as security work, though not confidential, such as cheque books, receipt books, ballot papers, etc.

(2) The type matter and tint blocks are obtained from the composing section and photo-zinco sections and kept standing in this Section under the personal custody of the Foreman. The receipt, progress and dispatch of each work should be entrusted in the prescribed registers maintained in the Section. The paper indented, received and used for each work should be correctly noted in the Register. All spoilt copies and proofs, etc., should be noted in the Register and destroyed in the presence of the Assistant Director in charge of the Section under his attestation. The finally printed copies should be carefully checked and delivered to the Care Printing Stores official with clear acknowledgment.

(3) The Stamp embossing of the high denominations on the documents executed by the parties is done in this section, on the requisition, supported by proper Treasury challan, of the Superintendent of Stamps, in the presence of the Foreman of the Section and the official of the Stamps Department. A Special Register is maintained to enter these works and it must be submitted to the Director daily. he over-printing of the court fee stamps with the word 'Mysore' was also being undertaken on the requisition of the Stamps department, under the above security conditions.

(4) Opening and Closing of the Section-General Rules prescribed for the opening and closing of the Sections of the Press at the end of the day's work must be followed when closing this Branch with modifications necessary.

Paper Room

450. (1) The Paper Room stocks all printing papers, boards, cover papers, etc., each not exceeding certain maximum quantities, in a room adjacent to the Machine and Binding Branches to facilitate timely issue of papers required for the several jobs under printing and binding at all working hours of the Branches. This room is in charge of the Paper Clerk assisted by Counters. The Paper Clerk is responsible for getting the stocks of papers on indents from the Stationery Stores and for issues of papers and their proper accounting and custody. He must keep the papers safely free from dampness, white ants, rodents, etc.

(2) Indents on the Stationery Depot for papers must be made on the basis of average daily consumption by the Machine Branch, Care Printing Branch, etc., and also on the basis of daily programme of works for the next day to be collected from the Machine Branch daily, to draw all kinds of papers for use of the next day. The Machine Supervisor/Overseer should strictly try to execute works according to programme of works.

(3) The Paper Clerk in the Machine Room will see that correct paper is issued for each work without delay, that none is issued without authority and that only the prescribed quality and quantity is issued. He will submit his stock books daily to the Internal Audit Section and to the Officer in charge for check. He will watch the stock in the Stores, and when low, will indent for fresh supplies on the Stationery Depot on printed forms. He will be careful to reserve a sufficient supply of paper, of all sizes

and qualities for general work, and will ascertain from the Overseer the size of work when it does not come to him complete. Except in the cases when papers, etc., are kept for special works, old stock should be issued before recent supplies.

(4) The stocks of papers and Boards in the Paper Room should be checked once a month on the last working day of the month by the Paper Clerk who should furnish a certificate of having done so and submit a statement of the results of such checking to the Director. The Stock Verification Officer will also check the Stock of the Paper room once in a month and submit the result to the Director.

(5) Record of issues-When paper is issued, the exact weight and quantity of paper must be entered on the Work Docket as well as on the A.C. Paper slip and Work Docketwise Issue Book, for each forme separately as this is the voucher for the Store-Keeper and auditor to check the issue book. As the number of sheets per ream may vary, it should be noted in the stock ledger to prevent mistakes and issues carefully regulated.

(6) Outside Paper- The quality and quantity of paper sent by outside offices for special works must be checked before receipt and preserved separately. Only the exact quantity required, including the usual wastage allowance should be issued. Any quantity above the spoilage allowance must be returned to the Paper Clerk or Stationery Depot at once with a memo, and in the case of a deficiency, a supplemental indent must be made, the paper required being issued from the Press Stock, if available, to save time.

(7) Confidential work-No paper will be issued for this work by this section except on indents passed by the Director or the Officer in charge. The Paper Clerk and the person in charge of the Confidential work will each personally check the counting of the sheets issued. No spoilage or waste sheets are allowed, and all paper shall be sent to the Confidential room under the personal charge of the Paper Clerk, who will receive a receipt from the person in charge. In the case of highly confidential work like examination question papers, issues will be through the Care Printing Branch.

(8) The required number of sheets for packing the cylinder or platen of printing machines in the quantities required, may be issued on indents. Also, if any sheets are required for use as set off sheets, they may also be issued on indents. Paper required for pulling proofs may also be issued on indents.

(9) Extra sheets for Machines.- Extra of paper will be issued at 2 per cent up to 1,000 impressions ; 1 per cent above 1,000 upto 5,000 impressions, and $^1/_2$ per cent above 5,000 impressions.

Additional sheets above this limit are to be supplied only on memos passed by the Director, if there are valid grounds. Spoiled sheets of confidential work will be destroyed only by the Officer in charge of the confidential room, who will issue a memo for the supply of more paper, only the exact amount being sent in.

(G.O. No. M.20334-35-P. and S. 80-54-2, dated 11th January 1955)

(10) Spoilage of special papers-When the exact quantity of paper is received from outside offices, sheets cannot be issued for a few spoilt copies ; but when extra sheets are sent, paper for spoilage should be issued according to scale. If many copies are spoilt, the cost of paper should be recovered from the men at fault.

(11) The quantity of paper used for friskets, make-ready, set-off and cylinder sheets, spoilage, reprints on press account, short receipts and proof pulling should be totalled monthly and debited against the Press, the cost being charged annually to general expenses.

(12) Reprints-No paper is to be re-issued for work re-struck on account of bad printing, mistakes, or short numbers without the orders of the Director, who will examine each case and pass appropriate orders.

(13) Off-cuts and slips will be sent at once to the Paper Clerk who will keep a list of these and maintain accounts thereof in a separate register. He will issues such pieces for office labels, covers, etc., when possible, instead of using full sheets, entering in a special issue book the paper actually issued and will ensure that these are properly made use of.

(14) The Paper Clerk should note down the details of size, kind and quantity of paper issued on each occasion for each job, in the place provided for that purpose on the Work Docket of that job.

(15) The daily issues of paper should be entered in a register with the Work Docket number of each job for which the paper is issued. The name and the signature of the Machine-Minder or other employee to whom the paper is so issued should be entered against each item. This register forms the basis for the Stock Ledger and should be brought up for inspection every day to the Officer in immediate charge of the Paper Room who should scrutinize the entries carefully and check. Simultaneously with this register being entered, the Work Docketwise Issue Register should also be entered.

(16) Opening and Closing of the Room-General Rules prescribed for the opening and closing of Sections of the Press at the end of the day's work must be followed when closing this Branch with modifications necessary.

BINDING BRANCH

451. (1) The general and departmental rules of procedure prescribed for the execution of works and for the conduct of the employees shall be observed in the Binding Branch also, to the extent they are applicable.

(2) The workmen in the Bindery are divided into groups of not more than six hands, each group consisting of both senior and junior hands in addition to some workmen allotted to be in charge of the several machines in the Branch. The whole group is responsible for the quality and quantity of work entrusted to it and for its speedy execution. Every group of binders and individual employee should write up the Daily Time Sheets, correctly and submit them to the Supervisor/Overseer/Foreman at the end of the day's work.

Supervision

452. (1) The Binding Supervisor or Overseer is in charge of this Branch, under the general supervision of the Assistant Director, and is responsible for the care of books and papers sent for bindings, stitching, ruling, etc., for all materials issued for use, and for the working and good order of the branch. In the temporary absence of the Supervisor or Overseer, one of the Foremen will be in charge. It is the duty of the Supervisor or Overseer to receive all work, give instructions to the binders to ensure its being done economically and well. He will check the progress of the work daily, and report to the Assistant Director for orders when there is an accumulation of work or when anything of a special nature arises.

Receipt of printed work

(2) The Overseer will be particularly careful in receiving the finished work from the Machine room and Warehouse. All printed work received should be checked carefully, counted, acknowledged and noted in the relevant registers of the Binding Branch. Before issuing the sheets to the binders, he

should arrange to have them examined and to get spoilt sheets eliminated. No work should be received in the bindery without a Work Docket.

Daily record of work

(3) The Binding Overseer should enter daily in a register all works that are received in his branch with details of forme number together with their Work Docket numbers and should submit this register every day for inspection. He should keep this register up-to date, duly entering therein the date of dispatch of the work.

He should enter in the D.J. Materials sheet attached to each Work Docket or in the columns provded the quantity of materials such as boards, thread, etc., used for the job. The value of these articles should also be entered in consultation with the Store-Keeper or other authority.

Special Works

(4) The Supervisor/Overseer will see that current works are put in hand as soon as received, especially weekly and monthly proceedings, Civil List, Gazette, etc. All large works must be attended to as soon as the last sheets are printed off and when necessary earlier. Confidential work must be carefully watched. Whenever work is issued to any group or machine entries should be made in the appropriate ledger.

General Instructions

453. (1) The Supervisor/Overseer will see that leather, paper, etc., of the prescribed colour, etc., are used for recurring works when necessary, also that each job or book is trimmed and covers are cut only to the authorized sizes, samples of which must be carefully kept. He must examine all work and show samples to the Senior Deputy Director or Director before dispatching to ensure that they have been properly finished, and that directions given are carried out. He will keep a numbered sample of each standard size for uniformity of binding, etc. He will take orders from the Senior Deputy Director or Director regarding the descriptions of binding to be used when no instructions are sent with the work, and will in all cases of long editions of cloth and leather binding, get the first copy passed by the Senior Deputy Director or the Director, before proceeding with the work.

(2) Only one Daily Works Receipt Register should be maintained even if there are more than one shift working in the Bindery and must be written up daily. All formes of Bookwork must be stocked in the Warehouse only till binding order is received for the work. Folding of printed formes of long run bookwork on folding machines should be got done in the warehouse itself, care being taken to issue connected sheets and receive back the folded formes in bundles of 500's or so, and all copies spoilt on the folding machine also colleted and kept separately for final accounting purpose. The required number of junior binders may be posted for work in the warehouse for this work. The above procedure should be followed also when printed sheets are issued for ruling purposes.

(3) The several classifications of binding works may be entrusted to the several groups ; some groups given only Forms and Registers binding and some groups given stiff binding work and some other groups P.R. works and one group of experienced binders high class binding and gilding works. This will facilitate the suipervisory staff to exercise effective control over the quality and quantity of work. This arrangement may be changed periodically except the last group of senior binders doing high class work.

(4) The Binding Overseer must maintain the Machine History Books in his Branch similar to the books in the Machine Branch and keep them up-to-date. He must also maintain Daily Outturns Register, showing the quantity of each class of binding work turned out and finished daily, and submit

it daily to the Assistant Director, once a week to the Senior Deputy Director, and once a month to the Director.

(5) A full list of pending works both P.R. and Indent, chargeable or non-chargeable, (*i.e.,* not completed and dispatched), should be prepared, once in a week and submitted to the concerned Assistant Director. The respetive Assistant Directors in charge of works may scrutinise these lists and tackle their disposal and compare with respective pendng lists prepared by the works control sections.

(6) Indents for materials.- (i) An indent for the exact quantity of materials required for every binding work, should be prepared by the Overseer in the counterfoil book, checked and initialed by the Assistant Director and with approval of higher Officer when necessary, sent before the work is put in hand to avoid delay for want of materials and the articles obtained from the Stores. When an indent is made for a part supply of cloth etc., of special description for a large edition or for one of a series of volumes, or when a sample volume has been submitted for approval, an estimate of the total requirements should be given to the Store-keeper to enable him to procure sufficient quantity of special materials needed. All excess issues should be returned to the Stores immediately the work is finished and when there is no further use for such materials.

(ii) General issues, such as wire, thread, twine, glue, and similar articles common to all work will be made with the Director's or Senior Deputy Director's sanction in bulk to last for about one week. Flour may be issued once every two or three days.

(7) Despatch of work.- All binding work when finished, will be sent to the Despatching branch. A copy of each finished work should be shown to the Senior Deputy Director or Director before hand and also to the Assistant Director in charge of the Branch. A copy of each work bound should be given to the Costing Branch for purposes of valuation.

(8) Overtime must be avoided at all times and may be arranged for only when very essential, but subject to the limits prescribed.

(9) Duties of employees-Every employee must take up folding, gathering, collecting, binding ruling, numbering Gazette or other work connected with the branch when required irrespective of his designation or pay. The duties are more clearly defined in the Chapter on "Duties and Responsibilities".

(10) Samples.- Size boards will be kept near the cutting machines as guides to ensure that all books and forms of standard sizes are trimmed exactly uniform. A master copy should be kept, or a rubbing of the lettering and full description taken with sample cloth, etc., of all books of more than one volume and of those sent for approval.

Embossing and Gilding

454. (1) The Embossing of all letterheads and envelopes in different colours is done in this Branch. The Bidning Supervisor/Overseer should be conversant with the particular colours to be used for embossing different letterheads of the Governor, Ministers, Deputy Ministers, Secretaries to Government and other Officers of Government authorised to use embossed Stationery. After the particular work is over the Binding Overseer should take back the steel dies for safe custody for which he is responsible.

(2) Similarly gilding work is done under his immediate guidance.

(3) Every embossing work and gilding work should be approved by the Director or Senior Deputy Director and a separate register must be maintained for recording those works as well as the General Receipt, Issue and Despatch Registers in the Branch.

(4) Envelope shapes cutting and Inland letter form cutting machines are installed in the Branch, for preparing different standard sizes of covers, envelopes and inland letter forms ; the inland letters should conform to the specifications of the Postal Department. These Stationery articles are prepared on behalf of the Stationery Depot and supplied to it for issue to Government Departments on indent.

Opening and Closing

455. The Supervisor/Overseer is responsible for the opening and closing of the branch at ordinary hours and the rules and procedures prescribed for opening and closing of the Sections of the Press shall be applicable, with necessary modifications. At other times, the Assistant, Director will be responsible. The Overseer should also start and stop the motor in his branch. At the close of work for the day, he will see that work in progress is left in good order secured from probable damages and lights and electrical connections switched off.

WAREHOUSE

456. (1) The Warehouse Clerk is responsible for this annexe of the Bindery. He receives the printed sheets from the Machine Branch and with the help of the counters, examines the sheets in order to eliminate those that are spoiled and counts them before acknowledging their receipt in the Machine-Minder's book. He should see that the printed copies supplied by the Machine Branch are inclusive of the number of copies mentioned on dockets plus the number of copies about equal to the allowance for extras in the Binding Branch. He will keep a file of the sheets of each job, and when all the sheets together with the index, contents, title and cover, if any, are received, he will submit it to the Assistant Director who examines it and issues orders on the printed slip attached that the work may be bound. The Warehouse Clerk should submit the file and the 'Binding Order' slip to the Assistant Director in charge before giving the work to the Bindery. A daily Works Receipt Register and a Bookwork Receipt Register must be maintained in the Warehouse. The two registers should have cross references of especially long-standing works.

(2) The Warehouse Clerk will not receive any work without its Work Docket and will enter all works received daily in a register and submit it to the Senior Deputy Director and Assistant Director. He should keep this book up-to-date duly entering therein the date of transmission to the Bindery. He should maintain all the other registers and keep them up-to-date, duly submitting them for inspection. He should give acknowledgment for all works received and receive acknowledgment for all works issued.

Opening and closing

457. General Rules prescribed for the opening and closing of the Sections of the Press at the end of the day's work must be followed when closing this Branch with modification necessary.

LITHOGRAPHIC AND PROCESS BRANCH (PHOTO ZINCO SECTION)

458. (1) A small Litho plant which was in existence in the Press from a long time, for printing small number of copies of drawings, plans, maps and diagrams of Government Technical Departments such as Public Works, Geology, Forest, Agriculture, has been modernized by the installation of Offset Plate making Plant and Offset Printing machines and Process (Block making) equipment since 1949. The Branch consists of four Sections, (1) Process Section ; (2) Artists Section ; 3) Offset Plate Making Section ; (4) Offset Printing Section. The general and departmental rules prescribed for the execution of works and for the conduct of the officials and workmen should be observed by the officials and workmen of this Branch and for the execution of the works in this Branch to the extent they are applicable. This Branch is in charge of a Supervisor with the requisite staff qualified in the special field

of work of this Branch. He is responsible for the proper execution of works and for efficient maintenance of machinery and equipment and for the economical use of materials in the Branch.

(2) Costly and some poisonous materials besides the lithographic paper are used in this Branch. The Supervisor must draw the required materials for each work and for general use and personally see that they are properly used and accounted for in the Materials Receipt and Issue Registers. The poisonous and dangerous materials should be kept under lock and key and handled only by the concerned operatives only when essential.

(3) All operatives should write up the Daily Time sheets correctly and submit them to the Supervisor at the time of closing the work.

Opening and Closing of Sections

459. At the closing time the Supervisor will see that the Motors and all machines are switched off and lights put out in the Sections, the finished work is removed to a safe place and incomplete works are so arranged as to be easily continued next day. General Rules prescribed for the opening and closing of Sections of the Press at the end of the day's work must be followed when closing this Branch with modifications necessary.

Process Section

460. (1) This Section consists of Process OPerator, Assistant Process Operator, Dark Room Assistant, Process Plate Maker and the Engraver and Mounter. It deals with the preparation of Line and Half-tone blocks from the originals supplied by the Departments, for printing along with other matter. It also deals with the preparation of negatives and positives required for Offset Plate Making and Printing.

(2) Care of Equipment and materials-The operators in this section must be careful in handling the explosive and poisonous chemicals used in this process. The Process Camera, Half-tone Screens, and Process Plate, Lenses and Prisms are important and costly equipment. No person other than the qualified operator should handle them. The Process Opeator is responsible for the safe custody of the Camera, and the ancillary equipments of the Process Section including the etching machine.

(3) The operator should ascertain beforehand the size of the block to be prepared and the paper on which the half-tone block required to be prepared is to be printed, so that he may use the suitable screen in the preparation of the block. The appropriate colour filters are to be used for the preparation of blocks in tricolour printing. The operator is responsible for the outturn of process work from start to finish as also for the quality of the finished block.

Though the unkeep and maintenance of the mounting equipments like bevelling machine, mounting machine, block leveller, guillotine, etc., rests mainly with the Engraver and mounter, the Process Operator should see that these are maintained with proper care and diligence.

Artists Section

461. This section consists of one Artist for each shift. The Artists are responsible for the preparation of originals to suit negative making in the case of block making. They are also responsible for the design, drawing, stripping, colour separation and execution of folders, posters, etc., done by the Offset Printing Process. They are also responsible for preparation of the negative and positive materials to suit Offset Plate making, and he later touching and finishing operations on the printed Plates.

Offset Plate making Section

462. (1) This section consists of a Plate Maker, an Assistant Plate Maker, a Plate Grainer and an Assistant Plate Grainer. This Section deals with the preparation of Zinc or other plates for printing on

the offset printing machines. The plates are washed and cleaned of all scums of previous drawings, if any, and grained in the graining machine using suitable size marbles and sand, required for the subject to be printed. The Grainer is responsible for preparing plates with the grains of requisite fineness and to see that the plate is absolutely free from grease or scum, or old drawings.

(2) The Offset Plate Maker should examine the grained plate and wash it well and coat it with sensitive solution on a whirler and dry it enough. Then he must keep the sensitive plate in the vacuum frame in contact with the drawing or original under tight clamps. Then the plate with the drawing must be exposed to are lamp, the time of exposure depending upon the subject. He must examine drawings or originals prepared by the Artists or supplied by the Departments. Any defective or unsuitable original should be rejected. In some cases the original may have to be directly drawn on the prepared plates or on transfer paper and then transferred on to the plate in the Transfer Press. When the image is printed or drawn or transferred on to the plate by the first method, the plate must be washed well to remove the soft unexposed coatings and subjected to etching, and desenitising with chemicals and gum Arabic solution, etc., several times till the image is properly fixed to receive ink while printing.

Though the Plate Grainer is responsible for graining of all Offset Plates, the Offset Plate Maker should see that graining is properly done and no scumming difficulties arise at the time of printing. He is also responsible for chemical regraining of Romayor and other Plates, whenever it is done. He should arrange to prepare and keep ready solutions required.

Offset Printing Section

463. (1) This Section deals with the printing of prepared plates on Offset Printing Machines. Only the basic principle of this process is this. This method utilizes the chemical properties of Zinc and Aluminium plates and the natural antipathy of grease for water. The Offset printing ink consists of grease as its main constituent. Greasy surface repels water and damp surface does not attract greasy ink. The Zinc or Aluminium plates on which greasy image is printed have to be damped before the greasy ink roller passes over it on the Offset Printing machine. In this process the bare non-image parts of the plate which are damped will not receive ink from the roller, while only the greasy image which has repelled water from the damp roller, receives ink and an impression is printed on the rubber blanket of the intermediate cylinder, which is transferred (offset) on to the paper on the Impression cylinder.

(2) Care of Machines : There are single colour and double colour Offset Printing machines. Modern Offset Printing Machines are fitted with very delicate adjustments. The operatives working on these machines should have good experience in handling these parts and should carefully manage the work on these machines.

(3) The Offset Printers are responsible for the quality and the work turned out on the machines of which they are the Minders. They should see that the damping rollers, rubber blankets, etc., are kept in good condition. They should also see that the maximum output is got out of each plate, and take care of the plate. They should see that all the inking rollers are cleaned well, the damping rollers washed and removed of all traces of ink, the blankets cleaned and applied with the preservative and the plates cleaned, etched and gummed up at the close of the day. They should see that the paper drawn for their respective machines are cut to proper sizes, printed with least wastage, and the printed copies sent to the Warehouse or Despatching Section and take due acknowledgment. Thy should also see that maximum production possible is secured.

CHAPTER-VII
Services Branch
INTRODUCTORY

467. (1) This Branch consists of (1) Type Casting Section including Stereotyping, (2) Workshop, (3) Carpentry Shop, (4) Rubber Stamp Making, (5) Despatching Section and (6) Trnasport. The expenditure incurred on the first three Sections is charged to the Branches to which the services have been rendered. The expenditure incurred on the last three Sections is charged to the particular works executed of the outside Departments or officies, or recovered as Indirect Expenses on the services rendered to the several Departments concerned.

[Note.- Though the Proof Reading Branch is strictly to be regarded as a Service Branch, for the sake of convenience, it has been included in the Chapter on Productive Branch.]

(2) the duties and responsibilities of each of the incumbents of the posts in these Sections are enumerated under the Chapter on "Duties and Responsibilities". The general and departmental rules of procedure for the execution of works and for the conduct of officials and employees are to be observed in these Sections also to the extent they are applicable.

TYPE CASTING SECTION
Head of the Section

468. (1) This section is in charge of a Head Type Caster. He is responsible for all metal issued for casting; for the machines, moulds, matrics, punches and implements in use for the accuracy of types, etc., cast, cut or made and for the outturn of work. He will see that all metals is mixed in proper proportions for each class of work, where mixing is necessary, that the branch is kept clean, and that no metal, etc., is allowed to be placed in odd corners. He will maintain the work book, prepare the monthly and annual statements of work done, and submit them to the Office. He will enter the daily receipt of work in a register and bring it up for inspection every day.

Register of types Cast

(2) The Head Type Caster will maintain a Register of types and type materials cost in which all new type metal alloys issued by the Type Metal Stores should be entered with invoices numbers and date. The types or type materials cast out of the new type metal alloys should be entered in this Register against each entry of the new type metal alloys, and the closing balance of the type metal alloys, and the closing balance of the new type metal alloys, shown daily. The entries in the Register should be checked by the Store Keeper of Type Metal Stores daily.

Work Orders

(3) No work, however small, will be taken up from any section without a Work order.

Work completed

(4) Type, leds, stereos, etc., are to be delivered to the Store Keeper, who will examine them, and check the weight, etc., before issuing them to the Type Sotre or standing room. No matter how urgently material is wanted, it must not be delivered to any section without being weighed.

(5) Moulds, punches, matrics, etc., must be taken from the Stores by the Head Type Caster and delivered back after use; and proper in and out registers must be kept of these issues and receipts, properly signed on every occasion. The Head Type Caster is personally responsible for any missing articles or breakage in the branch.

Approval of work

(6) No letter is to be cast until it has been approved by the Director or Senior Deputy Director.

Outturn

(7) Every employee is liable to pay for the recasting of defective material due to his carelessness and for disciplinary action for short outturn.

Outturn records are to be kept for each employee and machine and examined daily. The Assistant Casters will clear the previous day's outturn each day. Every employee must write Time Sheets and submit every day.

Opening and Closing

(8) The foundry is opened early in the morning for the First Shift, and hour before the starting time by the Assistant Casters by turns or rotation, to switch on the current, etc. In the evening, after the Second Shift, the Head Type Caster or the senior employee attending to the duties of Head Type Caster will personally see that all switches are put out and moulds, materices, etc., put away, and will lock up the foundry giving the key to the Assistant Director. An employee should remain behind to assist in these duties as required. The procedures prescribed for opening and closing of all Sections of the Press are applicable to this Section also.

STEREOTYPING SECTION

469. The Stereotyper is responsible for this section. He will enter the daily receipt of work in a register and show the book every day to the Assistant director in charge of his section and the Senior Deputy Director. Proofs of stereos on dry paper must be passed by the Senior Deputy Director, or the Assistant Director, before matrix is made. No work, however, small, will be taken from any section without a Work Docket. Daily Time Sheets must be written up and submitted every day.

MECHANICAL AND ELECTRICAL WORKSHOP

470. The work in the workshop is directly supervised by the Senior Deputy Director/ Deputy Director. Every work entrusted to this Section, whether it is repairs, or fabrication of fresh parts (except where it is of general nature) should have a work order authorised by the Officer in charge. A Work Receipt register must be maintained, noting progress and completion of work in the appropriate columns. Daily Time Sheets properly filled up by all the employees should be submitted to the Costing Section through proper channel.

Mechanical Section

471. (a) The Mechanical Supervisor is in charge of this Section assisted by Mechanical Overseers, Mechanics, Fitters, Turners, Welders and Carpenters in erecting and repairing the presses and machines, shifting, welding, etc., testing the weighing machines, sharpening cutting machine knives, fabricating simple parts, and all maintenance work. Even preventive maintenance will be attended to by this Section. No work shall be taken up without an indent passed by the Senior Deputy Director or Director and the issue of a work order. Time Sheets for all work done daily shall be maintained and submitted to the Officer in charge. The Supervisor shall be in immediate charge of the section and be responsible for all the plant and store articles in this section and for the work turned out by his assistants.

(b) The Mechanical Supervisor shall further be in charge of the upkeep of all machines in the Press and be responsible for their installations in the Press. He shall attend to repairs and breakdown and for this purpose both the Mechanical and carpentry sections shall be under his direct control.

(c) This section has to attend to all work relating to the Government Branch Presses also in respect of the duties enumerated above, whenever necessary and any member of the Staff of this Section may be deputed by the Director to any Branch Press for these duties.

(d) The Mechanical Supervisor shall check daily the meter readings for water consumed and have them entered in books maintained for the purpose, and at the end of each month total them up to help verification of the readings of the Water Supply Board.

Electrician

472. (1) He shall help the Mechanical Supervisor as directed by the Officers and attend to the switching on and off of the mains, every day before work is started and when work closes, attend to all duties connected with Electrical installations, attend to the power-house, the cleaning of motors, lamps, etc., taking up the repairs of minor wiring, electrical portions of all machines and equipment installed, etc. The Electrician or any other member of the Press staff shall under no circumstances climb electric posts or cause others to do so. He shall promptly attend to all kinds of electrical work and see that work is not held up or does not suffer on account of any electrical trouble. His responsibilities shall be confined to the electrical installations.

(2) The Electricians also shall be in charge of the electrical installation, including power house of the Press (when installed), and be responsible that all lights, motors, etc., are kept clean and maintained in efficient workink order. They shall be responsible for all electrical plant and stores in use, maintaining an account thereof. The electricians shall check daily the meter readings for current consumed and have them entered in the books kept for the purpose and at the end of each month total them to help verification of the monthly claims for current consumed from the Electricity Board.

(3) The Electrician is responsible for switching off all lights, power and heating lines at the closing of the day's work. He must also see that no inflammable article such as paper, oil, cotton-waste, etc., is lying in any Branch and Stores near the Electric Wiring or Switch Board or Motor, etc. He must work under the general guidance of the Mechanical Supervisor.

(4) Electric motors and their maintenance.- The motors shall be under the charge of the Electricians who shall arrange to have them cleaned, supplied with oil and maintained in efficient working order. Minor faults shall be rectified by them but all repairs of any serious nature shall be got done under instructions of higher Officers in the manner directed by them. At least once in six months all the motors must be greased by the Electricians.

Requisition for Stores

473. In all cases of general renewals or of additions to the existing circuits the Electrician shall first prepare an estimate of the serveral articles required and get it approved by the Senior Deputy Director/ Director. The articles shall then be indented for on the sotres in the usual stors requisition form.

Opening and Closing

474. The Mechanical Supervisor and in his absence the Mechanical Overseer or the Electrician should open the Section and personally see that the motors of all machines in the Workshop and the lights are switched off before closing the Section. The procedures prescribed for opening and closing of all Sections of the Press are applicable to this Section also.

CARPENTRY SHOP

475. Articles such as reglets, furniture, side and footsticks, quoins and other miscellaneous wood work required for Press use shall be manufactured in this Section. It shall also attend to the repairs of all wood work. No work whether for repairs or for manufacture shall be taken up in this Section without a Work Order. Time sheets shall be maintained for all work done daily. The Senior Carpenter shall be in immediate charge of the section and he is responsible for all the plant and store articles in his custody and for the work turned out by his juniors.

RUBBER STAMP MAKING SECTION

476. (1) This section consists of one Rubber Stamp Caster and one Assistant Rubber Stamp Caster. They will compose type matter from the cases in the Section, send proof for approval and cast the Rubber Stamps.

(2) On receipt of requisitions for rubber stamps, the clerk concerned shall register the order in the "work register of rubber stamps" and make out a Work Docket either for repairs and renewal or for fresh supply and get it sanctioned by the Assistant Director in charge. The Proof of the matter set up shall first be approved by the Assistant Director in charge before the work is sent to the Foundry.

(3) **Use of old materials.-** The old rubber stamps as received shall first be examined and if they are worth repairing, they shall be dealt with accordingly; otherwise they shall be dismantled and useful parts retained and the rest returned to Stores as unserviceable for being disposed of.

(4) **Requisition for Rubber Stamp Materials.-** The quantity and quality of rubber stamp materials required on each indent shall be computed by the Rubber Stamp Caster and a requisition in the usual form put up to higher Officers for snaction to obtain the required articles from the Stores. On the reverse of the indent full particulars of the materials required on each of the indents, and the old materials proposed to be used shall be noted. The total of new and old materials shall be agreed with the total of the materials required on indents covered in the requisition.

Principles governing the preparation and supply of Rubber Stamps

477. The following are the principles governing the preparation and supply of Rubber Stamps from the Goverment Presses.

All requisitions for rubber stamps have to be sent through the Head of the Department, who has to satisfy himself as to the need of the Rubber Stamps, while forwarding the requisition for such stamps. While rubber stamps which are in usage generally are undertaken, sanction of Government may have to be obtained if stamps of special nature are required.

Rubber stamps are usually not supplied to places situated outside Bangalore, and offices situated in mofussil areas have to get their requirements of stamps prepared locally after observing the usual formalities of calling for competitive quotations, etc. However, if by special Government orders or rules, stamps with State Emblem are required, such stamps have to be got prepared at the Government Central Press only. The use of the Asoka Pillar Emblem on rubber stamps is not permitted and the State Emblem only has to be used by State Government Offices.

Names are not allowed on Rubber Stamps, except in the case of Mysore Government Secretariat, which is being done on special orders of Government.

Rubber Stamps of the Address type are not prepared and supplied.

All Rubber Stamp work, except the work of the Secretariat, is treated as chargeable.

[Note.- The Provisions of the Printing Manual may also be referred to regarding rules governing the supply of rubber stamps].

DESPATCHING SECTION

Head Clerk and Despatching Clerk

478. This Section deals with the despatch of both P.R. works and Indent works. It consists of a Head Clerk with the requisite number of Clerks, Counters, Packers and Carriers.

A Separate sub-section is allotted for the despatch of P.R. works. In this sub-section all the printed copies are despatched to one Office or Department only except a few items such as

Government Proceedings, Acts, Codes and Rules, Civil List, etc., which are supplied to several offices according to authorised Distribution Statement. If any surplus copies remain after distribution, a report has to be sent to the Director through the Assistant Director seeking instructions for the disposal of surplus copies.

In the Indents Sub-section each clerk or a group of clerks is allotted the despatching work of the Forms and Registers of a few allied Departments.

479. Every Despatching Clerk should maintain a Daily Receipt Register, a Daily Issue Register and Supply Register, Invoice Books and also a Work Docketwise Register. As soon as Work Dockets are issued for printing the Forms and Registers of the Department of which he is in charge, the Work Docket Numbers must be entered in this W.D. wise Register, allotting a few pages for each department. The entries in the Daily Receipt and Issue Registers must be posted to this Work Docketwise Register which is otherwise a Stock Ledger. Mode of despatch whether by personal delivery or by post or Rialway Parcel/ goods, etc., and the R.R. No. and date should be noted in these Registers. In every case, it is absolutely necessary to obtain proper acknowledgment and file it properly for future references. As far as possible all Railway Consignments must be sent by Goods Train instead of b y Parcel, to reduce transport charges.

480. The Head Clerk assisted by the concerned Despatching Clerk will be responsible for all printed matter, books, etc., received in his branch for despatch being correctly counted and properly packed for despatch to the departments concerned, all the remaining copies after despatch being stocked in the racks with labels. He will be responsible for all forms included in one indent being, as far as possible, despatched in large consignments at one time especially to mofussil stations, distant from the Railway Station, instead of in serveral small parcels, some by post and some by rail at different times. He will be responsible for financial and other forms to be kept in stock, being arranged properly in racks, and for their being not in any way soiled and wasted. A proper register or ledger of receipt and expenditure of such forms should be kept. He will see that all invocies, etc., are properly written up by the Indent Clerks and the acknowledgments when returned are pasted to the counterfoils. He will see that if the original invoice accompanying the printed matter is not returned duly acknowledged, a reminder is sent for the same and the invoice received back duly acknowledged from the department. He will be responsible for the outturn of work in his branch and regulate the time of departure and return of the counters and packers. On Gazette days, he will see that sufficient minimum number of packers and counters are allotted for the minimum time required for posting the Gazette copies.

481. The Invoice Clerk will write out all the Invoices, forwarding notes to several offices, and forms of railway parcels and goods. He will maintain the delivery books, register of packets posted with the signature of the persons who post them, send reminders to departments for the return of original invoices with acknowledgments and paste them to the counterfoils. After despatch of printed copies, he will see that the original requisitions are returned to the Forms office for record. He will attend to any other work that may be entrusted to him by the Head Clerk.

General instructions

482. (1) Indent jobs are numbered differently from regular jobs, the numbers containing 0 before them as 01, 02, 03, 04, etc., and the chargeable jobs will have the letter 'P' prefixed as P01, P02, P03, etc.

(2) As soon as an indent form is received for despatch, the Despatcher should identify the form in the indent register, enter the number of the Work Docket and note down at the time of despatch, the

date, the number of copies despatched and the department to which they are despatched in their respective columns.

(3) He should enter the date of receipt in the column provided for the purpose, in the Work Docket. when the copies are finally despatched, the Work Docket should be sent to the Costing Section with a copy of the work attached to it.

(4) In cases where Work Dockets have to be retained for a longer time in the Despatching Branch, they should be sent to the Valuation Clerk in the Costing Office for noting down the cost of ink, paper, binding materials, etc., which are entered on the back of the Work Docket and then taken back again.

(5) If carriage is paid on any package or bundle, he should enter the amount on the back of the Work Docket before returning it to the Costing Office.

(6) He should keep the Work Dockets of different indents in different file boards with the name of the indent written on the flap of each board. This will facilitate easy reference. For example, all Work Dockets relating, say, to the medical indent, will be filed in a file board bearing 'Medical' on the flap; and so on.

483. The Head Clerk and the P.R. Despatching Clerk will keep a file of all Government Orders received, issuing instructions as to the despatch of copies of Civil List, Proceedings, History of Services of Gazetted Officers and all such other work and despatch them to the given addresses without giving room for complaints.

484. All Railway Receipts of Parcels and Goods or Lorry Receipts if any, should be sent by Registered Post as soon as they are received from the Transport Clerk or Carting Contractor. A register should be opened for noting the particulars of Railway/ Lorry Receipts, (outwards) and another Register for noting the particulars of Railway/ Lorry Receipts (Inwards) in the following form:-

(i) Railway, Lorry Receipts Register (Outwards).-(1) Sl.No.(2) Name and address of Consignee, (3) particulars of consignment, (4) Press and Allied Offices Invoice No. and Date, (5) Date and Time of handing over cousignment to the Transport official/ Contractor with acknowledgment, (6) Date and time of receipt of R.R. from the Contractor or official, (7) R.R. No. and date and name of Railway Station to which booked, (8) Railway Station from which booked, (9) Weight, (10) Freight paid, (11) Freight to pay, (12) Date of sending R.R. to the consignee, (13) Postal Registration No.and date with the name of the Post Office, (14) Acknowledgment received on, (15) Remarks.

(ii) Railway/ Lorry Receipt Register (Inwards).- (1) Sl.No. (2) R.R. No. and Date and name of Railway Station from which booked, (3) Name of consignor, (4) Particulars of consignment, (5) Weight, (6) Freight to pay, (7) Freight paid, (8) Date of Receipt of R.R. (9) Date and time of handing over R.R. to Transport Clerk/ Contractor, (10) Signature of Receiver of R.R., (11) Date of Receipt of consignment, (12) Date of taking to stock L.F., and (13) Remarks.

485. The Head Clerk should watch daily the receipt of consignments for which R.R.'s have been handed over for clearance and initiate urgent enquiries and report to his higher Officiers, all cases of delayed receipts. Similarly, he should watch and ensure that R.R.'s for outward consignments are brought promptly, verify the entries in the R.R. to ensure that the consignments handed over are booked without any change or loss and arrange for the despatch of the R.R. at once by Registered Post. When incoming consignments are received, they should be checked carefully, weighed, counted and taken to receipt in the appropriate registers.

Opening and Closing

486. The Section should be opened and closed only in the presence of the Head Clerk or the senior official next to him. No outsider or officials of other sections should be admitted into this Section without any official duty. All the procedures prescribed for opening and closing of Sections of the Press should be followed in this section also.

TRANSPORT SECTION

The use of the Lorry

487. The Office Lorry shall be used for transport of Railway and other consignments belonging to the Department of Printing, Stationery and Publications from and to the Government Central Press, Stationery Depot and Central Book Depot, under the general directions of the Director. The Lorry Driver shall be responsible for keeping the lorry in good mechanical and running condition, getting it serviced at prescribed intervals, and securing the vehicle license, etc. He shall seek necessary help for checking up the mechanical and electrical adjustments to the extent possible from the Mechanical Supervisor. He shall see that the Lorry is cleaned daily and ready for work any time. He should not allow any unauthorised persons to travel in or to drive the lorry nor shall he at any time permit any unauthorised article, to be carried in the lorry.

488. The Lorry Dirver should strictly observe the Traffic Rules and Regulations while driving or parking the lorry. One of the Despatching Clerks shall accompany the lorry carrying parcels or goods consignments to be booked at the Railway Station or Public Carrier Office when necessary, to see that the articles are booked correctly to their respective destinations and to obtain the Railway Receipts with addresses, weights and frieght charges noted on them. The clerk or other concerned official will note the particulars of the R.Rs. in the R.R. (Outwards) Register and send these to the respective addresses by Registered Post. Similarly, an official or some officials, shall accompany the lorry to fetch incoming consignments and attend to all connected duties.

Maintenance of Accounts of fuel and records of running

489. With a view to maintaining correct accounts of fuel, oil and parts purchased for use in the lorry and jeep and to keep correct records of running of the vehicles the following instructions are issued:

(1) Log Books shall be maintained for each vechicle to be kept up-to-date by the drivers concerned with the assistance of the Foreman, General Stores in whose custody the books shall be. The drivers of the vehicles shall be personally responsible for the proper utilisation of the petrol or oil *on official purpose only and for rendering accounts* for these.

(2) Requisitions for fresh spare parts, etc., shall be made in a register separately maintained for the purpose. In the case of petrol and diesel, the requisitions are to be made in the form given by the firm who offer to supply at Government approved rates in response to our enquiry, and prefer bills once in a month. These shall be in the custody of the Foreman, General Stores, and are to be got signed by the Officers authorised, on requisition in the register also. The stock certificates, etc., may be issued at the time of passing the bills with reference to the requisition book and the register.

(3) Requisition for transport may be made in the prescribed register and got approved by the Senior Deputy Director, duly noting the date, time and purpose for which required. This register shall also be in the custody of the Foreman, General Stores.

(4) The entries in the log books shall be scrutinised and attested by the Deputy Director (Administration and Accounts) who will take note of the fuel consumed with reference to the mileage recorded and check that the fuel consumed tallies with the mileage. This may also be scrutinised by

the Internal Audit Section daily before it is submitted to the Deputy Director (Administration and Accounts).

(5) The keys of both vehicles shall be in custody of the Drivers when the vehicles are in use, and shall be deposited at the Time Office at the end of the day duly sealed. The duplicate keys shall be kept in the cash chest of the Press Office.

(6) The important records like the registration certificate, guarantee certificate, etc., shall be in the custody of the Foreman, General Stores who will also look after their renewal and remittance of taxes, etc.

(O.O.No.434/1966-1967)

Arrangements for despatch and receipt of consignments

490. In Order to regulate the regular and prompt despatch and receipt of all consignments the following arrangments are ordered.

(1) One Second Division Industrial Official of the Government Press, Bangalore of this Department is placed in charge of all General works connected with the transportation of consignments from the Government Press and allied offices to the Railway Station and *vice versa* and in his absence from duty, any other official of the Department specially authorised for this purpose who will be suggested by the Assistant Director, Despatching Branch will attend to this work. He should exercise great care and take all necessary precautions in the work to ensure safety of Government property, proper timely booking and correct despatches. This Official, the Driver of the Lorry and the cleaner will all be responsible for the safe transport of all articls to and from the Press.

(2) In all cases of incoming consignments of papers and paper boards whose value does not exceed approximately Rs.10,000, the R.R. may be endorsed for delivery of the consignments to the Second Division Clerk and in the case of papers and boards of value between Rs.10,000 to Rs.50,000 the R.R. may be endorsed in favour of the Assistant Store Keeper, Stationery Stores and in cases where the value exceeds Rs.50,000 the endorsement of this R.R. will be made in favour of the Manager, Stationery Stores. The Senior officials should be assisted by other Junior officials and the Second Division official in charge also, and they may utilise the service of any other officials they require.

(3) In all cases of incoming consignments of materials other than the papers and boards where the value of the material does not exceed Rs.5,000, the R.R. will be endorsed in favour of the Second Division Clerk in charge, and of materials of value between Rs.5,000 and Rs.10,000 the endorsement will be made in favour of the Assistant Store Keeper in respect of Stationery Stores, and in favour of Store Keepers in respect of General Stores, P.Z. Stores, and where the value of the materials exceeds Rs.10,000 the R.R. may be endorsed in favour of the Manager, Stationery Stores or the Foreman in respect of the General Stores and the Store Keeper in respect of P.Z. Stores. The Senior officials should be assisted by other Junior officials and Second Division official in charge also, and they may utilise the services of any other officials they require.

(4) The officials in whose favour the R.R. is endorsed will accompany the lorry along with the Second Division Clerk incharge and shall personally obtain delivery of the consignment from the Railways after inspecting the Stores and satisfying themselves that the goods are received correctly and in good conditions, and may utilise the services of other officials, Packers and Class IV Servants as may be required.

(5) As regards incoming consignments of Type writers and other materials connected therewith, the R.R. may be endorsed to the Store Keeper in charge of Typewriter Stores and he may accompany the Lorry along with the Second Division Clerk in charge and shall personally obtain delivery of the

consignments from the Railways after inspecting the stores and satisfying himself that the same are received correctly and in good condition and may utilise the services of other officials, Packers and Class IV Servants as may be required.

(6) In all cases where open delivery of the materials has to be obtained from the Railways, the Gazetted Officer in immediate charge of the Stores Sections concerned will go over to the Railway Station and take delivery of the goods after inspection of the Stores and satisfying himself of the good condition and correctness of the materials. He shall exercise the utmost care in receiving open delivery and see that all discrepancies, shortages and imperfections of all kinds are recorded and ensure that there will be no loss to Government. The R.R. should be handed over to the official in whose favour the R.R. is endorsed only after getting his acknowledgment in the Register maintained.

(7) As regards outgoing consignments, the Head of the Stores or other Sections despatching the materials will get the materials securely packed and affix the correct address of the consignee over the bundles. Afterwards, the bundles should be weighed and their weight should be recorded in the Register of Bundles where one such book is already in use, or in a separate register to be opened for this purpose, if there is no suitable book. The bundles so made ready for despatch when complete with all necessary documents like Railway Risk note and Railway Credit note, etc., may be delivered to the Second Division Clerk in charge or in his absence of a specially authorised official in his place for booking the bundles at the railway station. In the case fo goods of Stationery Stores, one of the officials of the Stationery Stores will also accompany the Second Division Clerk (Industrial). The Second Division Clerk (Industrial) in charge will attend to the booking of all consignments and get the R.R. in respect of all the bundles so despatched, on the very day of their despatch and hand over the same to the Manager, Sationery Stores, in the case of Stationery Stores, and to the respective Store Keepers in respect of other Stores (under acknowledgment to be got in a Register maintained for the purpose) who will get the R.R. verified with regard to the correctness of the particulars like the address, station, freight of consignments, etc., furnished therein and report any discrepancy forthwith to the Gazetted Officer in immediate charge and obtain orders thereon. Further, these officials of the Stores should despatch the R.Rs. on the very same day to the respective consigness by Registered Post. Any assistance required by the Second Division Clerk (Industrial) incharge when heavy consignments are to be attended to may also be arranged for, on his request. Further, the Railway/ Lorry Receipt Register, (outwards) and Railway/ Lorry Receipt Register (inwards) should also be maintained by the officials concerned in respect of all the Stores and Sections where Railway Receipts are being received and also Railway Receipts are being sent to outward Stations. The Officers in charge of the several Stores, the Store Keepers, the Sectional Heads and the other concerned officials should watch and tkae action till the receipt of the consignment and make necessary entries in the inward Registers, in the case of inward consignments, till the Invoice is received back with due acknowledgment in the case of outward consignments.

(8) In the case of the Government Stationery Depot, the Railway Receipt Register 'Inwards' referred to above should be maintained by the official who is entrusted with the writing of the R.Rs. and Credit Note Books. But the register should always be in the Custody of the Supervisor, Government Stationery Depot Office, and likewise the Railway Receipts Register 'Outwards' should be maintained by the Assistant Store Keeper of the Government Stationery Stores and it should be in the custody of the Manager, Government Stationery Stores, Bangalore and in case of the other Stores of the Department, the respective Store Keepers in charge of those stores will maintain these two Registers.

(9) In the case of Forms Stores, the Railway Receipt Registers (Inwards and Outwards) shall be maintained by the Cheif Despatcher, in whose custody they shall be.

(10) In all cases of 'Inward' or 'Outward' consignments, the Supervisor, Stationery Depot, the Manager, Stationery Stores, the Manager, Forms Branch, the Chief Despatcher, Despatching Branch, the Store Keepers of General and P.Z. Stores, or the Stores Foreman will personally exercise great care to safeguard the interests of Government property relating to their sections and the Driver and Cleaner of the lorry shall also at all times exercise utmost care in this regard.

(O.O. 445, dated 9th November 1966).

491. The above rules apply to the Office Jeep and the Jeep Driver to the extent applicable. The Jeep may be used for transporting smaller consignments and by Officers and officials on official work. Each of the Drivers shall pay a Security deposit of Rs. 200. The Lorry and the Jeep shall be safely parked at the close of the day's work inside the Main Gate of the Press or in the special garages provided for each vehicle.

CHAPTER-VIII
Watch and Ward and Sanitary Establishment

492. This Establishment is under the charge of a Chief Time Keeper with Time Keepers and Gate and Assistant Gate Keepers. All Night and Day Watchmen, Cycle Watchmen, Sweepers and Scavengers work under the control of the Chief Time Keeper.

The General and departmental rules prescribed for the conduct of officials and employees of the department and for the conduct of work should be observed by the officials and employees of this Branch to the extent they are applicable.

Sanitation

493. (1) The Chief Time Keeper (Time Keeper) should allot work to the several Sweepers and Scavengers and see that they discharge their duties properly. Every working Branch/ Section should be cleaned at least twice, once during each shift where work is conducted in shifts, and also as often as may be necessary. The cobwebs, etc., formed on the walls and in the roofs should be cleaned at least once a week. This work should be carried out without interfering with the work of the employees. Similarly the Scavengers should clean and disinfect the lavatories and urinals and wash basins and sinks not less than once a day and places where the use is excessive or water facility is limited should be cleaned at frequent intervals. They must keep the Verandahs, Quadrangles and open yards, gutters, etc., clean and free from accumulations of sweepings anywhere. Each Sweeper and Scavenger should be provided with a note book containing the names of the Sections and places to be cleaned by him which should be attested by the Head of the Section, testifying to the fact that the Section or place of which he is in charge has been cleaned well.

All press cuttings and oiled sweepings, collected by sweepers from each working branch shall be inspected by a responsible supervisory employee of the concerned section, of rank not lower than that of Foreman or Superintendent Grade II, before they are carried away for dumping, to ensure that no materials which should not be discard get removed.

The fact of such inspection should be recorded in the registers maintained by the Time Office, wherein each sweepers collects signatures of the Supervisory officials of the sections he has swept. These registers shall Ibe scrutinised by the Chief Time Keeper daily, and submitted to the Officer in charge once every week, and the Senior Deputy Director, and the Director once every month.

(2) The Paper cuttings, Waste papers and oiled papers and used cotton waste should be collected and stored separately in closed rooms, for disposal in due course by auction sale or otherwise. Particular care should be taken in this to guard against fire, and the places where these are stored should be carefully watched for possibility of fire.

Attendance

494. (1) Separate Attendance Registers for Ministerial Branches, and for the Industrial Branches to post from punched cards, conforming to the divisions of establishment under the system in Vogue shall be maintained. They shall also be designed to meet the requirements of the Factories Act. As an Attendance Register is a permanent record, it shall be preserved safely.

(2) It is the duty of the Superintendent Grade I (Press Office) and Holiday Order Clerk to incorporate a direction in the Holiday Order Book to hoist the Union Flag on the prescribed National Holidays such as Republic Day, Independence Day and Mahatma Gandhi Jayanthi Day and also on other special holidays when flag hoisting is enjoined, on the Press Buildings and the Chief Time Keeper shall arrange for the same with the help of the Watchmen on duty.

495. (1) The Ministerial Officials shall initial against their names in the respective Attendance Register and when they attend late with permission, they shall sign in the Late Attendance Register and also note the time. The Industrial Officials and employees shall punch their weekly cards in the electric wall clock at the time of their entry into the Press for work of each half a day and also at the time of their going out at the close of each half a day's work as approved in Government letter No.ED 271 TPS 65, dated 9th November 1965. Tentatively, the punching of the cards during egress may be done by the Time Keeper, till the number of Punching clocks is increased. It is the duty of the Chief Time Keeper/ Time Keeper to see that each official/ employee punches only his card, and the cards of absentees are not punched, and to arrange the cards in the racks before they are punched and to collect them all after they are punched.

(2) Immediately after the cards are punched, the Time Keeper should arrange for the posting of the time of entry of each official/ employee in the conerned Attendance Register which shall be checked by another two officials allotted for these duties. The cards must be used for overtime work also. They must be preserved safely till the audit of the accounts is over.

Security

496. (1) The Chief Time Keeper shall be responsible for regulating the ingress and egress of employees in the Press and see that none leaves the Press during working hours without a leave memo or a proper Pass out and no article is taken out of the Press without a valid Gate Pass. He should see that the Gate is never left unguarded. He must also maintain a Movement Register to record the time of officials and employees going out of the Press on duty and the time of their return and submit it to the Assistant Director in charge.

(2) The tiffin carriers and any other receptacles are not allowed to be taken inside the Press by the employees. They must keep them in the racks provided for the purpose in a room next to the Time Office, and take them out during interval and at the close of their work.

(3) All Industrial employees except Clerks, Proof Branch officials and Supervisory staff are subject to search whenever they pass out of the Gate. The Chief Time Keeper, Time Keeper or Gate Keeper is authorised to ask any suspected employee to stay back for detailed search at the time of egress of the employees.

497. (1) The Chief Time Keeper should daily go round the Branches and see that the Branches and the verandahs, stair cases, open yards, lavatories, urinals, wash basins, etc., are properly cleaned, windows and ventilators, walls and roofs are cleaned of cobwebs, etc. He must also daily check the Task books of Sweepers and Scavengers and submit them to the Assistant Director in charge once a week. Whenever bundles are loaded in the Lorry or Cart, etc., for transport to Railway Station or other places, he should check the number of bundles loaded for verification with the gate pass. He should also take charge of the bales/ bundles, crates, etc., received into the Press, out of office hours and

deliver the charge to the respective Stores the next day. Both the Chief Time Keeper and the concerned Store Keeper, are jointly responsible for all unopened bales/ bundles/ crates, etc., lying in the open quadrangles. For this purpose the concerned Store Keeper must maintain a Register showing the number of items with their contents, etc., lying at the close of each day in open places and submit to the conerned Assistant Director in charge. He must also check the stock of all such materials both at the beginning and close of each day and ensure that there is no loss, till such stores are removed to locked rooms.

(2) The Chief Time Keeper and the Time Keeper will supervise the work of the Cycle Stand Watchmen and ensure that proper care is taken for the safety of the cycles.

Garden and open spaces

498. The Chief Time Keeper and the Time Keeper will also supervise the work of the malis transferred from the Department of Horticulture and allot work for them and see that the premises are neatly kept with suitable plants being planted and maintained.

Water Supply to the Press

499. (1) Water supply to the Government Press is from two sources, viz., from the main pipes services of the Bangalore Water Supply and Sewerage Board and from the Borewell installed exclusively for supply to the Government Press. The supply from the sources of the Water Supply Board is filtered water and should be used for drinking and such other purposes only which require filtered water.

(2) There are various overhead tanks and sumps, with pumping arrangments to keep the tanks full. The overhead tanks and the sumps situated behind the Lino Casting Section, shall be serviced by the Time Office, and the sump and overhead tanks situated near Photo Zinco Section by the Offset Branch, by making suitable arrangements to switch the pumpset on and off as required.

Operation and maintenance of the Borewell shall be attended to by the Time Office.

(3) Though water from the borewell is meant for industrial use, washing purposes and gardens only, water from the borwell shall be got analysed by sending samples every six months to the Testing Laboratory, for chemical analysis, and ensuring that the water is safe for use.

Closing of the Press

500. Before the closing of the day's work the supervisory staff of each Branch should satisfy, (a) that all employees have gone out of the Branch / Section, (b) that all windows and ventilators are securely closed; (c) that there is no naked fire or other indication of danger, (d) that the main switches of the Lighting, Heating and Power lines in the Branch are put out. The Electrician should switch off the main Lighting, Heating and Power lines, except the lighting line feeding the lights in the quadrangles and around the premises of the Press buildings. A register should be maintained along with the Report form, to make a daily report in this behalf to the Director next morning, in which the respective Heads of Sections should state that nothing unusual was observed on opening their respective branches next morning if nothing unusual was observed, or note any other result of their observation worth taking note of. The Chief Time Keeper or Time Keeper on duty, with the help of the Night Watchmen should also go round the Branches to make sure that they are properly locked and sealed also, where necessary, that there is no naked fire or half burnt articles such as cotton waste and oiled papers and make a report to the Director through proper channel immediately anything untoward is noticed. The Officer in charge of Watch and Ward should scrutinise the above registers daily.

Fire Extinguishers and precautions against Fire

501. Fire extinguishing appliances such as Acid Cones, Sand and Water Buckets, etc., have been installed at key points, for ready use in case of fire accidents. It is an important duty of the Chief Time Keeper under instructions from the Officer in charge of Watch and Ward, to go round and inspect

these installations at least once a day. He must also arrange for a fire fighting practice once a month, of the employees trained for this work. The Labour Welfare Officer also should inspect the fire-extinguishing installations and ensure that the instructions are carried out.

Government, after consideration of the proposal for insuring properties of the Government Presses, have ordered that the question may be dropped and necessary steps taken to prevent accidents to the extent practicable.

(Leeter No. ED 127 TPS 67, Dated:23rd December, 1967)

The following steps have been taken to prevent fire accidents as far as possible.

(i) Smoking and use of fire within the work rooms of the Press and offices of the Stationery Depot and Book Depot and anywhere near materials has been strictly forbidden from a long time. Smoking or use of fire or of match sticks in offices or work rooms or near places where materials like papers and others are stored is considered a very grave offence, punishable with dismissal from service. Anyone found smoking within the offices or work rooms or near places where materials are stored or in places likely to result in danger, or using match sticks or lighting any kind of fire except for authorised work with full safeguards and taking all proper care to put out the fire, will be liable for dismissal.

(O.O. No.220/66-67, Dated:27th July 1966)

(ii) At the close of work each day, before the work rooms are closed, at least one of the Watch and Ward staff must go round carefully, all portions of the work rooms including old corners and places not easily visible to ensure that there is nothing in the work rooms likely to cause fire or other damages or theft. This check should be in addition to the check strictly ordered to be conducted by the Supervisory officials before the work rooms are closed, and should be independent of it.

(O.O. No.221/66-67 Dated:27th July, 1966)

(iii) The Head of the Branch, i.e., the foreman/ Overseer/ Supervisor/ Manager should furnish a certificate in a prescribed form for having checked the rooms before they are closed. In addition the Officer in charge of the last shift after which the press is closed, should go round all the works sections at the close of the shift, after the employees have left, and ensure that the instructions of detailed check by the Watch and Ward staff and the Supervisory officials are fully complied with.

(iv) The Night Watchmen who go on rounds should be on the look out for any mishap like fire or theft and their rounds have been so prescribed as to enable them to have a view of almost all parts at as close a point as they could go. The Electricians should ensure that all the mains are switched off including lighting connections of the interiors. A register should be maintained for this purpose and the Electricians should affix their initials for having ensured the switching off and on.

(v) The Night Watchmen who go on rounds should also check up with the help of the torches provided all interior portions as could be seen. The Police Patrol deputed to the Press should also similarly check up all places when they go on their rounds.

(vi) Fire fighting equipments are installed at all appropriate places on the advice of the Fire Services Department, and arrangements made to train several employees in fire fighting.

(vii) Government officials and employees moving from their place of work to other office rooms and work rooms is strictly forbidden, unless such movement is on official work. Movement of officials and employees from one section to another not only dislocates the work but also makes it difficult to fix up responsiblities for any happenings in any of the sections. Contravention of this order will be severely dealt with.

(O.O. No.219/ 66-67, Dated:27th July, 1966)

(viii) No bicycle lamps should be taken into the Press and very bicycle lamp must be left at the gate or outside the gate. Anyone found in possession of a bicyle lamp within the work rooms will be very severely punished.

(O.O. No.218/ 66-67 Dated:27th July 1966)

First Aid

502. The Chief Time Keeper should go round the Branches where machines are working, to see that the First Aid Boxes including the one at the Main Gate are replenished with the standard medicines and bandage materials, ready for use. He must also be conversant with requisitioning of Ambulances from Hospitals. The Labour Welfare Officer also should by periodical inspections ensure that the First Aid Boxes are maintained properly.

Duties of the Night Watchmen

503. There are at present nine Night Watchmen in service. Seven of them are attached to the Press Office and two are attached to the Stationery Depot. They will be combined to function as one Unit.

The following timings are fixed for the watchmen: Night-

8 P.M. to 6 A.M. (10 hours)- One batch of 4 members;

9 P.M. to 7 A.M. (10 hours)- Another batch of 3 members.

Day-

8 A.M. to 1 P.M. and 1 P.M. to 8 P.M.- One (to watch the Paper godown at the Old Central Industrial Workshop or any outside building).

One weekly holiday will be allowed to the Watchmen by rotation.

When any of the Watchmen are on authorised leave, suitable adjustments may be made ensuring that all the duties are attended to and no portion neglected.

504. During the night, the Watchmen will work in 3 batches of two members each (or even more when the strength permits). One batch will be on watch at the front gate, the second batch will be on watch at the back Watch tower, and the third batch will be on rounds. They will interchange their duties at regular intervals of $2^{3}/_{4}$ hours and will be on rounds as indicated below:

10 P.M. to 12-45 A.M. .. 1st Batch

12-45 A.M. to 3-30 A.M. .. 2nd Batch

3-30 A.M. to 6-15 A.M. .. 3rd Batch

The batch engaged on rounds during each of the three periods fixed, will punch the Tell-tale clock dial at regular intervals of 45 minutes each, with different keys placed inside boxes fixed at several places indicated below:-

1. Front wall of the Stationery Office;

2. New Stone Building in front;

3. Director's quarters;

4. Watch Tower at the back side;

5. Paper Shed Watchmen's room or other place outside the present buildings.

Route for the rounds of the Night Watchmen

505. (1) The exact route to be followed by the batch of watchmen going on rounds will be as indicated below:-

"Starting from the main gate, they will proceed by road encircling the new stone building, pass in front of the Director's quarters, turn to the left to inspect the verandah of the new building, turn back and then walk along foot-path to the outside of the Confidential, Despatching and Binding Branches and enter into the passage by the side and enter into the backside Watch Tower through the hind door, and observe from the tower height all round carefully; they will inspect the open space between the Press building and the Election Hall, come out again through the same hind door, pass round the Election Hall shed, then proceed to the Paper Godown at the old Central Industrial Workshop, inspect it carefully, then pass in front of the Electricity office to the Press compound, and enter into the passage by the side of the Care Printing and Photo Zinco Printing Sections and back side of the Stationery Stores, and finally be back to the starting point."

(2) It will be the duty of the Watchmen going round the building on patrol with the Tell-tale clock to note carefully that everything is in order, that there are no suspicious movements, traces of fire or smoke anywhere in the Press premises, etc. Any traces of fire or smoke, or any attempted or suspected theft should be immediately reported to the Policemen on Bundobust duty and to the Director also, and to the Time-keeper the next morning.

506. The Time-Keeper will open the Tell-tale clock daily once during the day with the key provided for the purpose, take out the punched dial and substitute the same by a new one. The timings punched on the used up dial will be recorded by the Time Keeper in a register maintained for the purpose. He will examine the timings carefully to see that there has been no slackness in duty on the part of the Night Watchmen. Any slackness in duty on the part of the Night Watchmen, should be reported by the Time Keeper to the Officer in charge of Watch and Ward immediately for necessary action. The Tell-tale clock timings record register should be submitted to the Officer in charge of Watch and Ward once every day and to higher Officers once a week. The Time Keeper will arrange to wind the clock once every 7 days with the winding key.

Police Guard

507. (a) A Police Guard consisting of one Head-constable and seven constables has been sanctioned for guarding the premises of the Government Press, Bangalore. in G.O.No.P.5622-23/Pol.83-36-5 dated 23rd March 1937 and G.O.No.HD 132 dated:30th July 1959.

(b) The Charter of duties to be performed by the Police Head-constable and Constables as already drawn up and approved by the Inspector General of Police in his letter No.41/RIN/2/65, Dated:12th April 1966, as reproduced hereunder has to be implemented.

(1)	To guard the Main gate from 6 A.M. on a particular day to 6 A.M. on the following day by shifts, (24 hours). It will also be the duty of these Police Constables to discourage assembling of men in crowds at or near the main gate, inside or outside the Press premises, and to keep an eye on any suspicious persons entering the Press or havering about and such other duties in the interest of security.	Three Police Constables.
(2)	To guard the hind portion of the Press Premises and the old Central Industrial Workshop Paper shed from the Watch tower at the back side of the Press buildings during the period from 10 P.M. on a particular day to 6 A.M. on the following day (8 hours). They should be on the look out on all the sides visible and must take all measures to ensure security.	Two Police Constables.

(3)	To go on rounds on patrol duty, taking the route indiciated below during the period from 10 P.M. on a particular day to 6 A.M. on the following day. It will be the duty of these Police Constables to note carefully that everything is in order, that there are no suspicious movements, etc. Any attempted or suspected theft should be immediately dealt with and reported to the Time Keeper the next morning and in serious cases to the Director at once. They should particularly examine during each round all places in the Stone Building and verandahs and quardrangles where papers or books are stocked.	Two Police Constables.

Exact route to be covered by the Police Constables on rounds duty

"Starting from the main gate, they will proceed by road encircling the new building, and scanning it, pass in front of the Director's quarters, turn to the left to inspect the Verandah of the new Building, return in the same way and come out of the quarters compound, then walk along the foot-path of the main road observing the Confidential, Despatching and Binding Branches, and enter into the back side watch tower through the hind door, walk across the path at the rear to the foot of the other tower inspecting the open space between the Press Buildings and the Election Hall, come out again through the same hind door, pass round the Election Hall, then proceed to the Paper Godown at the Old Central Industrial Workshop, inspect it carefully, then pass in front of the Electricity office to the Press compound and enter into the passage by the side of the Care Printing and Photo Zinco Printing Sections, and finally be back to the starting point."

(4) The Head Constable should be on checking duty from 10 A.M. on a particular day to 6 A.M. on the following day. He should supervise the work of the Police Constrables on patrol and watch duties and also the work of the Night Watchmen of this Department, who go round the building on patrol with the Tell-tale clock. Any slackness in duty on the part of the Police Constables should be reported by the Head Constable to the Police Inspector, High Grounds Police Station, Bangalore, and slackness in work on the part of the Night Watchmen should be reported to the Assistant Director in charge of Watch and Ward at the Government Press, Bangalore, immediately.

The duties of the Police Constables and the Head Constable are therefore prescribed as per the Charter described above, and they shall work strictly according to the Charter prescribed.

(c) A register of attendance shall be maintained in respect of the Police Staff, which shall be in the custody of the Chief Time Keeper, who should submit them daily to the Officer in charge of Watch and Ward, and once in a week to the Senior Deputy Director and the Director. Once in every month a statement should be got prepared by the Chief Time Keeper wherein should be noted the dates on which the staff posted to the Government Press are absent, as seen from the register maintained. A copy of the statement should be forwarded to the Inspector of Police, High Grounds Police Station, Bangalore for appropriate action and another copy to the Commissioner of Police, Bangalore, for information.

(d) The Police Constables who are posted for duty as per Sl.Nos. 1, 2 and 3 of the Charter, should at the completion of their duty record the fact of having completed the guard duty in the register prescribed, and kept in the custody of the Chief Time Keeper, and record and report any untoward happening at the time of their guard duty. This register shall be submitted daily to the Officer in charge of Watch and Ward and to the Senior Deputy Director and the Director once in a week, The Police staff on guard duty should work in co-operation with the Gate staff for conduct of work as prescribed in the Charter and should report to the Officers of this Department if any difficulty is experienced. The Registers of Patrol Duty and Guard Duty may be as per the columns prescribed.

(e) The Watch and Ward Officer may conduct inspection and surprise checks to ensure that the duties are performed correctly.

Register of Patrol Duty

Date	Names of Police Constables on patrol duty	Signature of Police Constable after satisfactory completion of watch duty	Names of Night watchmen on rounds
	Signature of Night watchmen after satisfactory completion of watch duty.	Remarks of the Head Constables.	Remarks

Register of Guard Duty

Date	Name of the Police Constable doing First Turn (Main Gate)	Signature of Police Constable after satisfactory completion of guard duty	Name of the Police Constable doing Second Turn (Main Gate)
Signature of Police Constable after satisfactory completion of guard duty		Name of the Police Constable doing Third Turn (Main Gate)	Signature of Police Constable after satisfactory completion of guard duty
Name of Police Constable doing duty (Hind Portion of the press 10 p.m. to 6 a.m.)		Signature of Police Constable after satisfactory completion of guard duty	Name of Police Constable doing duty (C.I.W. shop-shed-10 p.m. to 6 a.m)
Signature of Police Constable after satisfactory completion of guard duty		Remarks of the head Constable	Remarks

(Office Order No. 390/67-68, dated:27th October 1967)

Route for rounds of the Night Watchmen inside the Press

508. With a view to provide for beats by the Night Watchmen inside the Press also as a preventive against mishaps like Fire and to provide for close watch of the various branches of the Press, one batch of the Night Watchmen will follow the route below (from 21st March 1970)

(1) The Watchmen on duty starting from the Offset Printing Branch will proceed through the steps of the said Branch and then turn towards the Camera Room towards the right side and return to the Stationery Office Verandah, then proceed in the Verandah in front of the Director's Chambers, Costing Office upto the Deputy Director's Chambers and proceed, via the Verandah of the Press Office, Book Depot Office, Senior Deputy Director's Chambers, and upto the Internal Audit Section Office through the passage, and climb down through the steps, go round the Cycle Stand, check up the Book Depot Sales Office and its vacant places.

(2) They then enter through the Time Office Gate, check up the Stationery Stores and proceed in front of Gazette Despatching Branch and Financial Despatching Branch) and return on the same route, go near the lavatories of the Second quadrangle and check up and proceed further in front of the P.R. Despatching Branch upto the Encyclopaedia Branch, (i.e., new Confidential Branch) Spare parts Section of the General Stores and return.

(3) They then enter through the third Gate, turn to the left side, proceed in the Verandah and check up the Display Room, the General and Gazette Composing Brnaches and return, climb up the steps to the Proof Branch (later Forms Branch), check up the corner, look round on all the sides of the buildings visible, and proceed further to the Proof Branch Verandah, and proceed via-the passage beside the Hour Account Branch, check the Machine Branch return in front of the Lino Operating

Branch, then turn to the left side towards Legislature Composing Branch and proceed further, viz., Despatching Branch, Type Stores, etc., climb up the steps of the Forms Branch and continue to go upto the bath room there and observe from a height carefully the entire Machine Branch and Binding Branches and return, climb down proceed through the newly opened passage of the Kannada Gazette Composing Branch and check up Verandah between the rear side of Despatching Branch, Confidential Section and Kannada Gazette, etc., and return via., the verandahs of Type Store, Despatching Branch, Legislature Composing Branch and through the third Gate to the main Gate.

Throughout the beat, they shall be vigilant and look out for anything untoward and ensure that all is well and that there is no trace of theft or any mishap.

CHAPTER-IX
Government Branch Presses
GOVERNMENT BRANCH PRESS, MERCARA

Origin and Management

509. (1) The erstwhile Coorg Government Press at Mercara was passed on to the New Mysore State after the States Reorganisation in 1956 and is working as the Government Branch Press, Mercara. The staff which consisted of only one Manager, Compositors, Machinemen and Binders with a total of 22 persons in 1956, has been now augmented to work in two shifts with considerably increased strength.

(2) The Press caters for all authorised printing requirements of the several Government offices in Coorg and South Kanara Districts, except standardised departmental forms and registers which are printed and supplied from the Government Press or its Branches. The daily outturn and the work load in this Branch Press are reported to the Senior Deputy Director and Director who will allot work according to the exignecies of Government work.

510. (1) The Senior Deputy Director, Government Central Press, Bangalore, is the Officer in administrative charge of this Press and will inspect this Branch Press once a month, scrutinise its working, issue spot instructions regarding the execution of the several works especially those in arrears, and suggestions for improvements and sanctions all leave. The Director will inspect this Branch Press at least once a year.

(2) The general and departmental rules prescribed for the execution of several works, for the donduct and procedures of work in the several sections and for the attendance and the conduct of the several officials and employees at the Government Central Press, Bangalore, shall be observed in this Branch Press also, to the extent they are applicable.

511. The Branch Press, Mercara, has been registered under the Factories Act, 1948 and the registration shall be renewed every year. All relevant provisions of the Act and Rules thereunder shall be complied with by the Manager. He is deemed as the Occupier of the Press under the Factories Act, 1948.

512. The manager is a Non-Gazetted Officer and is the Head of the Branch Press and shall be responsible for all correspondence, Accounts and Cash transactions on the ministerial side and for the speedy and proper execution of all printing works entrusted to this Press on the technical side. He is provided with rent-free unfurnished quarters so as to enable him to attend to all works received during and out of office hours without claim to any allowance in lieu of rent free quarters, with effect from 1st January 1960 in Government Orders No.ED 363 UPS 58, dated 23rd July 1960 and ED 265 UPS 60, dated, 28th December 1960. He is provided with office imprest of Rs.40 to meet contingent expenses. He is authorised to draw the Establishment Pay including his own Pay on monthly Pay Bills and Supplemental Pay Bills. Any other Bills must be countersigned by the Director. The Senior Deputy

Director grants Casual leave to all officials and employees and earned leave upto 30 days. All other leave must be sanctioned by the Director. The Press works in two shifts. The Manager is assisted in his work by an Overseer. Both together will look after the two shifts-one in each shift.

513. The establishment consists of (1) Ministerial Branch, Works Clerk (Industrial), and Miscellaneous Branch; (2) Composing Branch; (3) Printing Branch and (4) Binding Branch. The general and technical rules prescribed for these Branches at the Government Central Press, Bangalore, apply to them, in this Branch Press to the extent they are applicable.

Attendance

514. The rules regarding Attenadance are the same as in the Government Central Press, Bangalore.

General Instructions

515. (1) As per rule 414 of the M.C.S.Rs. the Heads of Offices and Departments should attach to their salary bills for May each year, a certificate to the effect that the Service Registers of officials and employees in their Offices have been duly verified to the end of March each year in accordance with the prescribed rules and found to be correct.

(2) It is the duty of the Manager and Holiday Order Clerk to incorporate a direction in the Holiday Order to hoist the Union Flag on the prescribed National Holidays such as Republic Day, Independence Day and Mahatma Gandhi Jayanthi Day and also on other special holidays and occasions when Flag Hoisting is enjoined, on the Press Buildings and the Time Keeper shall arrange for the same with the help of the Watchmen on duty.

Supplies of Stores

516. These are supplied on a consolidated indent placed by the Director of Printing, Stationery and Publications with the approved contractors/ suppliers, either directly or through the Government Central Press, Bangalore. These are stocked in a separate room in charge of a Store Keeper. The rules of inspection, scrutiny regarding quality and quantity and taking to stock and passing the Bills and issue to the several Branches, etc, and the periodical Stock Verification prescribed at the Government Central Press, Bangalore, should be observed in this Press also.

517. (1) The several Forms and Registers prescribed for use in the several Branches including those of the Costing Section of the Government Central Press, Bangalore, shall be maintained in the several Branches of this Press, also to the extent necessary.

(2) The following returns should be submitted to the Director of Printing, Stationery and Publications, Bangalore, in due time.

1.	File of Printing work done with a report of outturn and paper consumption	Daily
2.	Summary of chargeable and Non-chargeable hours	do
3.	A.C. and D.C. Bills	Monthly or whenever necessary at even a shorter interval.
4.	Overtime Allowance Bills	In the month immediately after any overtime work
5.	Census of Government Servants or any similar Statistical Statement	Annually
6.	Administration Report	do

7.	Inventory	do
8.	Report of Main activities	do
9.	Progress report of all the Branches	Monthly
10.	Pendency Statement of works	do
11.	Expenditure Statement	do
12.	Revenue Statement	do

Care of plant and machinery

518. It shall be the responsibility of the Manager to see that the Overseer and the concerned employees maintain the machines and other plant in a clean and efficient working condition, and report any breakage to the Senior Deputy Director with a full report of the cause and the employee at fault. The Mechanical Superivisor, Overseer and or the Mechanic of the Central Press, Bangalore, will be deputed by the Director to set right these machines whenever necessary.

Care of premises, watch and ward, welfare and sanitation, precautions against fire and theft

519. The Time and Gate Keeper or other official entrusted with these duties shall follow all the rules prescried in this behalf at the Government Central Press, Bangalore, to the extent applicable.

520. Daily at the close of work, the Supervisory staff should personally satisfy that (a) everything in the Branches is normal, (b) that there is no one inside, hiding or sleeping, (c) that all windows and doors are securely closed, (d) that there is no Permanent of any fire or other source of danger, (e) that the electric current is switched off on all lines and (f) then close the main doors, lock and seal if necessary, and record a certificate to this effect in the prescribed Register and in the prescribed Report form. On opening the Branch for work at the commencement of each day, the Supervisory staff should record a certificate in the Register and also in the Report form that everything inside was all right and nothing untoward was visible in the Branch and hand over the Report to the Time Keeper.

(O.O. No. 690 Dated:17th February 1966)

GOVERNMENT BRANCH PERSSES, DHARWAR / GULBARGA

ORIGIN AND MANAGEMENT

521. On the formation of the New Mysore State in 1956 it was found necessary to expand the Department of Printing, Stationery and Publications, with a view to meet the Printing and Stationery requirements of the developmental activities of the new Government and of its several departments. Therefore the establishment of one Government Branch Press at Dharwar has been sanctioned in Government Order No.ED 77 MLC 62, Dated:30th October 1962 and the establishment of another Government Branch Press at Gulbarga has been sanctioned in Government Order No.ED 105 MLC 62, Dated: 29th December, 1962.

522. (1) The Branch Press at Dharwar started functioning with a Deputy Director in charge in a temporary building on 12th November 1962. It has since been moved to its own new buildings newly constructed in Doddanaikankop on 1st December 1966.

(2) The Branch Press at Gulbarga started functioning with a Deputy Director in charge in the barracks of the Central Jail, Gulbarga, on 3rd January 1963. The Press has moved to new Buildings (of the same type as for the Government Branch Press, Dharwar) in old Aiwan-e-Shahi area from 1st February 1969.

523. These two Branch Presses have taken over the printing requirements of the several Government Offices in the two Revenue Divisions, namely Belgaum and Gulbarga from the Government

Central Press, Bangalore. The two Presses are also expected to publish District Government Gazettes containing the Notifications of the District and Divisional Heads of several Government Offices, and also of the local Authorities situated in the respective Divisions, thus taking away much load from the Government (Central) Gazette in all its parts except Parts I, II, III (i), IV, V and VII. This will eventually reduce the number of copies of the main Government *Mysore Gazette* to be printed and the cost of printing and paper.

524. Direction-A Deputy Director is in charge of each of the Presses with the Ministerial and Industrial staff sanctioned for the respective Presses. He is responsible for the maintenance of discipline among the staff and for the safety of the Premises and Care of the Plant and machines. He is provided with rent free quarters, so as to enable him to attend to all works received during and out of Office Hours (G.O.No. ED 14 TPS 64, dated:11th March 1964). He is responsible for the administration of the Press and execution of work therein and must enforce the observance of all general and departmental rules prescribed for the attendance and the conduct of officials and employees and for the execution of the works in the Government Central Press, Bangalore, in the Branch Press of which he is in charge also, to the extent they are applicable.

525. The Deputy Director will exercise of the administrative and financial powers delegated to him, as detailed in Chapter I. The Deputy Director, Government Branch Press, Dharwar is given a permanent advance of Rs.1,000 as an Imprest and the Deputy Director, Government Branch Press, Gulbarga an advance of Rs.250 as an Imprest. The Director of Printing, Stationery and Publications will inspect in detail at least once a year, the working of the several Branches of the Branch Presses.

526. (1) The Establishment consists of (a) Ministerial Branch, (b) Industrial Clerical and Miscellaneous Branch, (c) Composing Branch, (d) Printing Branch, and (e) Binding Branch. The general and technical rules prescribed for these branches, for the procedure and conduct of work in the several Sections, and for the maintenance of several prescribed Forms and Registers, in the Government Central Press, Bangalore, apply to these Branches in the Branch Presses also to the extent applicable.

(2) These two Branch Presses work only in one shift and the working hours are the same as for the General Shift in the Central Press, Bangalore.

General Instructions

527. (1) As per rule 414 of the M.C.S.Rs. the Heads of Offices and Departments, should attach to their salary bills for May each year, a certificate to the effect that the Service Registers of officials and employees in their Offices have been duly verified to end of March each year in accordance with the prescribed rules and found to be correct.

(2) It is the duty of the Superintendent Grade II (Office) and Holiday Order Clerk to incorporate a direction in the Holiday Order to hoist the Union Flag on the prescribed National Holidays such as Republic day, Independence Day and Mahatma Gandhi Jayanthi Day and also on other special holidays and occasions when Flag hoisting is enjoined, on the Press Buildings and the Time Keeper shall arrange for the same with the help of the watchmen on duty.

528. The several Forms and Registers including those of Costing Section prescribed for use in the Government Central Press, Bangalore, shall be maintained in the several branches of the Branch Presses also to the extent necessary.

529. Each Branch Press will undertake the authorised Printing works of the several Government Offices situated in the Division and in addition the Director will allot any other work, urgent or ordinary, to the Branch Press to keep it fully employed.

Supply of Forms and Registers

530. (1) The financial forms, common forms and forms under Treasury Code which have been standardised and which were formerly being printed and supplied by the Government Central Press, Bangalore, shall be printed and supplied at the Branch Press, Dharwar and Gulbarga in order to meet the requirements of the offices located in the Belgaum and Gulbarga Revenue Divisions respectively with a view to make available the forms to those offices as expeditiously as possible.

(2) Regarding the quantity to be printed of the several forms, indents in respect of these forms shall be called is for from all the indenting offices of the respective Divisions as per programme of cycle of indents. On receipt of the indent, consolidated indents shall be prepared departmentwise and the quantities required in each item shall be determined keeping in view the need for economy also.

(3) Supply shall be commenced to each of the Departments as per cycle of indents and made on invoices which shall be in quadruplicate, one copy being sent to the Central Press (Forms Branch), Bangalore for reference so as to prevent double supplies. The Central Press will not supply these forms to the offices of the Belgaum and Gulbarga Divisions. A Stock and Issue Ledger shall be maintained to account for the receipt as well as supplies made to the offices. Supply on stray requisitions shall be as far as possible avoided. Even if made in special circumstances they should be against the indent of the respective offices. Supply on indents of one Division shall not be made by the other Division i.e., the Government Branch Press, Dharwar will arrange supply only to offices in the Belgaum Division, and the Government Branch Press, Gulbarga only to offices in the Gulbarga Division.

(4) Supplies made in respect of paying Departments shall be treated as chargeable and supplies made to non-paying Departments shall be treated as free of cost. In each case separate supply invoices shall be put up and Bills of cost sent to paying Departments.

(5) The District-wise Rotation Scheme for the supply of financial and common forms to the Indenting Officers of the 4 districts of the Belgaum Division and the 4 districts of the Gulbarga Division by the Government Branch Press, Dharwar and the Government Branch Press, Gulbarga respectively, has been approved to be as detailed below:

Sl. No.	Indenting Officers of	Last date for receipt of indents	Last date of supply of forms	Period to which the supply relates
1.	Dharwar District	1st May	31st August	September to August
2.	Belgaum District	1st September	30th November	December to November
3.	North Kanara District	1st December	31st January	February to January
4.	Bijapur District	1st February	31st March	April to March
5.	Gulbarga District	31st May	31st August	September to August
6.	Raichur District	31st August	30th November	December to November
7.	Bidar District	30th December	31st January	February to January
8.	Bellary District	31st February	31st March	April to March

(G.O. No. ED. 86 TPS 69, Dated:30th June, 1969)

531. (1) In addition to this the Branch Presses will print and supply the special forms used by the regional offices whenever requested for as usual, new forms being printed only with proper sanction.

(2) Common and financial forms required by the offices in Divisions other than Belgaum and Gulbarga will continue to be supplied from the Central Press, Bangalore.

Registration under the Factories Act

532. The Branch Press, Dharwar/ Gulbarga shall be registered under the Factories Act, 1948, and the registration be renewed every year. All the relevant provisions of the Factories Act and Rules thereunder shall be complied with. The Deputy Director of the Press is deemed as the Occupier of the Press under the Factories Act, 1948.

Returns to be submitted

533. The following returns, statements, reports, etc., shall be submitted by the Deputy Director in charge of the Branch Press, to the Director of Printing, Stationery and Publications, Bangalore, by the due dates indicated against each:

Sl. No.	Details of returns. etc.	Periodicity	Due date
1.	File of Printing work done with a report of outturn and paper consumption.	Daily	Daily
2.	Progress report relating to works executed, activities carried on and out-turns recorded in a month	Monthly	5th of the following month
3.	Expenditure and Revenue Statement of a month	Monthly	5th of the following month
4.	Adjustment N.D.C. bill of a month	Monthly	5th of the following month
5.	Statement of Railway Credit Notes issued during a month.	Monthly	10th of the following month
6.	Paper account of a month	Monthly	10th of the following month
7.	Arrears statement (Correspondence) of a month.	Monthly	10th of the following month
8.	Statements of Census of Government Servants or similar Statements	Annual	7th April of the following year.
9.	Administration Report	Annual	15th April of the following year.
10.	Budget estimates for the next year	Annual	15th August of current year.

Stores

534. This is in charge of a Store Keeper, (a I Division Clerk at the Government Branch Press, Dharwar and a II Division Clerk at the Government Branch Press, Gulbarga) who is responsible for obtaining several articles including Printing Papers, inks, etc., on consolidated indent, submitted to the Director of Printing, Stationery and Publications, who will arrange with the approved contractors/ firms/ manufacturers to supply the articles, direct to the Branch Press concerned with a bill of cost. Certain articles purchased in bulk at the Central Press, Bangalore will be supplied to the Branch Presses as and when required under orders of the Director. The general and financial rules prescribed for the purchase of several printing and miscellaneous articles, their inspection and proper stocking and passing of the Bills for payment, after scrutiny, issue of articles to the consuming Branches, and Stock Verification, at the Government Central Press, Bangalore, shall also be observed in the Branch Presses to the extent applicable and necessary.

535. The Store Keeper shall pay a Security Deposit of Rs.1000/- at the Government Branch Press, Dharwar and Rs.500/- at the Government Branch Press, Gulbarga. He is also responsible for the methodical arrangement of the Stores, protected from deterioration and for proper accounting of the Stores. He should not allow the officials and employees of other Sections, without valid work in the Stores. The Store-keeper and the Time and Gate Keepers are jointly responsible for the unopened bales, crates, etc., being outside the store room in the premises of the Press Building and the Store-Keeper must maintain a Register to note them every evening on closing the Press and to check them every morning on opening the Press. All inflammable articles should be kept away from the electric wiring, Motors and Switch boards, in all branches of the Press.

Care of the Premises, Watch and Ward and Sanitation

536. (1) The Time Keeper is responsible for the cleanliness and sanitation of the Press, its several Branches and the premises. He must go round the Branches to see that the Sweepers and Scavengers have attended to their duties properly, and see that the doors of all Branches, Stores, and Offices are locked and sealed also where necessary, put out naked fires, if any, at the time of closing the Press. He must see that all lights inside the Branches are put out, leaving only the lights in the Verandahs and the main gate. He must go round the Branches on opening the Press in the morning to see that everything is all right and nothing untoward has happened.

(2) The Time Keeper is responsible to record the Attendance of all officials and employee by getting them sign in the Attendance Register or punch their cards. He should not allow any of them to go out during working hours without a leave memo or pass out and maintain a Movement Register for nothing the time of going out and return of officials and employees on duty. He should not allow outsiders into the Press, without the permission of the Officer.

(3) The Time Keeper and Gate Keeper search persons of all Industrial employees except those of Proof Branch, Supervisory staff and other exempted categories.

(4) Daily at the close of work, the supervisory staff should personally satisfy that (a) everything in the Branch is normal (b) that there is no one inside, hiding or sleeping; (c) that all windows and doors are securely closed; (d) that there is no remnant of any fire or other source of danger; (e) that the electric current is switched off on all lines by the Electrician or other designated employee; and then close the main doors, locked and sealed if necessary, and record a certificate to this effect in the prescribed Register and in the prescribed Report form and hand over the latter to the Time Keeper. On opening the Branch for work at the commencement of each day the Supervisory staff should record a certificate in the Register and also in the Report form that everything inside was all right and nothing untoward was visible in the Branch and hand over the Report to the Time Keeper.

(5) All orders regarding precautions against fire and theft, beats by night watchmen and others of general applicability prescribed in the Central Press, Bangalore shall apply to the Branch Press also with only modifications necessary to suit the circumstances obtaining in these Presses. The Deputy Directors shall examine all these and prescribe suitable procedures and measures.

HIGH COURT PRESS, BANGALORE

Origin and Management

537. Consequent to the increased demands for printing of the High Court Works, especially the case lists and other daily papers, and on the recommendation of the High Court, Government accorded in their Order No.GAD 28 SHC 62, Dated, 1st October 1962, sanction for the installation of a small self-contained printing press in the premises of the High Court. This Press was started on 14th February 1963. The adminsitration of and financial control over the staff recruited for the High Court

Press vested with the High Court itself. A Technical Officer of the Government Central Press, Bangalore selected by the Director would supervise the work of this Press, beyond his normal hours and a Supervisor was a immediate charge of the Press. The staff entertained temporarily for this Press for two years according to the above Government Order has been continued on a permanent basis in G.O. No. GAD 12 SHC 66, Dated:19th May, 1966.

538. In view of the experience gained and on the recommendation of the High Court, Government, in their Order No. GAD 4 SHC 66, Dated:1st August 1966, have transferred the administrative, technical and financial control of the High Court Press to the Director of Printing, Stationery and Publications, Bangalore with effect from 1st September 1966, to be maintained as a separate unit, housed near about the High Court premises.

539. The High Court Press caters exclusively for the demands for printing of the High Court especially the Case Lists and similar urgent papers. It must also be able to undertake the bookworks such as Indian Law Journal (Mysore), etc., the requisite additional materials being drawn from the Central Press on indents. The Gazetted (Technical) Officer of the Central Press will be in immediate charg of the Press, attend to the duties connected with this Press as additional duties beyond normal hours, and issue instructions for the speedy execution of works in the Press and will report to the Director his suggestions for improvement.

General Instructions

540. The general and departmental ruels and procedure prescribed for the execution of works and for the procedures and conduct of work in the several sections, maintenance of several Forms and Registers and attendance and conduct of the several officials and employees of the Government Central Press, Bangalore, shall also be observed in this Press to the extent applicable. This Press shall be registered under the Factories Act and the registration renewed every year. All relevant provisions of the Act and the rules thereunder shall be complied with by the Supervisor, who is deemed to be the Occupier of the Press under the Factories Act, 1948.

541. The Supervisor (Non-gazetted Class III Technical) is the Head of this Press and is in charge of all routine works for their receipt, speedy execution and despatch on the technical side. He should maintain discipline over the staff and employees under him and keep good labour relationship with them. He should obtain Daily Time Sheets from each employee or group, scrutinise them and send them over to the Central Press for further action.

542. All the staff will work under the Supervisor. The Technical Officer in charge of supervision of this Press will grant them Casual or with pay leave, only the other leave applications being submitted to the Director for orders.

Attendance

543. The High Court Press will work from 10-25 A.M. to 1-30 P.M. and 2 P.M. to 6 P.M. on all working days. The Rules for the grant of leave and regulation of overtime allowance to the staff of the Government Press, Bangalore, apply to the staff of this Press also, all conditions of service being regulated as in the case of the Government Central Press, Bangalore.

As a temporary measure the working hours are from 9-45 A.M. to 1-30 P.M. and 2 P.M. to 5-45 P.m.

Pay and Allowances

544. the establishment Salary Bill as well as any supplimental salary bills including, overtime allowances etc., Bills are prepared in the High Court Press, Bangalore and encashed and disbursed from that Press. Contingent items are paid from the Office of the Central Press.

Supplies of Stores

545. All consumable articles, papers, etc., are indented by the Supervisor and checked by the technical officer in charge and drawn from the Stores of the Central Press and the Stationery Depot. These are stocked separately in charge of one official and issued on indents signed by the Supervisor. The receipt and issues of all articles should be entered in a Stock Register maintained for the purpose and balances struck. The Officer in charge will check these book balances once a month with the actual balances on hand of all items. He will also arrange for the annual stock verification of all Stores articles, Plant and Machinery.

546. The requisite Forms and Reigsters prescribed for use in the working branches of the Central Press including the Forms of the Costing Section shall be maintained in this Press also.

547. The following returns should be submitted to the Director of Printing, Stationery and Publications on the due dates.

(1)	File of Printing work done with a report of outturn and paper consumption	Daily
(2)	Summary of chargeable and non-chargeable hours	Daily
(3)	Annual Inventory	Once a year
(4)	Annual Administration Report	Once a year, 15th April of the following year.

Care of Plant and Machinery and of the Premises

548. (1) It shall be the responsibility of the Supervisor to ensure that the concerned employees maintain the machines and other plant in a clean and efficient working condition and report any breakage to the Director through the Officer in charge stating the cause and also the employee at fault. The staff of the Central Press Workshop will inspect the machines once a week and attend to any adjustment required.

(2) The Supervisor with the help of Class IV staff will maintain the cleanliness of the premises and also control the ingress and egress of the employees, and make arrangements necessary for security, following the Central Press Rules to the extent necessary and appropriate.

THE FORMER GOVERNMENT BRANCH PRESS, MYSORE

Origin and Management

549. With a view to attend to the printing of the Mysore Palace works and of the Oriental Library, Mysore and of the Birth Day and Dasara Sessions of the then Representative Assembly, a Government Branch Press was established at Mysore, originally in the Jagan Mohan Palace buildings in 1888. Later on it was transferred to its present location and expanded to cope with the works of the Mysore Unviersity and also of Mysore Railways.

In addition to the above works, the printing of several Text Books and some departmental Indents was being entrusted to this Branch Press.

550. A Deputy Director was in charge of this Branch Press with a Supervisor and Foreman on the technical side and a Manager, First Division Clerks and Second Division Clerks and a Store Keeper on the ministerial side to help him. The general and departmental Rules and procedure prescribed for the staff and employees of the Government Central Press, Bangalore were applicable to the staff and employees of this Branch Press also to the extent necessary.

Supplies and Stores

551. All printing materials for the Branch Press, Mysore were consolidated into an Annual Indent and sent to the Director of Printing, Stationery and Publications, Bangalore and were drawn from the approved contractors or directly from the Stores of the Central Press or Stationery Depot, Bangalore as instructed by the Director.

Submission of Returns

552. The following returns would be submitted in due time:

(1) File of printing work done	Daily
(2) Contingent Bill, Detailed	Monthly
(3) Administration Report	Annually
(4) Inventory	-do-
(5) Annual Census of Government Servants.	-do-
(6) Overtime Bills	Periodically

THE GOVERNMENT TEXT BOOK PRESS, MYSORE

553. The question of establishing a separate Government Text Book Printing Press was engaging the attention of Government from a long time in view of the expansion of Primary Education in the State after Independence and also consequent on the progressive nationalisation of Primary School Text Books. On account of the paucity of quality printing machines of good manufacture and of the skilled labour and on the introduction of double shift system in the Presses, Government decided that it would meet the exigency of work to convert the existing Government Branch Press, Mysore into a Government Text Book Press and hand over its administrative and financial control to the Director of Public Instruction along with the staff and equipment and buildings. The following measures were then ordered by Government.

Management of the Text Book Press

554. (1) The Text Book Press will be under the control of the Director of Public Instruction who will consult the Director of Printing, Stationery and Publications in technical matters.

(2) The Text Book Press, Mysore, will be under the immediate charge of an Officer designated as Superintendent, Government Text Book Press, Mysore in the scale of Rs.600-40-1,000.

(3) The post of Joint Director of Printing, Stationery and Publications at the Government Central Press, Bangalore will be shifted to the Text Book Press, Mysore, along with the incumbent on the same scale of pay retaining his lien in the Department of Printing, Stationery and Publications, against the post of Superintendent, Text Book Press, Mysore.

(4) The post of Deputy Director, Government Branch Press, Mysore, will be shifted to Government Central Press, Bangalore.

(5) The Non-gazetted staff of the Government Branch Press, Mysore, holding State-wide posts will be treated as on other duty in the Text Book Press for the time being and their option to remain in the Text Book Press or to be reverted to the Department of Printing, Stationery and Publications will be obtained and orders of Government sought therefor as early as possible, and in any case not later than 31st March 1965. The Non-gazetted staff holding the posts of other than statewide posts will be treated as staff of the Text Book Press, the service rules remaining the same as what they are now.

(6) The Officer posted to assume charge of the Government Text Book Press will assume charge of the Press with effect from 1st July 1964.

Set up of the Text Book Press

555. (1) The Text Book-Press, Mysore, will be run on commercial lines. However, for the present, the Press will be run on non-commercial basis from the date of its conversion till 31st March 1965. It should however be run strictly on commercial basis from 1st April 1965.

(2) Any work beyond the capacity of the Text Book Press in respect of text books may be entrusted to the Government Press, Bangalore and the Government Branch Presses, Mercara, Dharwar and Gulbarga to the extent possible on payment basis, on the same lines as work is entrusted to private presses. If the printing of Text books still remains, they will be entrusted to private presses.

(3) All work relating to the printing of Text Books including the duties of entrusting of work to Government Presses and Private Presses, scrutiny of bills, technical opinions on several matters required by the Director of Public Instruction, arrangements and instructions for despatch, etc., now being attended to by the Text Book Section of the Government Press, Bangalore will be attended to by the Government Text Book Press, Mysore. Pending further changes in the procedure if any, the bills in respect of text book work after scrutiny should be sent to Government Central Book Depot, Bangalore for being finally passed for the current financial year.

(4) Preparation of blocks, etc., for the Text Book Press will be done at the Government Press, Bangalore on chargeable basis till arrangements are made for this work at the Text Book Press. Details of further expansion of the Text book Press if any, may be worked out and the proposal sent to Government by the Director of Public Instruction in Mysore, Bangalore.

(5) Work relating to the Mysore Gazette or District Gazette when started, and any such regular Government work will be undertaken by the Text Book Press, on chargeable basis and the charges recovered therefor at actual cost based on costing rates. Similarly, if any works of the University, Palace Offices, Oriental research Institute, Examination works of the Director of Public Instruction or any other officer, are undertaken as hitherto, they will be on chargeable basis, charges being recovered as per rules now in force.

(6) Printing of all forms and registers of Government Departments, Local Bodies now being done at the Government Branch Press, Mysore will be withdrawn and arranged for at the Government Central Press, Bangalore or at the Government Branch Presses, Mercara, Dharwar and Gulbarga.

(7) The Director of Public Instruction will draw up the detailed procedure in regard to assuming charge of plant, buildings, type, stocks of paper and other materials and work in progress and seek orders of Government thereon. Similarly he wil examine all measures necessary for maintenance of Commercial accounts and whether staff is rendered surplus or deficit and seek necessary orders of Government thereon. This should however be done as early as possible so that the Press could be run on commercial lines from 1st April 1965.

(8) Necessary building accommodation required for the Government Branch Stationery Depot. at Mysore, will be retained by the Department of Printing, Stationery and Publications.

(Only the position as obtaining at the time the Government Text Book Press was established is indicated in the foregoing paragraphs.)

Subsequently, the Directorate of Text Books has been established and the Government Text Book Press, Mysore which is under the immediate charge of the Joint Director of Text Books (Printing), a technical officer deputed from the Department of Printing, Stationery and Publications, is a Unit of this Directorate.

APPENDIX-I

The Departmental or Technical Examinations and Trade Tests prescribed for the posts of officers, officials and employees of the Department of Printing, Stationery and Publications are conducted by the following authorities.

1. Press and Allied Offices Manual Examination-both Higher Grade and Lower Grade are conducted by a Board of Examiners of the Department according to the Scheme and Syllabus approved by Government in G.O. No. ED 215 UPS 58, dated:18th October 1958, G.O.No.ED 356 UPS 60, dated:5th May 1961.

2. (a) Accounts Test in Higher Grade and Lower Grade;

(b) General Law Examination, Part-I (Papers I and II)- (Press Officers being exempted from passing Part-II-Paper-III Constitutional Law-G.O. ED 72 DIP 59, dated:16th April 1960), are conducted by the Mysore Public Service Commission for the benefit of the officials of all Government Departments.

Note: only 1 and 2 are referred to as Departmental Examinations or Departmental tests.

3. Technical Examinations in Letterpress Printing are conducted by the Board of Commercial Examinations in Mysore, in the following four subjects in two grades- (Senior and Junior):-

(a) Compositor's work;

(b) Proof Reader's work;

(c) Machine Work (Printing);

(d) Book Binding

for the benefit of the officials and employees of the Printing Department as well as those in the Trade, according to the scheme and syllabus approved by Government in their orders No.E.4610-12 EDN-43-25 10, dated 24th February 1926 and revived in G.O. No.ED 4 PCE 59, dated:18th July 1960.

4. Trade Examinations or Tests are conducted as and when selection of Industrial employees for the posts to be filled up is to be made according to the scheme and syllabus prescribed as in the case of Lino and Mono Operators or according to the requirements of the duties prescribed for the posts by a Board of Departmental Officers under the direction of the Director and subject to his final approval. These are mainly based on the practical work knowledge of the principles of the work and personal aptitude.

5. The Departmental Examinations including Examinations and Trade Tests to be passed and other rquirements to be possessed for purposes of promotions to the several cadres in the Department of Printing, Stationery and Publications are those validly prescribed in the Cadre and Recruitment Rules of the Department.

APPENDIX-II

Duties and Qualifications of Labour Welfare Officer Government Notification No. LLH 108 FCB 57, Bangalore, dated 25th March 1963.

Qualifications.- A person shall not be eligible for appointment as a Welfare Officer, unless he or she-

(a) possesses a degree of a University recognised by the State Government;

(b) has obtained a Degree or Diploma in Social Science from an Institution recognised by the State Government; and

(c) has adequate knowledge of the langauage (Kannada) spoken by the majority of the workers in the factory, to which he or she is to be attached.

Duties of Welfare Officers.- It shall be the duty of every Welfare Officer-

(i) to promote harmonious relations between the factory management and workers;

(ii) to bring to the notice of the factory management the grievances of workers, individual as well as collective with a view to secure their expeditious redress and to act as a liaison officer between the management and labour.

(iii) to study and understand the point of view of labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand;

(iv) to watch industrial relations with a view to use his influence in the event of a dispute arising between the factory management and workers and to help to bring about a settlement by conciliation and arbitration.

(v) to advise on fulfilment by concerned departments of the factory of obligation, statutory or otherwise, concerning the application of the provisions of the Act and the rules made thereunder and to establish liaison with the Factory Inspector and the Medical Services concerning medical examinations of employees, health records, supervision of hazardous jobs, sick visiting and convalescence, accident prevention and supervision of safety committees, systematic plant inspection, safety education, investigation of accidents, maternity benefits and workmen's compensation.

(vi) to promote relations between the concerned departments of the factory and workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adopt themselves to their working environments;

(vii) to encourage the formation of Works and Joint Production Committees, Co-operative Societies and Safety first and Welfare Committees and supervise their work;

(viii) to secure provision of amenities, such as canteens, shelters for rest, creches, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pension and superannuation funds, gratuity payments, granting of loans, and legal advice to workers;

(ix) to help the factory management in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence;

(x) to advise on provisions of welfare facilities, such as housing facilities, foodstuffs, social and recreational facilities, sanitation, advice on individual personal problems and education of children;

(xi) to advise the factory management on questions relating to training of new starters, apprentices, workers on transfer and promotion, instructors and supervisors, supervision and control of notice board and information bulletins to further education of workers and to encourage their attendance of technical institutes;

(xii) to suggest measures which will serve to raise the standard of living of workers and in general to promote their well-being.

APPENDIX-III

Rules relating to selection and training of Compositors in the operation and mechanism of Linotype and Monotype Composing Machines and their absorption as Lino Operators and Mono-Operators in the Government Printing Department on successful completion of the training.

1. A notice calling for applications from the eligible Compositors for training will be put up in a prominent place in the Press Premises.

2. The Compositors applying for training should be in a scale of pay not less than Rs.90-200, and should have put in at least 5 years of qualifying service in the Government Printing Department on the last date prescribed for submission of applications.

3. They should also have had practical experience in hand setting of different kinds of composition.

4. They should not be more than 45 years of age on the last date prescribed for submission of applications.

5. They should possess good physique to stand the strain of work for which they are to be trained.

6. A compositor will be given two chances to undergo training and if during this period he is unable to pass the prescribed test at the end of his training on both the occasions he will be disqualified from undergoing further training.

7. The training to be imparted on the machines in the case of trainees undergoing training for the first time will be of 4 months duration and of not less than $3^1/_2$ hours on every working day.

8. In the case of those trainees who did not come out successful in the training at their first attempt, the duration of training will be of 2 months only and their training will start only after the trainees undergoing training for the first time have completed their first two months' training. The total hours of training for them on each working day will however be $3^1/_2$ only.

9. Both the types of 'trainees' referred to in Rules 7 and 8 above will appear simulatneously for the prescribed test at the end of their training.

10. A preliminary practical training test in hand composing of 7 hours duration will be conducted for purposes of selection of compositors applying for such training. The trainees who are unsuccessful at their first attempt will be exempted from this test.

11. This preliminary test will consist of solid composing in Kannada and English from manuscripts, trabular, display, poetry, pedigree and other forms of intricate composition.

12. The required number of trainees will be selected in the order of merit from those who come out successful in the preliminary test and also obtain not less than 50 percent of the total marks prescribed for the test.

13. the Preliminary test will be conducted by a selection committee to be constituted by the Director of Printing, Stationery and Publications. The Committee shall consist of 3 members having knowledge and experience in the operation and mechanism of Linotype and Monotype composing machines. The members to be nominated may be from among the existing officers of the Government Printing Department and also from the retired officers of the Department, if necessary.

14. The trainees absenting themselves unauthorisedly for more than 1/8th of the period prescribed for the training shall be disqualified from undergoing further training and shall be reverted to the posts they held before the training.

15. The trainees who do not take interest in the training shall be reverted to the posts they held before the training, after one warning. The warning to be given will be in writing and will also mention instances of their disinterstedness in the work.

16. The selection of candidates eligible to be appointed as Lino Operator and Mono Operators presswise will be made on the basis of a practical test to be conducted at the end of the prescribed period of training.

17. The practical test at the end of training will be made by a committe to be constituted in the same manner as indicated in Rule 13. above.

18. The trainees who fail to come up to the prescribed standard in the test at the first attempt will be given one more chance of undergoing training in the next training class immediately following the last one provided their performance at the first test was not below 30 percent of the standard fixed for selection. The standard prescribed for selection will be intimated to all the trainees before the commencement of the training class.

19. Those who come out successful in the test held at the end of every training class will be absorbed in the vacancies of Lino Operators and Mono Operators Press wise in this Government Printing Department as and when vacancies arise in the order of merit as revealed by the test.

20. The seniority among the several Lino Operators and Mono Operators Press-wise of the Government Printing Department will be determined according to the order of their appointment as Lino Operators and Mono Operators in the Department after successful completion of their training.

(Vide Govt. Letter No.210 UPS 62, dated:19th March, 1963 and G.O. No.149 TPS 70, dated 24th May 1970)

* Government have ordered in G.O. No.FD 37 SRP (1) 71, dated 22nd February 1971 in the matter of Removal of Anomalies in Pay Scales, that in future, the posts of Lino/ Mono Operators may be filled by promotion of Senior Compositors on the basis of seniority-cum-merit, subject to their passing the prescribed trade test.

APPENDIX-IV

Rules for the preparation, compilation and timely submission of Administration Reports

OFFICIAL MEMORANDUM

No. GAD 89 BLX 59, Bangalore, dated the 4th May 1960

The following rules for the preparation, Compilation and timely submission of the Departmental Annual Administration Report are issued for the guidance of all concerned:

(1) All the Heads of Departments having anything to do with the preparation of their Departmental Annual Administration Report should regard it as a matter of first imporatance and urgency.

(2) Heads of Departments should insist on the timely submission of the reports and returns by the issue of reminders before the due date fixed in the work calendar and if need be, take suitable disciplinary action against those who default.

(3) All Departmental Annual Administration Reports should be submitted to Government by the fixed date and whenever there is careless or inexcusable and persistent delay, the Officer concerned should be severely dealt with.

(4) The Head of each subordinate Office should peruse the returns prepared for submission by him and in addition to satisfying himself that they are complete and accurate, compare them with those of the previous year and give suitable explanations in regard to important variations.

(5) The accounts, explanations, and report of each subordinate office should be scrutinised immediately on receipt by competent and responsible officials in the higher office and steps should at once be taken to get omissions and errors rectified.

(6) Responsible officials in the higher offices should keep the requirements of the annual reports always in view and make notes of important events, reports and orders.

(7) The Official deputed to draft the report should begin his task at the earliest possible moment.

(8) The Officer by whom the report is drafted should take personal interest in the work and examine the materials collected and the sections drafted from time to time and guide the offical with suitable instructions.

(9) Heads of Departments and other Officers concerned are requested to send to the Administrative Secretariat concerned their Annual Administration Reports and the Statistical Returns, if any, in triplicate due for the year.

(10) Heads of Departments will be held responsible for any errors or omissions in their reports.

(11) Heads of Departments are directed to furnish clear information regarding the policies pursued by their Departments, and also modifications of the previous policies necessitated during the year.

(12) The report should contain only explanations of really important variations in the statistics and the statement of really noteworthy facts in the history of the year's Administration.

(13) No mere paraphrasing the reproduction of the statistics should be allowed in the Report.

(14) It has been observed that the instructions regarding diminution in the bulk of the Annual Administration Reports of various departments have not been understood in their true spirit. Some of the reports received are too brief and not intelligible while others are too voluminous and cover much space. They should aim at moderate length and also not sacrifice important information on the subject.

(15) The body of the report should be in narrative form and should be interesting to read.

(16) The concerned Secretaries to Government are requested to scrutinise whether the Heads of Departments have included the necessary information in the particular portion of their Annual Administration Reports and rectify omissions and make suitable alterations or additions before passing them on to the Principal Information Officer for drafting the State Annual Administration Report.

(17) The Principal Information Officer will collect the full and detailed information and recast the same in consultation with the Secretaries concerned.

(18) If for any reason, the detailed Annual Administration Report could not be sent on or before the prescribed date, at least a brief summary touching on all the salient points should be sent to the Principal Information Officer (State Administration Report Section) in advance to facilitate drafting the State Administration Report pending the receipt of the detailed report in due course.

(19) With a view to making the State Administration Report more exhaustive and useful to the public, it is directed that the first part of the Report should contain information as to the policy adopted by the several departments of Government, new policies initiated by the Government as also modification of the previous policies, if any.

(20) The Government must be enabled by such reports to form an opinion of the extent to which the aim, object and usefulness of maintaining the Department are realised.

(21) The Government Press will give "top-priority" to this work over any other item of printing.

The instructions embodied in the Official Memorandum referred to above should be strictly adhered to and the conerned reports sent promptly on the due dates to facilitate the printing of the report by the date fixed in the work calendar.

Further instructions have been issued regarding preparation of Annual Administration Report as follows:

In the Official Memorandum No. GAD 89 BLX 59, dated 4th May 1960, instructions have ben issued **inter alia** that while the Administration Reports should not be too lengthy or sketchy, they shoud all the same be comprehensive enough to include all relevant important information about the departments. The main aim of the Administration Report is to explain the purpose for which the department has been established and its actual performances with reference to its prescribed objectives justifying the continuance of the department. The Administration Report is also a medium through which the public come to know of the policies of Government and the manner in which these policies are implemented.

From the Administration Reports received from some Departments of Government, it is seen that disproportionate space is taken up by description of the staff position, accommodation provided for the department, furniture etc. This is strictly speaking, not very essential to the objects of Administration Report which is to publicise the policies of Government and the work done by the Department in pursuance of these policies. Wherever necessary, only brief references to these incidental matters, viz., office accommodation, staffing position, vacancies etc., should be made in the Administration Reports.

(O.M. No.GAD 24 OSA 68, dated 5th November 1968)

Change of procedure in the preparation and publication of Administration Reports

Government have issued in December 1970, instructions regarding the change of procedure in the preparation of State Administration Report etc., as follows:

In Official Memorandum No. GAD 89 BLX 59, dated 4th May, 1960 detailed instructions were issued regarding the preparation, compilation and timely publication of the Departmental Annual State Administration Reports. In accordance with the procedure prescribed therein, Annual State Administration Reports are being published.

From the current year each Secretariat Department prepares a brief report on the working of each of the Field Departments under its administrative control and copies of these reports are distributed among the Members of the Legislatue during the Budget Session in order to keep them informed of the working of the various Departments. This system has been introduced from the last

Budget Session (i.e., February 1970). These reports contain all the relevant particulars about the working of the Field Departments.

Government have reviewed the practice of publishing Annual State Administration Reports and direct that action as indicated below should be taken:

1. The Annual State Administration Reports for 1964-65, 1965-66 and 1966-67 which are already on hand in G.A.D. should be completed and printed expeditiously;

2. The practice of publishing Annual State Administration Reports should be discontinued from 1967-68 Onwards;

3. Each of the Secretariat Departments should compile and publish Annual Administration Reports in respect of the Field Departments under its administrative control for the years 1967-68 and 1968-69 independently within a period **of 3 months;**

4. With the discontinuance of the publication of the Annual State Administration Reports, the Secretariat Departments should make their Annual Reports which they prepare at the time of the Budget Session more exhaustive so that the Members of the Legislature could be given as much information as possible in respect of the working of the several Departments.

The orders issued in the O.M. cited above should be treated as modified as indicated above.

(O.M. GAD 80 SAR 70, dated 16th December 1970)

APPENDIX-V

Certain Orders regarding passing of Examination

Chief Secretary's letter No. GAD 167 SSR 64, dated 21st December 1964 addressed to the Accountant General in Mysore clarifies that the increment in the post held by the allotted Government servants on 1st November 1956 and also in the post held as a result of first stage promotion can be allowed without insisting upon passing of Departmental Examinations and Kannada Language Test as otherwise their continuance in the grade or promotion will be of no consequence to the officials concerned.

Government Order No. GAD 123 SSR 66, dated 21st November 1966 directs that till such time as the new rules prescribing Departmental Examinations and Kannada Language Test for the several categories of posts under the State Services are issued, satisfactory completion of the probation may be declared and annual increments be sanctioned without insisting on passing of any tests unless they are clearly prescribed in the rules of Recruitment applicable to any category of posts.

Letter No. ED 115 TPS 66, dated:21st/ 22nd November 1966 from the Secretary to Government, Education Department to the Director of Printing, Stationery and Publications, Bangalore directs that, among other things, if the Departmental examinations have not been specifically prescribed either by a Government order or by a statutory rule for the particular cadre for the purpose of earning increments or confirmation, etc., in that cadre, passing of these examinations cannot be insisted upon, for the purposes mentioned above.

APPENDIX-VI

Distribution of Copies of Government Orders etc.

G.O. No. GAD 209 OOM 65, Bangalore dated the 21st December 1965

Under the practice now obtaining for the communication of Government Orders and Circulars of general interest to the various Departmental Offices throughout the State, a single copy of the relevant order is sent to all Heads of Departments with the instructions that they should take further action for

copying and communicating the same to the subordinate offices coming under their control. Government have received representations from several Heads of Departments that this system is both cumbersome and time-consuming and that subordinate offices often do not receive timely communication of important Government Orders/ Instructions due to clerical errors and delays in the Department Head Offices. To obviate these difficulties and in order to secure a prompt and accurate communication of Government Orders and Circulars to subordinate offices in the State it has been suggested that an adequate number of such copies should be prepared at the Secretariat level itself and forwarded to the various Departments for further distribution among their subordinate offices.

All Heads of Departments were accordingly requested to furnish the total number of copies which they would require to be supplied to them for further distribution under the proposed system. On the basis of the replies received from them, it is assessed that a gross number of 4,000 copies of all such orders would be required to be printed and supplied for distribution throughout the State.

The Director of Printing, Stationery and Publications, was also addressed to ascertain whether he would be able to undertake the printing and distribution of the required magnitude of copies. He has agreed to undertake the necessary printing work and also to supply the special covers which may be necessary for facilitating despatch of the same, on the condition that the concerned Secretariat Departments are entrusted with the work of despatching the copies to the various Heads of Departments in the State.

In these circumstances and after careful consideration, Government hereby direct that all important Government Orders/ Circulars, which are deemed to be of general interest and are required to be communicated throughout departments offices in the State be printed in bulk of not less than 4,000 copies each (in bundles of 100 each) by the Director of Printing, Stationery and Publications, Bangalore. These printed copies along with despatch covers in suitable sizes, if indented for should be supplied by the Director of Printing, Stationery and Publications to the concerned Departments of Secretariat who will be responsible for their despatch to the Heads of Departments in accordance with the list given in the Annexure to this order. The Secretariat Departments should give a clear margin of three days' notice to the Director of Printing, Stationery and Publications in respect of small Government Orders consisting of a page of printed material or less, and not less than a week's time in respect of Orders in excess of that length.

Annexure

Number of printed copies of Government Orders, etc., required by the various Heads of Departments.

Name of the Department	No. of copies required
Director of Archaeology	3
Director of Printing, Stationery and Publications	9
Director of Public Instruction	68
Principal, Government Law College	3
Commissioner for Examinations	8
Chief Conservator of Forests	55
Director of Animal Husbandry and Veterinary Services	50
Director of Fisheries	12

Director of Technical Education	45
Director of Collegiate Education	12
Chief Marketing Officer	8
Director of Agriculture	100
Commissioner for Transport	55
Director of Publicity and Information	300
Registrar, High Court	300
Excise Commissioner	75
Inspector General of Prisons	25
Inspector General of Police	155
Secretary, Beggar Relief Committee	2
Commissioner for Commercial Taxes	165
Director of Food Supplies	25
Commissioner for Settlement and Land Records	65
Inspector General of Registration	375
Divisional Commissioner, Mysore	100
Divisional Commissioner, Bangalore	100
Divisional Commissioner, Belgaum	100
Divisional Commissioner, Gulbarga	75
Secretary, Mysore Government Insurance Department	5
Controller, State Accounts Department	5
Chief Engineer (General)	65
Chief Engineer (Irrigation Projects)	48
Chief Engineer (Hydro Electric Construction Projects)	8
Chief Engineer (Sharavathi Valley Project)	25
Chief Engineer (Major Irriagation Projects)	20
Chief Engineer (Electricity Board)	25
State Port Officer	4
Government Electrical Inspectorate	4
Principal, Government Flying Training School, Jakkur	3
Director of Sericulture	18
Director of Industries and Commerce	90
Controller of Civil Supplies	5

Director of Mines and Geology	21
Director of Statistics	35
Director of Health Services	165
Director of Social Welfare	35
Commissioner for Endowments	8
Director of Tourism	6
Chief Inspector of Certified Schools	22
Secretary, Revenue Appellate Tribunal	12
Director of Horticulture	35
Chief Translator to Government	8
Commissioner for Labour	115
Secretary, Legislature	8
Secretary to Governor	4
Chairman, Mysore Housing Board	12
Adviser to Government, T.B. Sanatoria	2
Director of Vigilance	12
Commissioner of Stamps	2
Advocate General	6
Director, National Employment Services	2
Director of Town Planning	12
Agent, Government of Mysore, New Delhi	12
Project Co-ordinator, Bangalore Dairy Project	5
Chief Inspector of Factories	5
Chief Electoral Officer	2
Drugs Controller	10
Chief Editor, Mysore State Gazetteer Chairman, Bangalore Water Supply and Sewerage Board	2
Secretaries to Government	400
Deputy Secretaries to Government	
Under Secretaries to Government	
Private Secretaries to Ministers	
Personal Assistants to Deputy Ministers	
Personal Assistants to Parliamentary Secretaries	
Secretary, Sales Tax Appellate Tribunal	5
Secretary, Stores Purchase Department	4

APPENDIX-VII

Printing and Distribution of Mysore Acts

G.O. No. LAW 37 LMA 65, Bangalore, dated 20th July 1966

After considering all aspects and in modification of the earlier orders, Government hereby directs that the total number of copies of Mysore Acts to be printed and the officers and authorities to whom copies of Mysore Acts should be sent by the Government Press shall be as shown in the Annexure to his Order.

Annexure

Sl. No.	Names of the Officers/ authorities	No. of copies of the Acts in English
1.	The Secretary to Government, Law Department	50
2.	The Secretary to Government, in the concerned Administrative Department	20
3.	The Under Secretary (General), General Administration Department, Mysore Government Secretariat, Bangalore (General Records)	100
4.	The Registrar, High Court of Mysore	50
5.	The Vigilance Commissioner for Mysore, Bangalore	4
6.	The Secretary to Governor of Mysore	4
7.	The Divisional Commissioners of Bangalore, Mysore Gulbarga and Belgaum-5 copies each	20
8.	The Deputy Commissioners of Districts (24)-3 copies each	72
9.	Revenue Sub-Division Officers (47)-1 copy each	47
10.	Tahsildars in charge of Taluks (171)-1 copy each	171
11.	The Advocate-General for Mysore, Bangalore, High Court Government Pleader, High Court Special Government Pleader and State Public Prosecutor and Office	10
12.	Government Pleaders including their Assistants- 1 copy each	77
13.	Public Prosecutors including their Assistants-1 copy each	25
14.	District and Sessions Judges (19)-3 copies each	57
15.	Civil Judges and small Cause Court Judges (39)-3 copies each	117
16.	Judicial Magistrates (56)- 3 copies each	168
17.	Munsiffs (138) -3 copies each	414
18.	The Presiding Officer, Labour Court, Hubli	1
19.	The Presiding Officer, Labour Court, Bangalore	1

20.	The Presiding Officer, Industrial Tribunal, Bangalore	1
21.	The Inspector-General of Police in Mysore, Bangalore	3
22.	Range Deputy Inspectors General of Police (3)-1 copy each	3
23.	Commissioner of Police, Bangalore	3
24.	Deputy Inspectors-General of Police, C.I.D. and Railways, Bangalore	3
25.	Superintendents of Police of Revenue Districts (19) -3 copies each	57
26.	superintendents of Police, Bangalore North, Bangalore South, K.G.F. and Railways-3 copies each	12
27.	Superintendent of Police, M.A.R.P., Bangalore	1
28.	Commandant, M.S.R.P., Bangalore	1
29.	Principal, Police Training College, Mysore	2
30.	Principal, Central Recruits School, Channapatna	2
31.	The Director of Publicity and Information, Bangalore	25
32.	The Officer-in-charge, Mysore State Information Centre, Palace Hotel, Panjim (Goa)	2
33.	Public Relations Officer, Mysore State Information Centre, No. 54, Hanuman Road, New Delhi	2
34.	The Officer-in-charge, State Information Centre, Keshavapur Road, Hubli	2
35.	The Director of Tourism, Bangalore	10
36.	The Secretary, Mysore Legislature, Bangalore	60
37.	The Commissioner for Settlement and Land Records in Mysore, Bangalore	1
38.	The Chief Conservator of Forests in Mysore, Bangalore	1
39.	The Secretary, Mysore Government Insurance Department	1
40.	The Inspector-General of Prisons in Mysore, Bangalore	1
41.	The Director of Health Services, Bangalore	2
42.	The Ex-Officio Director, Indian Medicine, Bangalore	1
43.	The Director of Town Planning, Bangalore	1
44.	The Managing Director, Stores Purchase Department, Bangalore.	1
45.	The Registrar, University of Mysore, Mysore	1
46.	The Registrar, University of Bangalore, Bangalore	1
47.	The Registrar, Karnataka University, Dharwar	1
48.	The Registrar, University of Agricultural Sciences, Bangalore.	1
49.	The Director of Public Instruction in Mysore, Bangalore	1
50.	The Commissioner of Excise in Mysore, Bangalore	1

51.	The Commissioner of Stamps in Mysore, Bangalore	1
52.	The Inspector-General of Registration, Bangalore	1
53.	The Director of Collegiate Education, Bangalore	1
54.	Librarian, Servants of India Socieites Library, Poona-4	1
55.	The Chief Engineer (Communications and Buildings), Bangalore	1
56.	The Chief Engineer (General), Public Works Department, Bangalore	1
57.	The Chief Engineer, Major Irrigation Projects, Bangalore	1
58.	The Chief Engineer Mysore State Electricity Board, Bangalore	1
59.	The Chief Engineer, Hydro-Electric Construction Projects, Bangalore	1
60.	The Project Co-ordinator, Bangalore Dairy Farm, Bangalore	1
61.	The Director of Agriculture in Mysore, Bangalore	1
62.	The Chairman, Bangalore Water Supply and Sewerage Board, Bangalore	2
63.	The Director, National Employment Service, Bangalore	1
64.	The Chief Inspector of Certified Schools in Mysore, Bangalore.	1
65.	The Drugs Controller in Mysore State, No. 6, Oaklands, Church Street, Bangalore	1
66.	The Director of Animal Husbandry and Veterinary Services in Mysore, Bangalore	1
67.	The Registrar of Co-operative Societies in Mysore, Bangalore	1
68.	The Chief Marketing Officer in Mysore, Bangalore	1
69.	The Director of Mines and Geology in Mysore, Bangalore	1
70.	The Director of Industries and Commerce in Mysore, Bangalore	1
71.	The Commissioner of Labour in Mysore, Bangalore	1
72.	The Director of Sericulture in Mysore, Bangalore	1
73.	The Secretary, Mysore Public Service Commission, Bangalore	1
74.	The Director of Social Welfare in Mysore, Bangalore	1
75.	The Controller, State Accounts Department, Bangalore	1
76.	The Chief Translator to Government, Bangalore	1
77.	The Commissioner for Charitable Endowments in Mysore, Bangalore	1
78.	The Commissioner for Transport, Bangalore	1
79.	The Chief Electoral Officer in Mysore, Bangalore	1
80.	The Director of Statistics, Bangalore	1
81.	The State Port Officer, Mangalore	1
82.	The Director of Archaeology, Mysore	1

83.	The Development Commissioner for Agricultural Production, Bangalore	1
84.	The Director of Fisheries, Bangalore	1
85.	The Director of Horticulture in Mysore, Bangalore	1
86.	The Director of Food Supplies in Mysore, Bangalore	1
87.	The Commissioner for Food and Civil Supplies, Bangalore	1
88.	The Principal, Government Law College, Bangalore	1
89.	The Electrical Inspector to Government, Bangalore	1
90.	The Secretary, Mysore Sales Tax Appellate Tribunal, Bangalore	6
91.	The Secretary, Mysore Revenue Appellate Tribunal, Bangalore	6
92.	The Secretary, Mysore Co-operative Appellate Tribunal, Bangalore	6
93.	The Commissioner of Commercial Taxes in Mysore, Bangalore	1
94.	The Secretary to the Government of India, Ministry of Home Affairs, New Delhi	4
95.	Government Advocate, Central Agency Section, Room No.75, Lawyer's Chambers, Supreme Court Compound, New Delhi	1
96.	The Under Secretary to the Government of India, Ministry of Home Affairs, New Delhi	2
97.	The Special Commissioner for Mysore, 33, Wellesley Road, New Delhi	2
98.	Members of State Legislature and Members of House of People and Council of States-1 copy each	316
99.	The Director of Printing, Stationery and Publications, Government Central Book Depot, Bangalore	1,000
100.	The Librarian, Parliament Library, New Delhi	2
101.	The Librarian, National Library, Belvedors, Calcutta	2
102.	The Librarian, Central Secretariat Library, New Delhi	2
103.	The Librarian, Connemera Library, Madras	2
104.	The Secretary to the Government of India, Ministry of Law (Legislative Department), New Delhi	2
105.	The Bar Associations in the State (92)-2 copies each	184
106.	The Gokhale Institute of Politics and Economics, Poona-4	2
107.	The Assistant Secretary, West Bengal Legislative Assembly, Calcutta	2
		3,193

APPENDIX-VIII

Printing and Distribution of annual Volumes of Mysore Acts

G.O.No. LAW 39 LMA 65, Bangalore dated the 20th July 1966

After considering all aspects and in modification of earlier orders, Government hereby directs that the total number of copies of Annual Volumes of Mysore Acts to be printed and the officers and authorities to whom copies of Annual Volumes of Mysore Acts should be sent by the Government Press shall be as shown in the Annexure to this order.

Annexure

Sl. No.	Names of the Officers/ Authorities	No. of copies of Annual Volumes
1.	The Secretary to Government, Law Department (2 copies each)	50
2.	The Secretaries to Government, (2 copies each)	24
3.	The Under Secretary (General), General Administration Department, Mysore Government Secretariat, Bangalore (General Records)	100
4.	The Registrar, High Court of Mysore, Bangalore	50
5.	The Secretary to the Governor of Mysore, Bangalore	4
6.	The Vigilance Commissioner for Mysore, Bangalore	5
7.	The Divisional Commissioners of Bangalore, Mysore, Gulbarga and Belgaum-10 copies each	40
8.	The Deputy Commissioners of Districts (24)-5 copies each	120
9.	Revenue Sub-Division Officers (47)-1 copy each	47
10.	The Tahsildars in charge of Taluks (171)-1 copy each	171
11.	The Advocate General for Mysore, Bangalore, High Court Government Pleader, High Court Special Government Pleader, State Public Prosecutor and Office ..	10
12.	Government Pleaders including their Assistants - 1 copy each ..	77
13.	Public Prosecutors including their Assistants - 1 copy each ..	25
14.	District and Sessions Judges (19)-3 copies each ..	57
15.	Civil Judges and Small Cause Court Judges (39)- 3 copies each ..	117
16.	Judicial Magistrates (56) - 3 copies each..	168
17.	Munsiffs (138) - 3 copies each ..	414
18.	Secretary, Mysore Revenue Appellate Tribunal, Bangalore ..	3
19.	Secretary, Mysore Sales Tax Tribunal, Bangalore ..	3
20.	Secretary, Mysore Co-operative Appellate Tribunal, Bangalore ..	3
21.	The Presiding Officer, Labour Court, Hubli ..	1
22.	The Presiding Officer, Labour Court, Bangalore ..	1
23.	The Presiding Officer, Industrial Tribunal, Bangalore ..	1
24.	The Inspector-General of Police, Mysore State, Bangalore ..	3

25.	Commissioner of Police, Bangalore ..	1
26.	Range Deputy Inspectors General of Police (3) - 1 copy each ..	3
27.	Deputy Inspector General of Police, C.I.D. and Railways, Bangalore ..	3
28.	Superintendents of Police of Revenue Districts (19)-3 copies each ..	57
29.	Superintendents of Police, Bangalore North, Bangalore South, K.G.F. and Railways-3 copies each ..	13
30.	Superintendent of Police, Mysore Armed Reserve Police, Bangalore..	3
31.	Commandant, M.S.R.P., Bangalore ..	1
32.	Principal, Police Training College, Mysore..	2
33.	Principal, Central Recruits School, Channapatna ..	2
34.	The Secretary to Government of India, Ministry of Law, New Delhi ..	4
35.	The Director of Publicity and Information, Bangalore ..	8
36.	The Public Relations Officer, Mysore State Information Centre, No.54, Hanuman Road, New Delhi ..	2
37.	The Officer-in-charge, Mysore State Information Centre, Palace Hotel, Panjim (Goa) ..	2
38.	The Officer-in-charge, Mysore State Information Centre, Hubli ..	2
39.	The Secretary, Mysore Legislature, Bangalore ..	60
40.	The Director, Government Central Book Depot, Bangalore ..	400
41.	The Principal, Law College, Bangalore ..	2
42.	Registrar, Supreme Court of India, New Delhi ..	5
43.	The Librarian, Parliament Library, Parliament House, New Delhi ..	2
44.	The Library, National Library, Belyedere Calcutta ..	2
45.	The Librarian, Central Secretariat Library, New Delhi. ..	2
45A.	Librarian, Servants of India Societies' Library, Poona-4 ..	1
46.	The Librarian, Connemera Library, Madras ..	2
47.	Government Advocate, Central Agency, Room No. 75, Lawyers' Chambers, Supreme Court Compound, New Delhi ..	2
48.	Members of the Mysore State Legislature and Members of the Rajya Sabha and Lock Sabha elected from Mysore State ..	316
49.	The Secretary to the Government of India, Ministry of Law (Legislative Department), New Delhi ..	2
50.	Gokhale Institute of Politics and Economics, Poona-4 ..	2
51.	Special Commissioner for Mysore, No.33, Wellesley Road, New Delhi ..	2
52.	The Assistant Secretary, West Bengal Legislative Assembly, Calcutta ..	2
	Total ..	**2,400**

APPENDIX IX

The printing and distribution of copies of reprinted Mysore Acts and Rules published from time to time

G.O. No. LAW 38 LMA 65, dated Bangalore, the 20th July 1966

After consider all aspects and in modification of the earlier orders, Government hereby directs that the number of copies of Mysore Acts and Rules to be reprinted and the officers and authorities to whom copies of reprinted Mysore Acts and Rules should be sent by the Government Press shall be as shown in the annexure to this Order.

Annexure

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules
1.	The Secretary to Government, Law Department ..	50
2.	The Secretary to Government to the concerned Administrative Department	20
3.	The Under Secretary (General), General Administration Department, Mysore Government Secretariat Bangalore (General Records)	100
4.	The Registrar, High Court of Mysore, Bangalore ..	50
5.	The Secretary to Governor of Mysore ..	4
6.	The Vigilance Commissioner for Mysore, Bangalore ..	5
7.	The Divisional Commissioners of Bangalore, Mysore, Gulbarga and Belgaum - 10 copies each ..	40
8.	The Deputy Commissioners of Districts (24) - 5 copies each ..	120
9.	Revenue Sub-Division Officers (47)-1 copy each ..	47
10.	The Tahsildars in charge of Taluks (171) - 1 copy each ..	171
11.	The Advocate General for Mysore, Bangalore, High Court Government Pleader, High Court Special Government Pleader, State Public Prosecutor and Office ..	10
12.	Government Pleaders (18) - 1 copy each ..	18
13.	Public Prosecutors (14) - 1 copy each ..	14
14.	District and Sessions Judges (19)-3 copies each ..	57
15.	Civil Judges and Small Cause Court Judges (39)- 3 copies each ..	117
16.	Judicial Magistrates (56) - 3 copies each..	168
17.	Munsiffs (138) - 3 copies each ..	414
18.	The Inspector General of Police, Mysore State, Bangalore ..	3
19.	The Commissioner of Police, Bangalore ..	1

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules
20.	The Special Commissioner for Mysore, 33, Wellesley Road, New Delhi ..	2
21.	Range Deputy Inspectors - General of Police (3) - 1 copy each ..	3
22.	Superintendents of Police of Revenue Districts (19) - 3 copies each..	57
23.	Deputy Inspectors-General of Police, C.I.D. and Railways, Bangalore ..	3
24.	Superintendents of Police, Bangalore North, Bangalore South, K.G.F. and Railways - 3 copies each ..	12
25.	Superintendent of Police, M.A.R.P., Bangalore ..	1
26.	Commandant, M.S.R.P., Bangalore ..	1
27.	Principal, Police Training College, Mysore..	2
28.	Principal, Central Recruits School, Channapatna ..	2
29.	The Secrtary to the Government of India, Ministry of Law, New Delhi ..	4
30.	The Under Secretary to the Government of India, Ministry of Home Affairs, New Delhi ..	2
31.	The Director of Publicity and Information, Bangalore ..	8
32.	The Public Relations Officers, Mysore State Information Centre, No.54, Hanuman Road, New Delhi ..	2
33.	The Officer-in-charge, Mysore State Information Centre, Palace Hotel, Panjim (Goa) ..	2
34.	The Officer-in-charge, State Information Centre, Kesavapur Road, Hubli ..	2
35.	The Secretary, Mysore Legislature, Bangalore ..	60
36.	The Director, Government Central Book Depot. Bangalore ..	To be determined in each case
36-A	Librarian, Servants of India Societies Library, Poona-4 ..	1
37.	The Principal, Government Law College, Bangalore	2
38,	The Registrar, Supreme Court of India, New Delhi ..	5
39.	The Librarian, Parliament House, New Delhi..	2
40.	The Librarian, National Library, Belvedere, Calcutta ..	2
41.	The Librarian, Central Secretariat Library, New Delhi. ..	2
42.	The Librarian, Connemera Library, Madras ..	2
43.	The Secretary, Mysore Co-operative Appellate Tribunal, Bangalore..	6
44.	The Secretary, Mysore Revenue Appellate Tribunal, Bangalore ..	6
45.	The Government Advocate, Central Agency Section, Room No.75, Lawyers Chamber, Supreme Court Compound, New Delhi ..	2

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules
46.	The Gokhale Institute of Politics and Economics, Poona-4 ..	2
47.	The Assistant Secretary, West Bengal Legislative Assembly, Calcutta ..	2

APPENDIX X

Printing and distribution of Central Acts

G.O. No. LAW 32 LMA 60, dated Bangalore,

18th December 1961

(Margasira 27, Saka Era 1883)

After careful consideration of the suggestion of the Compiler, **Mysore Gazette,** to secure economy a reduction in the number of copies to be printed and supplied, is sanctioned as per annexure, in suppression of the existing annexure to the Government Order dated 22nd May 1958.

Annexure

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules	
1.	The Secretary to Government, Law Department ..	25	15
2.	The Under Secretary (General), General Administration Department, Mysore Government Secretariat, Bangalore (General Records)	100	50
3.	The Registrar, High Court of Mysore	50	25
4.	The Secretary to Governor ..	4	4
5.	The Divisional Commissioners of Bangalore, Mysore, Gulbarga and Belgaum - 10 copies each ..	40	40
6.	The Deputy Commissioners of Districts (24) - 5 copies each ..	120	120
7.	Revenue Sub-Division Officers (47)-1 copy each ..	47	47
8.	The Tahsildars in charge of Taluks (171) - 1 copy each ..	171	171
9	The Advocate General for Mysore, Bangalore, and his Assistants and Office ..	5	..
*[10.	Government Pleader including their Assistants - 1 copy each ..	5	..]
11.	Public Prosecutors including their assistants - 1 copy each..	25	1
12.	The District and Sessions Judges (25)- 3 copies each ..	75	..
13.	Civil Judges (Senior Division) (17)-3 copies each ..	51	..
14.	Civil Judges (Junior Division) (46) - 3 copies each ..	138	..
15.	Sub-Judges and Small Cause Court Judges (11)- 3 copies each ..	33	..
16.	Magistrates and Judicial Magistrates (56)- 3 copies each ..	168	..
17.	Munsiffs (30) - 3 copies each ..	90	..

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules	
18.	Munsiffs-Magistrates (35) - 3 copies each..	105	..
19.	The Presiding Officer, Labour Court, Hubli ..	1	..
20.	The Presiding Officer, Labour Court, Bangalore ..	1	..
21.	The Presiding Officer, Industrial Tribunal Bangalore Bangalore ..	1	..
*[Substituted by G.O. No. LAW 32 LMA 60, dated 12th April, 1962]			
22.	The Inspector-General of Police, Mysore State, Bangalore ..	50	50
23.	The District Superintendents of Police of Districts (34) - 1 copy each ..	34	34
24.	The Director, Anti-Corruption, Bangalore..	4	4
25.	The Principal Information Officer, Bangalore ..	8	8
26.	The Secretary, Mysore Legislature, Bangalore ..	60	60
27.	The Commissioner for Settlement and Land Records in Mysore, Bangalore ..	2	2
28.	The Chief Conservator of Forests in Mysore, Bangalore ..	2	2
29.	The Secretary, Mysore Government Insurance Department, Bangalore ..	2	2
30.	The Inspector-General of Prisons in Mysore, Bangalore ..	2	2
31.	The Director of Medical Services in Mysore, Bangalore ..	2	2
32.	The Director of Public Health in Mysore, Bangalore ..	2	2
33.	The Registrar, University of Mysore, Mysore ..	2	2
34.	The Registrar, Karnataka University, Dharwar ..	2	2
35.	The Director of Public Instruction in Mysore, Bangalore ..	2	2
36.	The Commissioner of Excise in Mysore, Bangalore ..	2	2
37.	The Commissioner of Stamps in Mysore, Bangalore ..	2	2
38.	The Inspector General of Registration, Bangalore ..	2	2
39.	The Director of Technical Education, Bangalore ..	2	2
40.	The Chief Engineer (General), Bangalore..	2	2
41.	The Chief Engineer, Major Irrigation (South), Bangalore ..	2	2
42.	The Chief Engineer, Major Irrigation (North), Munirabad ..	2	2
43.	The Chief Engineer, Hydro-Electric Construction Projects, Bangalore ..	2	2
44.	The Director of Agriculture in Mysore, Bangalore ..	2	2
45.	The Director of Animal Husbandry and Veterinary Services in Mysore, Bangalore ..	2	2
46.	The Registrar of Co-operative Societies in Mysore, Bangalore ..	2	2
47.	The Chief Marketing Officer in Mysore, Bangalore ..	2	2
48.	The Director of Mines and Geology in Mysore, Bangalore ..	2	2

Sl. No.	Names of the Officers/Authorities	No. of copies of reprinted Mysore Acts and Rules	
49.	The Director of Industries and Commerce in Mysore, Bangalore ..	2	2
50.	The Commissioner of Labour in Mysore, Bangalore ..	2	2
51.	The Director of Sericulture in Mysore, Bangalore ..	2	2
52.	The Secretary to the Public Service Commission in Mysore, Bangalore ..	6	6
53.	The Director of Social Welfare in Mysore, Bangalore..	2	2
54.	The Controller of State Accounts, Bangalore..	2	2
55.	Chief Translator to Government, Bangalore ..	2	2
56.	The Commissioner for Charitable Endowments in Mysore, Bangalore ..	2	2
57.	The Commissioner for Transport, Bangalore..	2	2
58.	The Chief Electoral Officer in Mysore, Bangalore ..	2	2
59.	The Director of Statistics, Bangalore ..	2	2
60.	The Director of Literary and Cultural Development in Mysore, Bangalore ..	2	2
61.	The Additional Development Commissioner, Bangalore ..	2	2
62.	The Director of Fisheries, Bangalore ..	2	2
63.	The State Port Officer, Mangalore ..	2	2
64.	The Director of Horticulture in Mysore, Bangalore ..	2	2
65.	The Director of Food Supplies in Mysore, Bangalore..	2	2
66.	The Principal, Government Law College, Bangalore ..	2	2
67.	The Electrical Inspector to Government, Bangalore ..	2	2
68.	The Secretary, Sales Tax Appellate Tribunal, Bangalore	6	6
69.	The Secretary, Revenue Appellate Tribunal, Bangalore	6	6
70.	The Commissioner of Commercial Taxes in Mysore, Bangalore ..	2	2
*[71.	Members of Rajya Sabha and Lok Sabha elected from Mysore State and Members of Mysore Legislative Assembly and Legislative Council ..	316	316]
*72	The Officer-in-charge, Mysore State Information Centre, Palace Hotel, Panjim (Goa) ..	2 copies	
73.	The Public Relations Officer, Mysore State Information Centre, No.54, Hanuman Road, New Delhi ..	2 copies	
74.	Officer-in-charge, the State Information Centre, Keshanapur Road, Hubli ..	2 copies	

*[Inserted by G.O. No. LAW 32 LMA 60, dated 25th August 1962].

* Inserted by Order No. LAW 21 LMP 65 of 25th April 1966, from Secretary, Law Department.

APPENDIX XI

Simple Rules to be observed in Preparing Copy for Press and Correcting Proofs

1. Copy for Press should be written or typed **clearly and plainly,** without blemishes and on **one side** of the paper only. It should always be borne in mind that the average compositor's aim and object is to work not to think, and rough copy is unfair to a worker who is either paid by results, or has to turn out a prescribed quantum of work.

2. Words requiring special type should be emphasized or marked in copy ; for italics, one line drawn underneath, for small capitals, two lines underneath, and for large capitals, three lines underneath, will be sufficient guides in composing.

Examples:-

Short road :- *Short road (italics)*

Rough design :- ROUGH DESIGN (Small Capitals)

The foregoing:- THE FOREGOING (Large capitals)

3. Punctuation should be properly attended to in manuscript copy and such letters as C. S., K., N., - on account of the similarity in manuscript characters (in many handwritings) of the capitals with small letters - should be underlined for capitals when they are to be printed as such.

4. Accented letters where necessary should be marked in the original manuscript copy.- it causes double labour to set up first in plain and then in accented letters.

Note.- Attention to Rules 2, 3 and 4 will save the author much trouble in **correcting** and the compositor much time in **setting up.**

5. All copy sheets or slips intended for the Press should be numbered consecutively before being forwarded and the last number entered at foot of last sheet as follows:- "Total sheets 192" (or whatever the number may be).

Note.- It is not the duty of the Press to add, expunge, or alter any word or sentence in a copy : the strict rule being "to follow copy". But where the omission of a small word like "of", "to", "by", in copy is apparently the result of a clerical oversight it is inserted by the Proof Branch of the Press. In the same manner, when it is found that a word is obviously wrongly spelt, a correction is made; for instance "check" may be written instead of "cheque", "principle" instead of "principal", "pole" instead of "poll". Such misspellings would be discovered when the copy is being read in Press and would be altered. But punctuation, accenting, italicizing, etc., should be clearly indicated in the manuscript copy sent to Press.

Proofs

6. Ordinarily two proofs are ample for all original bookwork's. In the second proof, all the matter is not yet locked up in the "chase". In this proof, all the necessary corrections, additions and omissions should be made by department or author and opportunity taken to carefully do all that is required and the proof returned to Press.

7. Any corrections, etc., made in a "gallery proof" are easily executed by the compositor, as the type being in galley, i.e., **"unlocked"** he can add, or take out words and sentences with facility. The next proof is the "made up page proof" which will be the final proof. In this, the work is sent, made up into pages of the required size. The corrections marked on the "gallery proof" having been duly attended to there should be no necessity for any extensive corrections in the "page proof".

8. With the galley proof, the original manuscript will be sent back by the Press. For proof correction in the department (or by author), one person should read the copy, another should make corrections - a single person cannot properly do this, as it would lead to many oversights.

9. In returning galley proof, the original manuscript should be sent back to Press; and with the return of the page (last) proof, the corrected galley proof should invariably be returned. (It is required as a record in the Press and for the settlement of wages to compositors in some cases. The original manuscripts copy will be returned with the printed copies to the department).

10. With regard to ordinary work such as tabular, forms, orders, circulars, etc., which are not expected to be materially altered from the original, only one final proof will be furnished (if so desired by the department or author) which must be returned passed to "print".

Corrections

11. Corrections should always be made in ink-red ink, if possible and never in pencil (especially coloured pencil). The corrections should be made on the margins as clearly and neatly, as the writing in original manuscript. A specimen of how a proof page should be corrected is appended and the various signs used therein are explained. If the signs are used by departments, and ordinary care taken in **reading copy,** work will be much facilitated.

12. In making corrections begin on the left-hand margin, the first correction should be marked at the end farthest from the printed matter, exactly opposite the line in which it occurs and other corrections next to it. On the right-hand margin the opposite method should be followed; the first correction being marked on space nearest to the line, others next to it. No **mark should be made on proof sheets except to indicate a correction.**

13. The words "correct and print" should always be written on the final or last proof and signed by the official or officer passing the proof and dated.

14. The most important point for the early completion of a work is that the proof sent from the Press should be returned duly corrected and passed to print with the least possible delay, as otherwise the matter once set up will lie idle and the type cannot be used for other work until finally printed off. Except under very special circumstances no work will be kept in type for more than seven days after final proof has been sent.

Note.- To ensure good printing, sufficient time should be allowed for a work passing through the Press. There are many little details to be attended to in "Printing", too tedious to mention here, but all of which require time. A successful combination in the execution of these details will result in a work being done well, while the omission of one minor matter or the hastening over of another causes work to be done badly and the credit of the Press, through no fault of its own, suffers.

Proofs are not printed with the same care and accuracy as the final copies nor on the same paper. The indenting officers need not, therefore, be disturbed if the type appears crooked and illustrations blurred.

Correction of type is slow and expensive. Correction on litho or offset plates is almost impossible and even slight changes necessitate preparation of fresh plates altogether. It is essential, therefore, that alterations are restricted to what are essential, for accuracy and understanding. Alterations at the proof stage add to the cost of printing and cause delay not only to the particular work but to others as well.

All minor additions should be very clearly written in the margin. If there are substantial additions they should be typed on a separate slip and attached.

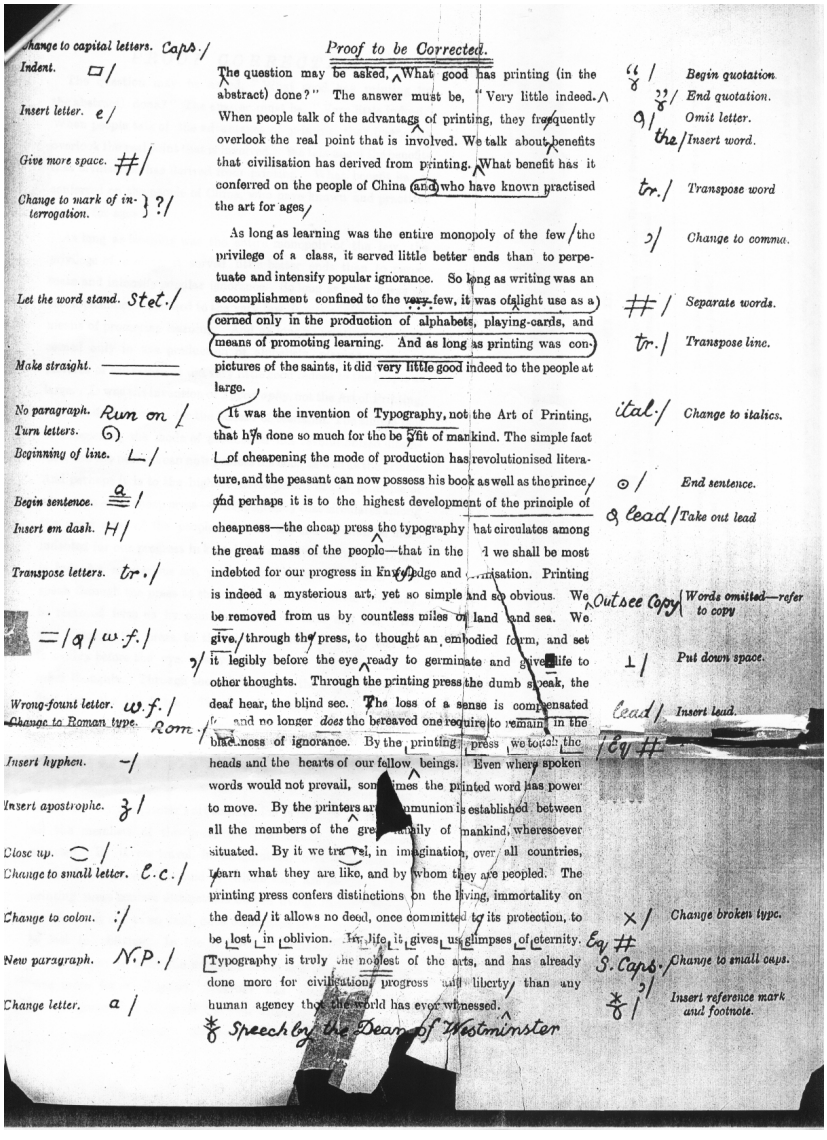
The accepted proof correction symbols (IS: 1250-1958) given herein should be invariably followed.

Proof to be corrected

The question may be asked, what good has printing (in the abstract) done?" The answer must be, "Very little indeed. When people talk of the advantages of printing, they frequently overlook the real point that is involved. We talk about benefits that civilisation has derived from printing. What benefit has it conferred on the people of China and who have known practiced the art for ages

As long as learning was the entire monopoly of the few the privilege of a class, it served little better ends than to perpetuate and intensify popular ignorance. So long as writing was an accomplishment confined to the very few, it was of slight use as a corned only in the production of alphabets, playing-cards, and means of promoting learning. And as long as printing was con- pictures of the saints, it did very little good indeed to the people at lard.

It was the invention of Typography, not the Art of Printing, that has done so much for the be fit of mankind. The simple fact of cheapening the mode of production has revolutionised literature, and the peasant can now possess his book as well as the prince and perhaps it is to the highest development of the principle of cheapness-the cheap press the topography that circulates among the great mass of the people-that in the .... we shall be most indebted for our progress in knowledge and .....nation. Printing is indeed a mysterious art, yet so simple and so obvious. We be removed from us by countless miles on land and sea. We give, through the press, to thought an embodied form, and set it legibly before the eye ready to germinate and give life to other thoughts. Through the printing press the dumb speak, the deaf hear, the blind see. The loss of a sense is compensated and no longer *does* the bereaved one require to remain in the blackness of ignorance. By the printing press we touch the heads and the hears of our fellow beings. Even where spoken words would not prevail. sometimes the printed word has power to move. By the printers are communion is established between all the members of the great ..... mankind, wheresover situated. By it we travel in imagination, over all countries, learn what they are like, and by whom they are peopled. The printing press confers distinctions on the living, immortality on the dead it allows no deed, once committed to its protection, to be lost in oblivion. The life it gives us glimpses of eternity. Typography is truly the noblest of the arts, and has already done more for civilsation progress and liberty than any human agency that the world has ever witnessed.



Change to capital letters. Caps. /
Indent. □ /
Insert letter. e /
Give more space. # /
Change to mark of interrogation. } ?/
Let the word stand. Stet. /
Make straight.
No paragraph. Run on /
Turn letters. ⓒ
Beginning of line. L /
Begin sentence. a /
Insert em dash. H /
Transpose letters. tr. /
= / a / w.f. /
Wrong-fount letter. w.f. /
Change to Roman type. Rom. /
Insert hyphen. -/
Insert apostrophe. ʒ /
Close up. ⁀ /
Change to small letter. c.c. /
Change to colon. :/
New paragraph. N.P. /
Change letter. a /

Proof to be Corrected.

The question may be asked, What good has printing (in the abstract) done?" The answer must be, "Very little indeed. When people talk of the advantage of printing, they frequently overlook the real point that is involved. We talk about benefits that civilisation has derived from printing. What benefit has it conferred on the people of China and who have known practised the art for ages/

As long as learning was the entire monopoly of the few/the privilege of a class, it served little better ends than to perpetuate and intensify popular ignorance. So long as writing was an accomplishment confined to the very few, it was of slight use as a cerned only in the production of alphabets, playing-cards, and means of promoting learning. And as long as printing was con- pictures of the saints, it did very little good indeed to the people at large.

It was the invention of Typography, not the Art of Printing, that has done so much for the be fit of mankind. The simple fact of cheapening the mode of production has revolutionised litera- ture, and the peasant can now possess his book as well as the prince/ and perhaps it is to the highest development of the principle of cheapness—the cheap press the typography hat circulates among the great mass of the people—that in the l we shall be most indebted for our progress in Kn dge and isation. Printing is indeed a mysterious art, yet so simple and so obvious. We be removed from us by countless miles of land and sea. We give, through the press, to thought an embodied form, and set it legibly before the eye ready to germinate and give life to other thoughts. Through the printing press the dumb speak, the deaf hear, the blind see. The loss of a sense is compensated for and no longer does the bereaved one require to remain in the blindness of ignorance. By the printing press we touch the heads and the hearts of our fellow beings. Even where spoken words would not prevail, sometimes the printed word has power to move. By the printers art communion is established between all the members of the great family of mankind, wheresoever situated. By it we travel, in imagination, over all countries, learn what they are like, and by whom they are peopled. The printing press confers distinctions on the living, immortality on the dead/ it allows no dead, once committed to its protection, to be lost in oblivion. In life, it gives us glimpses of eternity. Typography is truly the noblest of the arts, and has already done more for civilisation, progress and liberty, than any human agency that the world has ever witnessed.

Speech by the Dean of Westminster

" / Begin quotation.
" / End quotation.
o / Omit letter.
the / Insert word.
tr. / Transpose word
, / Change to comma.
/ Separate words.
tr. / Transpose line.
ital. / Change to italics.
⊙ / End sentence.
& lead / Take out lead
Out see Copy / Words omitted—refer to copy
⊥ / Put down space.
lead / Insert lead.
Eq #
× / Change broken type.
S. Caps. / Change to small caps.
* / Insert reference mark and footnote.

Proof Corrected

The question may be asked, "What good has printing (in the abstract) done?" The answer must be, "Very little indeed." When people talk of the advantages of printing, they frequently overlook the real point that is involved. We talk about the benefits that civilisation has derived from printing. What benefit has it conferred on the people of China, who have known and practised the art for ages?

As long as learning was the entire monopoly of the few, the privilege of a class, it served little better ends than to perpetuate and intensify popular ignorance. So long as writing was an accomplishment confined to the very few, it was of slight use as a means of promoting learning. And as long as printing was concerned only in the production of alphabets, playing-cards and pictures of the saints, it did very little good indeed to the people at large. It was the invention of *Typography,* not the Art of Printing, that has done so much for the benefit of mankind. The simple fact of cheapening the mode of production has revolutionised literature, and the peasant can now possess his book as well as the prince. And perhaps it is to the highest development of the principle of cheapness-the cheap press-the typography that circulates among the great mass of the people-that in the end we shall be most indebted for our progress in knowledge and civilisation. Printing is indeed a mysterious art, yet so simple and so obvious. We speak through the press to the eyes of our fellow-men, who may be removed from us by countless miles of land and sea. We give, through the press, to thought an embodied form, and set it legibly before the eye, ready to germinate and give life to other thoughts. Through the printing press the dumb speak, the deaf hear, the blind see. The loss of a sense is compensated for,

and no longer does the bereaved one require to remain in the blackness of ignorance. By the printing press we touch the heads and the hearts of our fellow-beings. Even where spoken words would not prevail. sometimes the printed word has power to move. By the printer's art communion is established between all the members of the great family of mankind, wheresoever situated. By it we travel' in imagination, over all countries, learn what they are like, and by whom they are peopled. The printing press confers distinctions on the living, immortality on the dead: it allows no deed, once committed to its protection, to be lost in oblivion. In life it gives us glimpses of eternity.

Typography is truly the NOBLEST of the arts, and has already done more for civilisation progress and liberty than any human agency that the world has ever witnessed.

*Speech by the Dean of Westminster.

APPENDIX XII

Statement showing the returns to be sent from the Press Office to Government and other Heads of Departments and to be received from the Government Branch Press at the Press Office

Sl. No.	Particulars of yearly, half yearly and quarterly returns to be sent from the Office	To whom the returns are to be forwarded	Last date for forwarding the returns
1	2	3	4
1.	Re-employment of Domobilised Defence Service Personnel (Half yearly return) to be furnished by the Head Clerk (Establishment).	The Secretary to Government, Home Department, Bangalore	Before 5th of the month following the end of each half year.
2.	Dismissal of Government servants (Monthly) to be furnished by the Head Clerk (Establishment)	The Deputy Inspector General of Police, CID, RLYS., Bangalore	Before 5th of every month
3.	Employment of Scheduled Caste and Scheduled Tribes (Half Yearly return) to be furnished by the Head clerk (Establishment)	The Secretary to Government, Education Department, Bangalore.	On or before 15th of the month following the end of each half year.
4.	Quarterly statement of total number of persons on the Pay rolls of the establishments (Quarterly return, to be furnished by the Head Clerk (Establishment).	The Employment Market Information Officer, Bangalore.	Not later than the last date of the succeeding month.
5.	Quarterly return regarding transfer of Class II and III Government Servants working for two years at a place (to be furnished by the Establishment Section).	The Secretary to Government, Education Department, Bangalore.	On or before 15th of the following month.
6.	Quarterly return of Class I and II vacancies (to be furnished by the Superintendent Grade I, Press Office).	do	On or before 25th of the following month after each quarter.
7.	Monthly return of Pension Statements (to be furnished by the Pension Section).	The Secretary to Government Finance Department, Bangalore	Before the 5th of every month.

8.	Annual Administration Report of the Department of Printing, Stationery and Central Book Depot (to be sent from the Costing Branch).	The Secretary to Government, Education Department, Bangalore.	On or before 15th May of each year.
9.	Monthly arrears list (to be sent from the Tappal Section).	The Deputy Secretary to Government, GAD (O and M), Bangalore.	On or before 15th of the following month.
10.	Monthly arrears list from the Branch Presses (to be received in the Tappal Section).	The Director of Printing, Stationery and Publications, Bangalore	On or before 10th of the following month.
11.	Expenditure Statement from Branch Presses..	The Director of Printing, Stationery and Publications, Bangalore.	On or before 5th of the following month.
12	Statement of realisation from the Branch Press and Sections of the Central Press.	The Director of Printing, Stationery and Publications, Bangalore (Reconciliation Clerk).	do
13	List of Credit notes issued by the Branch Press and Sections of the Central Press.	The Director of Printing, Stationery and Publications, Bangalore (Head Clerk Accounts).	do
14	List of outstanding Loans as on 31st March each year.	The Accountant General, Mysore, Bangalore	On or before 31st May every year.
15	List of officials drawing Rs.200 and above per monsem.	The Commissioner of Corporation of Bangalore	Annually within 15 days from the requisition.
16	Statement of officials for Income tax under Section 206 of I.T. Act 61, Rule 35.	The Income tax Officer, Salary Circle, Bangalore	On or before 30th April every year.

APPENDIX XIII

Memo of questions by the Director of Printing, Stationery and Publications during his inspection of Government Press, Bangalore, Government Branch Presses, Dharwar, Gulbarga and Mercara.

1. Name of the Inspecting Officer and designation :
2. Duration of inspection : Date commenced
   Date concluded
3. Previous inspection : Date
   Name of Inspecting Officer

Questions

I. General

1. Is the accommodation for the Press sufficient and suitable? Are the rooms and premises kept clean?
2. Is an Attendance Register in use? Who checks the register daily?
3. How many branches are there in the Press and what is the staff of each branch?
4. What are the qualifications of each permanent member of the staff of each branch, and are they suitable and sufficient?

II. Service Registers, List of Establishment, etc.

5. Is an up-to-date list of establishment, both clerical and menial maintained?
6. Is a record of qualifications and Services of the Ministerial Officers maintained up-to-date?
7. Is a Service Register maintained for every permanent Official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box?
8. Is an Office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?
9. Is a register of applications for appointment maintained and selections made therefrom?
10. Are all appointments made in accordance with the rules pertaining to the Department?

III. Distribution of work

11. Is a record of distribution of work among the several clerks in the office Branch maintained? Is the work assigned to each official sufficient without being excessive?
12. Is a turn book maintained for distribution of work among the Compositors? Are instructions to keep this book in order followed strictly?

IV. Arrear Lists

13. Is a list of work pending in the Press prepared and submitted by the 5th of the month following?
14. Is this list scrutinised carefully by the Ministerial Head of the Office and necessary action taken promptly?

V.Report and Returns

15. Is a statement of the periodical reports and returns due to Government prepared and maintained up-to-date? How many and which returns were overdue at the time of inspection?

VI. Inventory

16. Is a register of furniture, plant and materials in the press maintained and submitted to Government within the due date? Are all articles entered therein together with details as to

the cost and date of purchase of each? Is a note made in the register of all articles lost or those that have become unserviceable? Is the furniture adequate to the needs of the Office or more than necessary? What is the condition of furniture?

VII. Stationery and Forms

17. In whose custody is the Stationery Office? Are the Stock and Issue registers regularly maintained? Are they submitted monthly for inspection of the officer incharge? Is a verification of stock done once a year?

18. Is a register of periodical issue of stationery maintained as per stationery rules? Are old and unserviceable articles sold by public auction and the proceeds credited to Government (vide rule 9 of the Stationery rules),

19. Is a complete set of standing orders of Government relating to the working of the Press maintained? Is it complete and up-to-date? Is it provided with a table of contents and index?

VIII. Correspondence Registers

20. Are 'To' and From" registers properly maintained with cross references regularly marked?

21. Are a Peon Book and a Tappal Book maintained?

IX. Cash and Contingencies

22. Are the following registers maintained:-

    (i) Cash Book ;

    (ii) General Ledger;

    (iii) Contingent register; and

    (iv) Order Book for contingent charges?

23. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

24. Is there any money on hand awaiting remittance to the treasury? Details may be furnished. Are there any longstanding advances made out of the office imprest awaiting adjustment? details may be furnished.

25. Are all the charges incurred on account of contingencies entered in the Contingent Register from day to day? Are totals struck at the end of the month? The necessity for any unusual charges may be scrutinised.

26. Are all contingent charges incurred under due authority, sanction of higher officers being obtained where necessary?

27. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Accounts Code and initials of the Head of the Office obtained?

28. Is the expenditure kept within the budget grant?

29. Are the detailed contingent bills of each month submitted with vouchers regularly by the first week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

30. Are salary bills prepared with reference to the attendance register, leave register and Order Book? Are drafts of pay bills maintained?

31. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20? Is the register examined every month by the Head of Office?

32. Are the bills and payments posted in the Cash Book?

33. Is the undisbursed pay short drawn invariably in the Pay bill of the next month?

34. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

35. Are all sums drawn on T.A. Bills disbursed and acquittances taken?

36. Are drafts of the Office T.A. bills maintained in a register? Is there any undisbursed T.A. kept on hand? Are the rules laid down in G.O. No.F1. 2187-235/S and A. 53-15-4, dated 19th November 1915 regarding the undisbursed T.A. duly observed?

37. Have personal claims of Officers to pay, allowances, and increments been discharged without delay? If any are delayed, what is the cause for the same?

38. Are the Pension applications prepared and submitted in time as required by G.O. No. F1. 7215-55/S and A, 484-08-1, dated 7th May 1909? How many cases are pending and why?

X. Records

39. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subject war, chronological, etc. may be briefly explained.

40. Are all the records of the Office kept in proper order and condition?

41. Are rules framed for regulating the periodical destruction of unserviceable records observed and have all time-expired papers have been eliminated according to such rules?

XI. Composing Department

42. Is a work register maintained and kept up-to-date showing the date of receipt of work and the date of sending the formes to the machine room?

43. Is the composing room kept clean, cases without pic, materials in their proper places and so on?

44. Are the valuation of vouchers sent into the Office Branch within the prescribed time?

45. Are the Hour account memos properly scrutinised and the amount claimed checked in accordance with the nature of the work done?

46. Are there any complaints in the matter of the receipt of wages by the men?

47. Are all confidential papers received in the Press dealt with satisfactorily? Have there been any complaints in dealing with them?

48. Is a complete file of all standing matter properly kept? Are rules regarding the distribution of standing matter observed?

XII. Type Store

49. Is the Type Store Keeper the type and materials in his charge satisfactorily? Is he issuing all material upon indent initialed by the Chief Foreman or other officer?

50. Is the matter for distribution kept properly arranged and issued regularly?

51. How many boys are under his care? Are they all attending the general education class? How many have picked up composing work?

XIII. Gazette

52. Is the register of work received for publication in the Gazette maintained up-to-date with all the particulars, regarding the department from which it is received, the number of issues in which it has to be published, the No. of spare copies required for the department and the part of the Gazette in which the matter has to appear duly noted?

53. Are private advertisements published after careful scrutiny and are all moneys therefore recovered in advance and credited to the treasury before they are published?

54. Is the Gazette being issued punctually to time? Have there been any instances of delay?

XIV. Reading Department

55. Is the outturn register showing the daily receipt of work for reading maintained up-to-date with the number of pages received for first, second or final reading and the arrears left over for the day properly noted?

56. Have there been any glaring instances of bad reading entailing punishment of the Readers?

57. Is the number of Readers and Examiners adequate and are their qualifications for reading satisfactory?

XV. Machine Department

58. Are the general registers of the Machine Branch kept up-to-date? Is the register showing the daily receipt of work in the machine room and its distribution properly maintained so as to facilitate ready reference?

59. Have there been any complaints regarding the distribution of work among the Machinemen by the Printing Foreman?

60. Are all machines kept clean and in working order? Have there been any serious breakages?

61. Does the Roller Caster keep all the machines and presses well supplied with good rollers?

62. In how many cases had repairs to be done in the Public Works Workshop for the machines? Has a properly signed requisition been sent in each case? What is the total amount of such repairs up-to-date?

XVI. Gate

63. At what time is the gate opened and closed?

    Are the watchmen looking after the safe custody of things in the Press satisfactorily?

64. Are the workmen searched at the Gate by the Gate Keeper? Has any detection of thefts been brought to notice?

XVII. Binding Branch

65. Are the registers in the Bindery keep up-to-date? Is the daily record of work maintained properly and submitted to the Director daily?

66. Is the indent register showing the quantity of materials required for binding every book prepared properly in the counterfoil book and submitted to the higher officers before being sent to Stores for compliance? Do the figures in the stores issue book tally with those in the Indent register?

67. Are the machines in the Bindery kept in working order?

XVIII. Foundry

68. Are the registers maintained in the Foundry kept up-to-date? Are the machines, etc., kept in working order?

69. Are type leads, stereos, etc., cast in the Foundry delivered to the store keeper regularly and his signature taken?

XIX. General Stores

70. Are the registers maintained in the Stores kept properly posted up? Are the articles received from other departments or purchased or supplied by Contractors according to the indents passed? Are their quality and quantity correct?

71. Has the Store Keeper kept the accounts for materials issued to different departments correctly?

72. Is the Store Keeper giving a receipt for all stores, etc., received and is this receipt in duplicate?

73. Are all articles intended for the Stores in first instance and checked there and reissued on indents thereafter?

XX. Paper Room

74. Are the stock and issue registers in the paper room maintained up-to-date and correctly?

XXI. Office Branch

75. Into how many sections is it divided and what is the function of each?

76. Are payments to the permanent and piece-work establishments made on the 2nd and 16th of each month as per rules in force?

77. Is the work register posted up-to-date and maintained in order? What is the number of works received up-to-date of inspection?

78. Is an overtime register maintained and checked so that all overtime claims are authorised? Is an abstract of the same prepared and submitted to Government for sanction on or before the 10th of each month?

79. Is the Compositor's Line accounts register maintained in order? Are the line account vouchers checked and their correct money values ascertained and entered in this register against the name of each compositor?

80. Is the machines wages register kept all right? Are the values of vouchers correctly ascertained and posted in this register?

81. Is the register of binding work executed in the Press maintained in order? Is a finished copy of each bound book brought to office and are necessary entries caused to be made in the register showing description of binding, number of copies bound and so on? Are the wages due calculated as per standard rates and entered?

82. Is the net cost price of each job executed in the Press arrived at and entered in the Valuation Register?

83. Is the net value of work turned out for each department ascertained and a statement submitted to the Comptroller as required?

84. Are all moneys received on account of subscription to the Mysore Gazette remitted to the Treasury and acknowledgment obtained?

85. What is the number of subscribers to the English and Kannada Gazettes respectively?

86. How many publications were received for registration?

87. What is the number of Maps, plans charts or diagrams drawn by the Draftsman? Is his register maintained up-to-date?

88. Is an Inspection Minute Book maintained and written up as laid down in Para 4 of G.O. No.10870-918/E.A. 53-14-1. dated 10th April 1915?

89. Extent to which points noted for action at previous inspections have been attended to.

90. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not and suggestions, if any, for improving the working of the Office.

Note:- The adoption of a revised form of Memo of questionnaire of Inspection in respect of the several offices, branches and sections of the Department is awaiting approval of Government.

APPENDIX XIV

Government Orders regarding the Mysore State Emblem

Government of Mysore

Chief Secretariat

O.M. NO. GAD 4 DFE 67, DATED 8TH DECEMBER 1967

THE MYSORE STATE EMBLEM

Reference:-

1. Notification No. 9571-C.B. 229-50-1, dated 5th October 1950.
2. Government Order No. 11958-12037-C.B. 229-50-2, dated 28th November 1950.
3. Government Order No. 16888-16987-C.B. 229-50-3, dated 20th February 1951.
4. Government Order No. Ch. S. 1907-2006 C.B. 229-50-3, dated 29th May 1951.
5. Government Order No. Ch. S. 2907-3006 Misc. 31-51-1, dated 23rd June 1951.
6. Government Order No. Ch. S. 4696-766 Misc. 43-52-1, dated Ist July 1952.
7. Government Order No. GAD P-1 801, dated Ist February 1957
8. Government Order No. 5 CON 57, dated 28th March 1957.

OFFICIAL MEMORANDUM

No. GAD 4 DFE 67, dated Bangalore, the

8th December 1967

The Mysore Emblem prior to 5th October 1950 consisted of a central shield with the Gandabherunda or a double headed eagle on it, a badge below and a crest above, with two yalis or trucked lions supporting the shield and the motto "....." (Hindi words) (I uphold Truth and nothing but Truth) below and the figure of the lion, the vehicle of Goddess Chamundi (which denotes the omnipotence of the tutelary deity of the Ruling Family of Mysore), all based on ancient local traditions and principles.

2. According to tradition, when God Vishnu became incarnate as Narasimha to destroy the demon, Hiranyakasipu, and rescue his devotee, Prahlada, his fury threatened the destruction of the world. Then Lord Siva assumed the form of Sarabha, the terror of the Lion, but Vishnu immediately took the form of Gandabherunda, to conquer Sarabha. According to another traditional account, Lord Siva is said to have assumed the form of Gandabherunda to destroy the Tripura demons.

3. The Name of the Eagle occurs as a title of the Chalukyas, the Hoyasalas and the Vijayanagar Kings. It was also the crest of the Telugu Kota Chiefs of Chanyakataka in Guntur District. There is a Gandabherunda ceiling in the Keladi temple and the figure of the bird appears on the pillar of Bherundeswar, both in Shimoga District. The figure also appears on a pillar in the Markandeya Temple at Vakkaleri near Kolar. From a close examination of ancient records and inscriptions, it is gathered that the emblem of Gandabherunda might have been adopted by the Mysore Kings on the fall of Vijayanagar or after their conquest of Srirangapatnam about 1610 A.D. or from the time of Chikkadevaraja Wadeyar. The Emblem as it was prior to 1950 was, however, first designed after the Rendition in 1881.

4. With the adoption by the Government of India in 1949 of the Ashoka Capital motif as the official seal, the State of Mysore changed its Emblem by adopting the Ashoka Capital motif as the crest instead of the crest which existed prior to that date. The new emblem with the Ashoka Capital motif was approved in Government Notification dated 5th October 1950.

5. With the formation of the New State of Mysore with effect from Ist November 1956, the same Emblem with the motto "..... (Hindi Words)" instead of "..... (Hindi Words)" was adopted in the Government Order dated Ist February 1957.

6. Copies of the various orders relating to the Mysore State Emblem issued from 5th October 1950 and referred to in the preamble are appended to this Official Memorandum for information.

K. NARAYANASWAMY

Chief Secretary to Government

Annexure

Mysore State Emblem prior to 5th October 1950

Government of Mysore

General and Revenue Secretariat

..No. 9751-C.B. 229-50-1, dated Bangalore,

5th October 1950

NOTIFICATION

His Highness the Maharaja is pleased to direct that the accompanying design be adopted for the Mysore State Emblem and Seal.

Detailed instructions will issue separately regarding the use of the State Emblem and Seal.

By order of His Highness the Maharaja,

K. SRINIVASAN

Chief Secretary to Government

GOVERNMENT OF MYSORE

General and Revenue Departments

Instructions in Reproducing the seal of the State Emblem

Read:-

Government Notification No. 9571-C.B. 229-50-1, dated the 5th October 1950, adopting a new Emblem and Seal for the Mysore State.

Order there on No. 11958-12037-C.B. 229-50-2, dated, Bangalore, the 28th November 1950

The following revised instructions are issued in reproducing the Seal of the State Emblem on D.O. letter heads and supplied by the Government Press:-

(1) Letter-heads and envelopes for the use of Ministers may be embossed in blue colour, the Emblem with the motto should be on the top left hand corner and lettering like "Government of Mysore, Minister for..... or the Chief Minister" as the case may be on the top right hand corner.

(2) Letter-heads and envelopes used by the Secretaries to Government and Heads of Departments specially authorised to use embossed stationery should be in red (as distinct from the D.O. stationery used by the Hon'ble Ministers) being embossed with the crest and the words "Government of Mysore".

(3) All reproductions of the State Emblem should strictly conform to the designs adopted in the Notification quoted above.

K. SRINIVASAN

Chief Secretary to Government

GOVERNMENT OF MYSORE

General and Revenue Departments

ADOPTION OF NEW STATE EMBLEM FOR SEALS

Read:-

Government Notification No. 9571-C.B. 229-50-1, dated 5th October 1950, adopting a new Emblem and Seal for the Mysore State.

2. Government Order No. 11958-12037-C.B. 229-50-2, dated 28th November 1950, containing instructions for reproducing the seal of the State Emblem on D.O. letter-heads.

3. Correspondence ending with unofficial Note No. P.W.S. 2301, dated 18th November 1950 from the Director of Printing, Stationery and Publications.

Order No. 16888-16987-C.B. 229-50-3, dated Bangalore, the 20th February 1951

The State Emblem is being used, among other things, for the following purposes:-

(1) In Brass seals like Treasury and Court Seals.

(2) In wax seals for sealing important documents and communications issued from offices.

Consequent on the adoption of a new State Emblem, a separate design for seals is necessary. It is suggested by the Director of Printing, Stationery and Publications that they may be prepared with the Coat of Arms of the smallest size enclosed in an oval with the name of the office round it (as per sample appended). This is approved.

Heads of Departments and others concerned are requested to take needful action in consultation with the Director of Printing, Stationery and Publications to obtain the seals required for use in their offices.

K. SRINIVASAN

Chief Secretary to Government

SEAL (Round)

State Huzur Treasury

Emblem

Bangalore

Government of Mysore

General and Revenue Department

ADOPTION OF NEW STATE EMBLEM IN MONOCHROME AND IN MULTI-COLOUR FOR CERTAIN PURPOSES

Read:-

1. Government Notification No. 9571- 229-50-1, dated 5th October 1950, adopting a new Emblem and Seal for the Mysore State.

2. Government Order No. 11958-12037-C.B. 229-50-2, dated 28th November 1950, containing instructions for reproducing the Seal of the State Emblem on D.O. letter-heads.

3. Correspondence ending with un-official Note No. P.W.S. 481 dated 10th May 1951, from the Director of Printing, Stationery and Publications.

Order No. Ch. S. 1907-2006-C.B. 229-50-3, dated Bangalore, the 29th May 1951

It is directed that for the purposes of (1) Printing and (2) Embossing (die stamping) D.O. Stationery etc., the State Emblem may be in monochrome and for other purposes the Emblem may be in multi-colour as shown below.

E.V. GANAPATI IYER

Chief Secretary to Government

MONOCHROME EMBLEM

and in multi colour

GOVERNMENT OF MYSORE

General and Revenue Departments

INSTRUCTIONS IN REPRODUCING THE SEAL OF THE STATE EMBLEM

Order No. CH. S. 2907-3006-Misc. 31-51-1, dated Bangalore, the 23rd June 1951

The instructions contained in para (1) of the Government Order No. 11958-12037-C.B. 229-50-2, dated 28th November 1950, are modified as follows:-

The name of the officer and the official designation may be printed on the top left hand corner in the D.O. letter-heads to be used by the Hon'ble Ministers, Secretaries to Government and Heads of Departments specially authorised to use the embossed stationery and in such cases, the Emblem may be printed in the centre.

The Director of Printing, Stationery and Publications will take necessary action to print and supply letter-heads accordingly as per standing orders.

E.V. GANAPATI IYER

Chief Secretary to Government

GOVERNMENT OF MYSORE

General and Revenue Departments

INSTRUCTIONS IN REPRODUCING THE SEAL OF THE STATE EMBLEM

Read:- 1.Government Notification No. 9571-C.B. 229-50-1, dated 5th October 1950, adopting a new Emblem and Seal for the Mysore State.

2. Government Order No. 11058-C.B. 229-50-2, dated 28th November 1950, containing instructions for reproducing the seal of the State Emblem on D.O. letter-heads.

Order No. CH. S. 4696-766-Misc. 43-52-1, dated Bangalore, the Ist July 1952

In modification of the Government Order No. Ch.S. 2907-3006- Misc. 31-51-1, dated 23rd June 1951, read above, it is directed that the name of the officer and the official designation may be printed on the top left-hand corner in Demi-official letter-heads to be used by Ministers, Secretaries to Government and Heads of Departments and others specially authorised to use embossed stationery and in such cases the emblem may be printed in the centre enclosed in circle or oval with lettering like "Government of Mysore" around the emblem.

2. The Director of Printing, Stationery and Publications will take necessary action to print and supply letter-heads accordingly as per Standing Orders.

N. PUTTARANGASWAMY

Chief Secretary to Government

GOVERNMENT OF MYSORE

General Administration Department (Political)

EMBLEM OF THE NEW STATE OF MYSORE

Read:-

1. Government Notification No. 9571-C.B. 229-50-1, dated the 5th October 1950, adopting a new Emblem and Seal for the Mysore State.

2. Government Order No. 11958-12037-C.B. 229-50-2, dated 28th November 1950, containing instructions for reproducing the seal of the State Emblem on D.O. letter-heads.

3. Government Order No. Ch. S. 1907-2006 C.B. 220-50-3, dated 29th May 1951, containing directions regarding the colour scheme of the State Emblem.

Order No. GAD P-1-801, dated Bangalore, the Ist February 1957

The question whether any change should be effected in the design of the State Emblem was considered by Government and Government are pleased to direct that the present Emblem with the motto "Hindi words" instead of ..... (Hindi Words) as shown below, should be adopted as the Emblem of the new State of Mysore.

EMBLEM

By order and in the name of the Governor,

P.V. RAGHAVENDRA RAO,

Chief Secretary to Government

GOVERNMENT OF MYSORE

Chief Secretariat

CHANGING OF EMBLEMS LETTER HEADS OF MOTTO

Read:-

Government Order No. GAD-P. 1-801, dated Ist February 1957.

Order No. GAD 5 CON 57, Bangalore,

the 28th March 1957

Consequent on the adoption of the motto " Hindi words" in place of "..... Hindi words" on the present State Emblem, it will be necessary to carry out corrections to the State Emblem wherever the latter motto exists at present, e.g., Crests of Government buildings, Government vehicles, letter-heads, seals, etc. The Heads of Department are accordingly requested to take steps to give effect to this alteration in the motto as soon as possible.

2. So far as stationery is concerned, the Director of Printing, Stationery and Publications should give effect to this change in the motto after the existing stock of stationery is exhausted.

By order and in the name of the Governor,

P.V. RAGHAVENDRA RAO,

Chief Secretary to Government

APPENDIX XV

GOVERNMENT OF MYSORE

No. ED 313 UPS 58

Mysore Government Secretariat
Vidhana Soudha
Bangalore, dated 6th February 1959
Magha 16, Saka Era 1880

From

The Secretary to Government of Mysore
Education Department

To

The Compiler
Mysore Gazette
Bangalore

Sir,

Subject: Supply of Mysore Gazette

I am directed to refer to this Department letter No. ED 313 UPS 58, dated 28th July 1958, addressed to the Heads of Departments & copies endorsed to all secretaries to the Govt. of Mysore, Bangalore on the subject noted above, and to authorise you to supply full *gazette* or part or parts of the *Gazette* to the several Offices as shown in the enclosure to this letter.

As regards supply of *full Gazette* or parts of the *Gazette* to the remaining Offices, I am to state that necessary orders in the matter will be issued by the administrative Department of the Secretariat concerned.

Yours faithfully,
AHMED ABDUL AZIZ
Under Secretary to Government
Education Department

Enclosure to letter No. ED 313 UPS 58, dated 2nd February 1959 regarding the Supply of full GAZETTE or Part or Parts of the GAZETTE to the various subordinate offices of the Heads of Departments

1. *Department of Efficiency Audit:*

(1) Office of the Special Officer, Efficiency Audit, Bangalore	Two copies of full *Gazette*
(2) Deputy Superintendent of Police, Anti-corruption Measures, Belgaum	One copy of full *Gazette*
(3) The Inspectors of the Efficiency Audit at various Stations.	One copy each of Parts I, II, III-Section 2, and IV of the *Gazette* to each

2. *Information Department:*

The Information Department and its subordinate Offices in the State to be supplied with the same number of copies of the full *Gazette* as are being supplied at present to each of them.

3. *Office of the Mysore Gazetteer:*	One copy of full *Gazette*
The Chief Editor, Mysore State *Gazetteer,* No.6/7, Sankey's Road, Palace Guttahalli, Bangalore-3	
4. *Department of Forests:*	Two full English *Gazette* in lieu of one Kannada and one English Gazette.
(1) The Chief Conservator of Forests, Bangalore.	

(2) Conservator of Forests (4 Circles) ..	One copy of full *Gazette* (all parts) as heretofore
(3) Divisional Forest Officers ..	do
(4) Range Forest Officers ..	One copy each of Parts I, III (2), IV and Part VI of English *Gazette* to each.
(5) *Department of Transport:*	One coy of full *Gazette*
(1) Office of the Commissioner for Transport in Mysore, Bangalore	
(2) Regional Transport Officers of the Districts in the State.	One copy each of Parts I, II-Section 1, III-Section 2, IV-Sections 2-B and 2-C of the *Gazette* to each
6. *Department of Medical Services :*	
(1) Office of the Director of Medical Services in Mysore, Bangalore	One copy of full *Gazette*
(2) Medical Officers in charge of various Institutions as in the list furnished	One copy each of Parts I, III and VII of the *Gazette* to each.
7. *Department of Literacy and Cultural Development:*	
(1) Director of Literary and Cultural Development	One copy of full *Gazette*
8. *Department of Marketing:*	One copy of full *Gazette*
(1) Office of the Chief Marketing Officer (Joint Registrars, Marketing)	
(2) Office of the Senior Marketing Officers, Bangalore, Mysore, Gulbarga and Dharwar	One copy each of Parts I and V of the *Gazette* to each
9. *Department of Mysore Government Road Transport :*	
(1) MGRTD Central Offices, No.3, Dickenson Road, Bangalore-1	One copy of full *Gazette*
(2) Financial Adviser and Chief Accounts Officer, MGRTD, No. 3, Springfield, Ulsoor Road, Bangalore-1	One copy of full *Gazette*
(3) Executive Engineer, MGRTD., No.3, Springfield, Ulsoor Road, Bangalore-1	One copy each of parts I, IV Sections 2(b) 2(c) and Part VI
(4) Security Officer, MGRTD, No.3, Springfield, Ulsoor Road, Bangalore-1	One copy each of Parts I, II, III and IV
(5) Divisional Controller, MGRTD., Hubli Division, Hubli	One copy of full *Gazette*
(6) Divisional Controller, MGRTD., Belgaum Division, Belgaum	do
(7) Divisional Controller, MGRTD., Bijapur Division, Bijapur	do
(8) Divisional Controller, MGRTD., Raichur Division, Raichur	do
(9) Divisional Controller, MGRTD., Bangalore Division, Bangalore	do
(10) Deputy General Manager, MGRTD., BTS division, BTS.	do

(11) Works Manager, MGRTD., Regional Workshop, Hubli.	do
(12) Deputy Engineer, MGRTD., Civil Engineering Sub-Division Hubli	One copy each of Parts I, IV 2(b) and 2(c) and Part VI
(13) Deputy Engineer, MGRTD., Civil Engineering, Belgaum	One copy each of Parts I, IV 2(b) and 2(c) and Part VI
(14) Deputy Engineer, MGRTD., Civil Engineering Sub-Division Bangalore	One copy each of Parts I, IV 2(b) and 2(c) and Part VI
(15) Assitant Engineer MGRTD., Civil Engineer, Mysore Sub-Division	One copy each of Part I, IV 2 (b) and 2(c) and Part VI
(16) Assistant Engineer MGRTD., Civil Engineer, Sub-Division, Mysore	do
10. *Department of Government Insurance:*	do
Department of Government Insurance	Two copies of full *Gazette* Two copies each of parts I, II Section 1, III-Section 3, IV-Sections 1-B, 1-C and 2 B, VI and VII of the *Gazette*
11. *Department of Engineering (General)*	
(1) Central, Circle and Divisional Offices of the Department in the State.	One copy of full *Gazette, to* each.
(2) P.W.D. Sub-Division Offices in the State.	One copy each of Parts I, II-Sections 1 and 2, III-Sections 1 &2, IV and VI of the *Gazette* to each
12. *Department of Horticulture :*	
(1) Office of the Superintendent, Government Botanical Gardens, Lalbagh, Bangalore-2	One copy of full *Gazette*
(2) The District horticultural Inspector.	One copy of full *Gazette* to each.
13. *Department of Prisons:*	
1. Central Jail, Bangalore 2. do , Bellary 3. do , Belgaum 4. do , Gulbarga 5. Borstal School, Dharwar 6. Borstal School, Bellary 7. District Jail, Mysore 8. Mysore Jail, Mysore 9. Mercara Jail, Mercara 10. Special Sub-Jail, Mangalore 11. District Jail, Bidar 12. District Jail, Raichur 13. Sub-Jail, Karwar 14. Sub-Jail, Jamkhandi	One copy of Part I of the *Gazette* to each

14. *Department of Archaeology :*	
Director of Archaeology in Mysore, Bangalore	One copy of full *Gazette*
15. *The Mysore Iron and Steel Works:*	Four copies of full *Gazette*
The Mysore Iron and Steel Works: ..	
16. *Department of Public Instructions:*	One copy of full *Gazette* to each
1. Director of Public Instruction	
2. Divisional Deputy Directors	
3. District Educational Officers	
4. Principals of Government Colleges	
5. Deputy Commissioner for Examinations	
6. Chief Inspector of Commercial Schools	
7. Chief Medical Inspector of Schools	
8. Inspector of Sanskrit Schools	
9. All the Government High Schools, Training and Special Institutions and Offices of the Inspector of Schools (Ranges), in the State.	One copy each of Parts I and III-Section 2 of the *Gazette* to each.
17. *Mysore High Court:*	
1. Office of the Advocate General for Mysore, Bangalore	One copy of full *Gazette*
2. Subordinate Law Officers ..	One copy each Parts I, II, III, IV and VII of the *Gazette* to each
18. *Mysore Legislature:*	
1. Secretary, Mysore Legislature ..	One copy of full *Gazette*
2. Library, Mysore Legislature ..	do
3. Members of the Legislature ..	One copy of full *Gazette* to each
19. *Department of Engineering*	Two copies of full *Gazette*
(Hydro-Electric Construction Project) Office of the Chief Engineer, Hydro-Electric Construction Projects, Race Course Cross Road, Bangalore-1	
20. *Department of Settlement and Land Records:*	
1. The Commissioner for Settlement and Land Records.	
2. The Superintendent of Land Records, Survey and Settlement.	
3. The Deputy Commissioner of Settlement, Bangalore	
4. The Deputy Commissioner of Settlement, Gulbarga	On copy of full *Gazette to each.*
5. Subordinate Offices of the Land Records Department as in the List.	

	One copy each Parts I, II-Section 1, III-Section 1, Part-VII of the *Gazette* to each.
21. *Department of Police :*	
(1) 1. Office of the Inspector General of Police.	Two copies of full *Gazette*
2. Unit Offices of the Police Department as in the List.	One copy of full *Gazette* to each
(II) 1. Offices of Police Inspectors, Circle Inspectors and Prosecuting Inspectors	One copy each of Parts I and IV to each.
2. Office of Police Prosecutors, Assistant Police Prosecutors.	
3. Offices of the Sub-Inspectors in-charge of Police Station and Prosecution work.	
22. *Department of Commercial Taxes :*	
1. Offices of the Commissioner, Commercial Taxes in Mysore, Bangalore	One copy of full *Gazette.*
2. Deputy Commissioners of Commercial Taxes, Bangalore, Belgaum, Bellary and Mysore	"
3. Commercial Tax Officers and Assistant Commercial Tax Officers	One copy each of Parts I, II, III-Sections 1 and 2, IV and VII of the *Gazette* to each.
4. The Agricultural Income Tax Officers of Coorg, Chickmagalur, North Kanara, Dharwar, Nippani, Bagalkot	One copy each of Parts I, II, III-Sections 1 and 2, IV and VII of the *Gazette* to each.
23. *Department of Fisheries:*	
1. Office of the Director of Fisheries in Mysore, Bangalore	One copy of full *Gazette*
2. Assistant Director of Fisheries, B'lore	One copy each of Parts I, II, - III-Sections 1, 2, 3, IV-section 1-B & 1-C, section 2-A, B & C, V, VI & VII to each.
3. Assistant Director of Fisheries (Engineering), Mangalore	
4. Fisheries Officer, Bangalore	
5. Superintendent of Fisheries, (Coast), Karwar	
24. *Department of Animal Husbandry:*	
1. Director, Animal Husbandry and Veterinary Services, Attara Kacheri, Bangalore	One copy of full *Gazette*
2. Assistant Director, Animal Husbandry, Mysore Road, Bangalore	do
3. Dairy Development Officer, Animal Husbandry Department, Bangalore-1	do
4. Deputy Director, Key Village Scheme, Bangalore-2	One copy of full *Gazette*

5. Superintendent, Composite Livestock Farms and Research Station, Hesarghatta, Bangalore	do
6. Deputy Director, Mysore Serum Institute, Hebbal, Bangalore-6	do
7. Disease Investigation Officer, Hebbal, Bangalore	do
8. Manager, Milk Supply Union, National Dairy Research Institute, B'lore	do
9. Principal Veterinary College, Hebbal, Bangalore	do
10. Poultry Development Officer, Central Poultry Farm, Hessarghatta, B'lore ..	do
11. Veterinary Inspector, Veterinary Hospital, Taskar Town, Civil Station, Bangalore. ..	Part V only
12. Veterinary Inspector, Veterinary Hospital, Mysore Road, Bangalore City	"
13. Veterinary Inspector, Veterinary Dispensary, 2nd Main Road, Malleswaram, Bangalore ..	"
14. Veterinary Inspector, Veterinary Dispensary, Kanakapura ..	Part V only
15. Veterinary Inspector, Veterinary Dispensary, Channapatna ..	"
16. Veterinary Inspector, Veterinary Dispensary, Ramanagar ..	"
17. Veterinary Inspector, Veterinary Dispensary, Magadi ..	"
18. Veterinary Inspector, Veterinary Dispensary, Nelamangala ..	"
19. Veterinary Inspector, Veterinary Dispensary, Devanahalli ..	"
20. Veterinary Inspector, Veterinary Dispensary, Hosakote ..	"
21. Veterinary Inspector, Veterinary Dispensary, Doddaballapur ..	"
22. Veterinary Inspector, Veterinary Dispensary, Anekal ..	"
23. Veterinary Inspector, Veterinary Dispensary, Hebbal, B'lore North	"

KOLAR DISTRICT

1. Assistant Director, Animal Husbandry, Kolar	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Hospital, Kolar	Part V only

3. Veterinary Inspector, Veterinary Dispensary, Malur	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Bangarpet	"
5. Veterinary Inspector, Veterinary Dispensary, K.G.F. Bangarpet Tq.	"
6. Veterinary Inspector, Veterinary Dispensary, Mulbagal ..	"
7. Veterinary Inspector, Veterinary Dispensary, Srinivaspur ..	"
8. Veterinary Inspector, Veterinary Dispensary, Chintamani ..	"
9. Veterinary Inspector, Veterinary Dispensary, Bagepalli ..	"
10. Veterinary Inspector, Veterinary Dispensary, Gudibanda ..	"
11. Veterinary Inspector, Veterinary Dispensary, Gowribidanur ..	"
12. Veterinary Inspector, Veterinary Dispensary, Chikballapur ..	"
13. Veterinary Inspector, Veterinary Dispensary, Sidlaghatta ..	"

MANDYA DISTRICT

1. Assistant Director, Animal Husbandry, Mandya ..	One copy of full *Gazette*
2. Veterinary Inspector, Hospital, Mandya	Part V only
3. Veterinary Inspector, Veterinary Dispensary, Srirangapatna	"
4. Veterinary Inspector, Veterinary Dispensary, Pandavapur ..	"
5. Veterinary Inspector, Veterinary Dispensary, Krishnarajpet ..	"
6. Veterinary Inspector, Veterinary Dispensary, Nagamangala ..	"
7. Veterinary Inspector, Veterinary Dispensary, Maddur ..	"
8. Veterinary Inspector, Veterinary Dispensary, Malavalli ..	"

MYSORE DISTRICT

1. Assistant Director, Animal Husbandry, Mysore ..	One copy of full *Gazette*
2. Veterinary Inspector, Hospital, Mysore	Part V only
3. Veterinary Inspector, Veterinary Dispensary, T. Narasipur ..	"
4. Veterinary Inspector, Veterinary Dispensary, Gundlupet..	"
5. Veterinary Inspector, Veterinary Dispensary, Nanjangud..	"
6. Veterinary Inspector, Veterinary Dispensary, Chamarajanagar ..	"
7. Veterinary Inspector, Veterinary Dispensary, Kollegal ..	"
8. Veterinary Inspector, Veterinary Dispensary, Heggadadevanakote ..	"

9. Veterinary Inspector, Veterinary Dispensary, Hunsur ..	"
10. Veterinary Inspector, Veterinary Dispensary, Periyapatna ..	Part V only
11. Veterinary Inspector, Veterinary Dispensary, Krishnarajanagar ..	"

HASSAN DISTRICT

1. Assistant Director, Animal Husbandry, Hassan ..	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Dispensary, Hassan	Part V only
3. Veterinary Inspector, Veterinary Dispensary, Sakalespur ..	"
4. Veterinary Inspector, Veterinary Dispensary, Arkalgud ..	"
5. Veterinary Inspector, Veterinary Dispensary, Alur ..	"
6. Veterinary Inspector, Veterinary Dispensary, Belur ..	"
7. Veterinary Inspector, Veterinary Dispensary, Arsikere ..	Part V only
8. Veterinary Inspector, Veterinary Dispensary, Channarayapatna ..	"
9. Veterinary Inspector, Veterinary Dispensary, Holenarasipur ..	"
10. Amrithmahal Daroga Office ..	"
11. Kaval Ranger, Economic Farm, Abbanghatta, Hornahalli Post, Arsikere taluk ..	"

CHIKMAGALUR DISTRICT

1. Assistant Director, Animal Husbandry, Chikmagalur ..	One copy of full *Gazette*
2. Research Officer, Animal Husbandry, Ajjampur ..	do
3. Veterinary Inspector, Veterinary Hospial, Chikmagalur ..	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Mudigere ..	"
5. Veterinary Inspector, Veterinary Dispensary, Koppa ..	Part V only
6. Veterinary Inspector, Veterinary Dispensary, Narasimharajpur ..	"
7. Veterinary Inspector, Veterinary Dispensary, Tarikere ..	Part V only
8. Veterinary Inspector, Veterinary Dispensary, Ajjampur ..	"
9. Veterinary Inspector, Veterinary Dispensary, Kadur ..	"
10. Manager, C.B.S., Ajjampur ..	"
11. Kaval Ranger, Economic Farm, Birur Post, Birur ..	"

12. Manager, C.B.S. Basur ..	"

SHIMOGA DISTRICT

1. Assistant Director, Animal Husbandry, Shimoga ..	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Hospial, Shimoga ..	Part V only
3. Veterinary Inspector, Veterinary Hospial, Sagar ..	"
4. Veterinary Inspector, Veterinary Dispensary, Anandapuram. Sagar Taluk ..	"
5. Veterinary Inspector, Veterinary Dispensary, Bhadravathi ..	"
6. Veterinary Inspector, Veterinary Dispensary, Thirthahalli ..	"
7. Veterinary Inspector, Veterinary Dispensary, Hosanagar ..	Part V only
8. Veterinary Inspector, Veterinary Dispensary, Sorab ..	"
9. Veterinary Inspector, Veterinary Dispensary, Shikharipur ..	"
10. Veterinary Inspector, Veterinary Dispensary, Shiralkoppa ..	"
11. Veterinary Inspector, Veterinary Dispensary, Honnali ..	"
12. Veterinary Inspector, Veterinary Dispensary, Channagiri ..	"

CHITRADURGA DISTRICT

1. Assistant Director, Animal Husbandry, Chitradurga ..	One copy of full *Gazette*
2. Superintendent, Sheep and Wool Development Scheme, Hosadurga ..	do
3. Veterinary Inspector, Veterinary Hospital Chitradurga ..	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Davanagere ..	"
5. Veterinary Inspector, Veterinary Dispensary, Harihar ..	"
6. Veterinary Inspector, Veterinary Dispensary, Jagalur ..	Part V only
7. Veterinary Inspector, Veterinary Dispensary, Molakalmur ..	"
8. Veterinary Inspector, Veterinary Dispensary, Challakere ..	"
9. Veterinary Inspector, Veterinary Dispensary, Hiriyur ..	"
10. Veterinary Inspector, Veterinary Dispensary, Hosadurga ..	"
11. Veterinary Inspector, Veterinary Dispensary, Holalkere ..	"
12. Office of the Amrithmahal Daroga, Holalkere ..	"

13. Kaval Ranger, Economic Cattle Farm, Kynodu, Hosadurga Post ..	"
14. Kaval Ranger, Economic Cattle Farm Vlavarthy, Challakere Taluk ..	"

TUMKUR DISTRICT

1. Assistant Director, Animal Husbandry, Tumkur ..	One copy of full *Gazette*
2. Superintendent, Stud Farm, Kunigal..	do
3. Veterinary Inspector, Veterinary Hospital, Tumkur ..	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Kunigal ..	"
5. Veterinary Inspector, Veterinary Dispensary, Gubbi ..	"
6. Veterinary Inspector, Veterinary Dispensary, Turuvekere ..	"
7. Veterinary Inspector, Veterinary Dispensary, Tiptur ..	"
8. Veterinary Inspector, Veterinary Dispensary, Chiknayakanahalli ..	"
9. Veterinary Inspector, Veterinary Dispensary, Sira ..	"
10. Veterinary Inspector, Veterinary Dispensary, Madhugiri ..	"
11. Veterinary Inspector, Veterinary Dispensary, Koratagere ..	"
12. Veterinary Inspector, Veterinary Dispensary, Pavagada..	"

BELLARY DISTRICT

1. District Veterinary Officer, Bellary	One copy of full *Gazette*
2. Manager, Combined Sheep and Cattle Farm, Kurikuppe ..	do
3. Veterinary Inspector, Veterinary Hospital, Bellary ..	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Hospet ..	"
5. Veterinary Inspector, Veterinary Dispensary, Harapanahalli ..	"
6. Veterinary Inspector, Veterinary Dispensary, Sandur ..	"
7. Veterinary Inspector, Veterinary Dispensary, Siruguppa ..	"
8. Veterinary Inspector, Veterinary Dispensary, Hadagalli ..	"
9. Veterinary Inspector, Veterinary Dispensary, Kudlige ..	"
10. Veterinary Inspector, Veterinary Dispensary, Kottur ..	"

RAICHUR DISTRICT

1. District Veterinary Officer, Raichur ..	One copy of full

	Gazette
2. Superintendent, Cattle-*cum*-Sheep Breeding Farm, Munirabad	do
3. Veterinary Inspector, Veterinary Hospital, Raichur	Part V only
4. Veterinary Inspector, Veterinary Dispensary, Koppal ..	"
5. Veterinary Inspector, Veterinary Dispensary, Sindhanoor ..	Part V only
6. Veterinary Inspector, Veterinary Dispensary, Manvi ..	"
7. Assistant Veterinary Surgeon, Gangawati ..	"

GULBARGA DISTRICT

1. District Veterinary Officer, Gulbarga ..	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Hospital, Gulbarga ..	Part V
3. Veterinary Inspector, Veterinary Dispensary, Aland ..	"
4. Veterinary Inspector, Veterinary Dispensary, Yadgiri ..	"

BIDAR DISTRICT

1. District Veterinary Officer, Bidar	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Hospital, Bidar	Part V
3. Veterinary Inspector, Veterinary Dispensary, Santhpuraward ..	"
4. Veterinary Inspector, Veterinary Dispensary, Humnabad ..	"

DHARWAR DISTRICT

1. Divisional Veterinary Officer, Dharwar ..	One copy of full *Gazette*
2. Veterinary Inspector, Veterinary Hospital ..	Part V
3. Agricultural Officer, Cattle Breeding Station, Togur, Dharwar Taluk ..	"
4. Veterinary Inspector, Veterinary Dispensary, Hubli ..	"
5. Veterinary Inspector, Veterinary Dispensary, Kundagala ..	"
6. Veterinary Inspector, Veterinary Dispensary, Kalaghatagi ..	"
7. Veterinary Inspector, Veterinary Dispensary, Bankapur ..	"
8. Agricultural Officer, C.B.S. Bankapura Shiggaon Taluk ..	"
9. Veterinary Inspector, Veterinary Dispensary, Hanagal ..	"
10. Veterinary Inspector, Veterinary Dispensary, Byadgi ..	"

11. Veterinary Inspector, Veterinary Dispensary, Ranebennur ..	"
12. Supervisor, Sheep and Wool Development Scheme, Ranebennur ..	One copy of fall *Gazette*
13. Veterinary Inspector, Veteinary Dispensary, Hirekerur ..	Part V
14. Veterinary Inspector, Veterinary Dispensary, Haveri ..	"
15. Veterinary Inspector, Veterinary Dispensary, Lakshmeshwar, Shirahatti ..	"
16. Veterinary Inspector, Veterinary Dispensary, Mundargi..	"
17. Veterinary Inspector, Veterinary Dispensary, Gadag ..	"
18. Veterinary Inspector, Veterinary Dispensary, Navalgunda ..	"
19. Veterinary Inspector, Veterinary Dispensary, Naragunda ..	"
20. Veterinary Inspector, Veterinary Dispensary, Ron ..	"
21. Agricultural Officer, C.B.P., Guttal, Haveri Taluk ..	"

BIJAPUR DISTRICT

1. Veterinary Inspector, Veterinary Hospital, Bijapur ..	One copy of Part V
2. Veterinary Inspector, Veterinary Dispensary, Bagewadi ..	"
3. Veterinary Inspector, Veterinary Dispensary, Jamkhandi ..	"
4. Veterinary Inspector, Veterinary Dispensary, Mudhol ..	"
5. Veterinary Inspector, Veterinary Dispensary, Bilgi ..	"
6. Veterinary Inspector, Veterinary Dispensary, Bagalkote ..	"
7. Veterinary Inspector, Veterinary Dispensary, Hungund ..	"
8. Veterinary Inspector, Veterinary Dispensary, Muddebihal ..	"
9. Veterinary Inspector, Veterinary Dispensary, Sindhagi ..	"
10. Agricultural Officer, S.B.S., Anagwadi Sindhagi Taluk ..	"
11. Veterinary Inspector, Veterinary Dispensary, Badami ..	"
12. Veterinary Inspector, Veterinary Dispensary, Indi ..	"

BELGAUM DISTRICT

1. Divisional Veterinary Officer, Belgaum ..	One copy of full *Gazette*

2. Veterinary Inspector, Veterinary Hospital, Belgaum ..	Part V
3. Veterinary Inspector, Veterinary Dispensary, Sambre ..	"
4. Veterinary Inspector, Veterinary Dispensary, Khanapur ..	"
5. Veterinary Inspector, Veterinary Dispensary, Bailhongal ..	"
6. Veterinary Inspector, Veterinary Dispensary, Saundatti ..	"
7. Veterinary Inspector, Veterinary Dispensary, Ramadurga ..	"
8. Veterinary Inspector, Veterinary Dispensary, Katkol ..	"
9. Veterinary Inspector, Veterinary Dispensary, Rayabag ..	"
10. Veterinary Inspector, Veterinary Dispensary, Athani ..	"
11. Veterinary Inspector, Veterinary Dispensary, Shedbal ..	"
12. Agricultural Officer, S.B.S., Suttati, Athani Taluk ..	"
12. Veterinary Inspector, Veterinary Dispensary, Chikkodi ..	"
13. Veterinary Inspector, Veterinary Dispensary, Hukkeri ..	"

NORTH KANARA DISTRICT

1. Veterinary Inspector, Veterinary Dispensary, Karwar ..	One copy of Part-V
2. Veterinary Inspector, Veterinary Dispensary, Ankola ..	"
3. Veterinary Inspector, Veterinary Dispensary, Kumta ..	"
4. Veterinary Inspector, Veterinary Dispensary, Honnavar ..	"
5. Veterinary Inspector, Veterinary Dispensary, Mundeswar Bhatkal Taluk ..	"
6. Veterinary Inspector, Veterinary Dispensary, Siddapur ..	"
7. Veterinary Inspector, Veterinary Dispensary, Sirsi ..	"
8. Veterinary Inspector, Veterinary Dispensary, Mundagod ..	"
9. Veterinary Inspector, Veterinary Dispensary, Yellapur ..	"
10. Veterinary Inspector, Veterinary Dispensary, Haliyal ..	"
11. Veterinary Inspector, Veterinary Dispensary, Supa ..	"

SOUTH KANARA DISTRICT

1. District Veterinary Officer, Mangalore	One copy of full *Gazette*
2. Superintendent, D.L.P., Koila ..	do

3. Veterinary Inspector, Veterinary Hospital, Kodialbail, Mangalore-3 ..	One copy of Part V
4. Veterinary Inspector, Veterinary Hospital, Bajpe ..	"
5. Veterinary Inspector, Veterinary Hospital, Puttur..	"
6. Veterinary Inspector, Veterinary Hospital, Belthangady ..	"
7. Veterinary Inspector, Veterinary Hospital, Karkal..	"
8. Veterinary Inspector, Veterinary Hospital, Hebri ..	"
9. Veterinary Inspector, Veterinary Hospital, Moodabidri ..	"
10. Veterinary Inspector, Veterinary Hospital, Udipi..	"
11. Veterinary Inspector, Veterinary Hospital, Coondapur ..	One copy of Part V

COORG DISTRICT

1. District Veterinary Officer, Coorg, Mercara ..	One copy of full *Gazette*
2. Dairy Development Officer, Kudige ..	do
3. Senior Veterinary Assistant Surgeon, Veterinary Hospital, Mercara ..	One copy of Part V
4. Veterinary Inspector, Veterinary Dispensary, Napoklu ..	"
5. Veterinary Inspector, Veterinary Dispensary, Ammathi ..	"
6. Veterinary Inspector, Veterinary Dispensary, Poonampet ..	"
7. Veterinary Inspector, Veterinary Dispensary, Kutta ..	"
8. Veterinary Inspector, Veterinary Dispensary, Somwarpet ..	"
9. Superintendent, Dairy Farm, Kudige	One copy of full *Gazette*
10. Veterinary Inspector, Polutry Farm, Kudige	One copy of Part V
25. *Department of Registration :*	
1. Sub-Registry Offices in the State ..	One copy each of Part I, III Section (2) and IV to each

AHMED ABDUL AZIZ

Under Secretary to Government

Education Department

List of Unit Offices of the Police Department referred to in item 21-(I)-2

1. Office of the D.I.G., CID, and Railways, Bangalore,
2. Office of the D.I.G., CID, Central Range, Bangalore
3. Office of the D.I.G., CID, Northern Range, Belgaum
4. Office of the D.I.G., CID, Southern Range, Mysore
5. Office of the District Superintendent of Police, Bangalore North.
6. Office of the District Superintendent of Police, Bangalore South.
7. Office of the District Superintendent of Police, Bangalore District.
8. Office of the Police Sub-Division Officer, Channapatna

9. Office of the D.S.P., Railways, Bangalore.
10. Office of the D.S.P., Kolar District, Kolar
11. Office of Police Sub-Division Officer, Chickballapur
12. Office of the D.S.P., K.G.F.
13. Office of the D.S.P., Tumkur District, Tumkur
14. Office of the Police Sub-Division Officer, Tiptur
15. Office of the D.S.P., Chitradurga District, Chitradurga
16. Office of the Police Sub-Division Officer, Davanagere
17. Office of the D.S.P., Mysore District, Mysore
18. Office of the Police Sub-Division Officer, Nanjangud
19. Office of the D.S.P., Mandya District, Mandya
20. Office of the D.S.P., Hassan District, Hassan
21. Office of the D.S.P., Chickmagalur District, Chickmagalur
22. Office of the D.S.P., Shimoga District, Shimoga
23. Office of the Police Sub-Division Officer, Sagar
24. Office of the D.S.P., Bellary District, Bellary
25. Office of the Police Sub-Division Officer, Bellary
26. Office of the Police Sub-Division Officer, Hospet
27. Office of the District Prohibition Officer, Bellary
28. Office of the D.S.P., MARP, Bangalore.
29. Office of the Commandant, Mtd. Co., Palace Guards, Mysore.
30. Office of the Commandant, Dismounted Co., Palace Guards, Mysore.
31. Office of the Deputy Superintendent of Police, MARP, Mysore.
32. Office of the Principal, PTS, Mysore.
33. Office of the Superintendent of Police, Special Branch, CID, Bangalore.
34. Office of the Supdt. of Police, Crime Branch, CID, Bangalore.
35. Office of the D.S.P., Coorg, Mercara.
36. Office of the Police Sub-Division Officer, Virajpet
37. Office of the Special D.S.P., Police Radio Grid, Bangalore.
38. Office of the D.S.P., Dharwar
39. Office of the S.D.P.O., Northern Division, Dharwar
40. Office of the S.D.P.O., Southern Division, Dharwar
41. Office of the D.S.P., North Kanara District, Karwar
42. Office of the D.S.P., Belgaum District, Belgaum
43. Office of the S.D.P.O., Bailhongal.
44. Office of the D.S.P., Northern Division, Belgaum
45. Office of the Deputy Superintendent of Police, CID, Belgaum.
46. Office of the D.S.P., Bijapur District, Bijapur

47. Office of the S.D.P.O., Northern Division, Bijapur
48. Office of the D.S.P., Southern Division, Bijapur
49. Office of the D.S.P., South Kanara, Mangalore
50. Office of the S.D.P.O., Udipi
51. Office of the D.S.P., Puttur Sub-Division, Puttur
52. Office of the D.S.P., Raichur District, Raichur
53. Office of the S.D.P.O., Raichur Sub-Division, Raichur
54. Office of the S.D.P.O., Koppal Sub-Division, Koppal
55. Office of the S.D.P.O., Lingasugur Sub-Division, Lingasugur
56. Office of the D.S.P., Gulbarga District, Gulbarga
57. Office of the S.D.P.O., Gulbarga Sub-Division, Gulbarga
58. Office of the S.D.P.O., Yadgiri
59. Office of the S.D.P.O., Head quarters Sub-Division, Gulbarga
60. Office of the D.S.P., Bidar District, Bidar
61. Office of the S.D.P.O., Bidar Sub-Division, Bidar
62. Office of the S.D.P.O., Humnabad Sub-Division, Humnabad
63. Office of the Principal, Central Recruit School, Bidar
64. Office of the Assistant Commandant, MSRP, Bidar
65. Office of the District Commandant, Home Guards, Dharwar
66. Office of the District Commandant, Home Guards, Belgaum
67. Office of the District Commandant, Home Guards, Bijapur
68. Office of the District Commandant, Home Guards, Kumta
69. Office of the Sub-Divisional Police Officer, Prohibition, Chickmagalur
70. Office of the Sub-Divisional Police Officer, Prohibition, Central Sub-Division, Belgaum
71. Office of the Sub-Divisional Police Officer, Prohibition, Mangalore Sub-Division, Mangalore.
72. Office of the Sub-Divisional Police Officer, Prohibition, K.G.F.
73. Office of the Deputy Superintendent of Police, M.A.R.P., Bangalore South, Bangalore-1.

APPENDIX XVI

SANCTIONED STRENGTH AND PAY SCALES AS ON IST DECEMBER 1971

Government Central Press, Bangalore

Designation of the Post	Number of Posts		Scale of Pay of the Post
	Permanent	*Temporary*	
1	*2*	*3*	4
			Rs.
GAZETTED CADRES			
Director	1	...	1,300-60-1,600-50-1,800+S.P.200
Senior Deputy Director ...	1	...	700-40-900-50-1,100+S.P.
Deputy Director (Technical)... ...	2	...	400-30-640-EB-40-800-50-950
Deputy Director (Administration and Accounts) ...	1	...	400-30-640-ED-40-800-50-950
Assistant Director (Technical) ...	4	2	275-25-375-EB-25-550
Assistant Director (Non-Technical) ...	2	2	275-25-375-EB-25-550
Assistant Director (Printers Costing) ...	...	1	275-25-375-EB-25-550
Stock Verification Officer	1	...	275-25-375-EB-25-550
Labour Welfare Officer	1	...	275-25-375-EB-25-550
Medical Officer	...	1	400-30-640-EB-40-800-50-950
Non-Gazetted Cadres			
Ministerial Establishment-			Rs.
Superintendent, Grade I	3	1	200-10-230-15-350-EB-20-450
Superintendent, Grade II	1	2	175-10-275-15-350-EB-20-450
First Division Clerk	13	6	130-5-140-8-180-ED-10-260-15-290
Second Division Clerk ...	36	16	90-4-110-5-170-EB-6-200
Stenographer ...	1	2	130-5-140-8-180-EB-10-260-15-290+SP-35
Typist ...	4	...	90-4-110-5-170-EB-6-200+SP-20
Attender	4	5	80-3-110-4-130-5-145
Peon ...	19	6	65-2-95
Costing Office-			
Chief Cost Accountant	1	...	200-10-230-15-350-EB-20-450
Cost Accountant	2	...	130-5-140-8-180-EB-10-260-15-

1			2	3	4 Rs.
					290
Internal Audit Section-		...		...	
Audit Superintendent	...	...	1	...	250-15-310-20-350-EB-25-500
First Division Clerk	...	...	2	...	130-5-140-8-180-EB-10-260-15-290
Industrial Establishment-		...		...	
Superintendent, Grade II...		...	1	...	175-10-275-15-350-EB-20-450
First Division Clerk (Industrial)		...	4	1	130-5-140-8-180-EB-10-260-15-290
Second Division Clerk (Industrial)		...	18	1	90-4-110-5-170-EB-6-200
Chief Examiner	...	...	2	...	225-10-245-15-320-EB-20-400-25-450
Deputy Chief Examiner	...	...	1	1	175-10-275-15-350-EB-20-450
Senior Proof Examiner	...	...	17	6	130-5-140-8-180-EB-10-260-15-290
Junior Proof Examiner	...	...	52	14	90-4-110-5-170-EB-6-200
Translator	...	...	2	...	200-10-230-15-350-EB-20-450
Assistant Translator	...	...	1	...	130-5-140-8-180-EB-10-260-15-290
Head Computor	...	...	...	2	175-10-275-15-350-EB-20-450
First Division Computor	...	...	2	3	130-5-140-8-180-EB-10-260-15-290
Second Division Computor	..	...	14	4	90-4-110-5-170-EB-10-220
Works Clerks	...	...	5	2	160-10-260-EB-15-350
Supervisor (Industrial)	...	...	3	1	225-10-245-15-320-EB-20-400-25-450
Overseer	...	...	6	1	200-10-230-15-350-EB-20-450
Senior Foreman	...	...	3	1	200-10-230-15-350-EB-20-450
Foreman	...	...	20	9	175-10-275-15-350-EB-20-450
Supervisor (P.Z.S.)	...	...	1	1	225-10-245-15-320-EB-20-400-25-450
Process Operator	...	...	1	1	175-10-275-15-350-EB-20-450
Assistant Process Operator		...	1	1	120-5-150-8-190-EB-10-240
Artist and Fine Etcher	...	...	2	...	175-10-275-15-350-EB-20-450

1			2	3	4 Rs.
Artist...		...	...	1	175-10-275-15-350-EB-20-450
Engraver and Mounter	...	...	1	1	175-10-275-15-350-EB-20-450
Engraver	...	...	...	2	100-5-150-6-180-EB-10-220
Senior Offset Printer	...	...	2	1	175-10-275-15-350-EB-20-450
Offset Printer	...	..	2	14	100-5-150-6-180-EB-10-220
Assistant Offset Printer	...	...	6	17	90-4-110-5-170-EB-6-200
Senior Offset Plate Maker	..	..	...	1	150-200 (Pre-1970 Scale)
Offset Plate Maker	...	...	1	2	100-5-150-6-180-EB-10-220
Assistant Offset Plate Maker	...	...	...	2	90-4-110-5-170-EB-6-200
Process Plate Maker	...	...	1	1	90-4-110-5-170-EB-6-200
Assistant Plate Maker	...	...	...	2	65-2-95
Assistant Plate Maker	...	...	...	1	80-3-110-4-130-5-145
Plate Grainer	...	...	1	1	90-4-110-5-170-EB-6-200
Assistant Plate Grainer	...	...	1	3	80-3-110-4-130-5-145
Dark Room Assistant	...	...	1	1	90-4-110-5-170-EB-6-200
Head Type Caster	...	...	2	1	120-5-150-8-190-EB-10-240
Head Mono Caster	...	...	...	1	120-5-150-8-190-EB-10-240
Type Caster	...	...	2	...	90-4-110-5-170-EB-6-200
Mono Caster	...	...	...	12	90-4-110-5-170-EB-6-200
Assistant Type Caster	...	...	6	4	80-3-110-4-130-5-145
Assistant Mono Caster	...	...	1	2	80-3-110-4-130-5-145
Furnace Attender	...	...	1	3	80-3-110-4-130-5-145
Stereo Type Caster	...	...	2	1	100-5-150-6-180-EB-10-220
Machine Reviser	...	...	2	1	90-4-110-5-170-EB-6-200
Progress Recorder	...	...	1	1	90-4-110-5-170-EB-6-200
Lino Supervisor	...	...	1	1	200-10-230-15-350-EB-20-450
Lino Mechanic	...	...	1	1	175-10-275-15-350-EB-20-450+SP-15
Lino Operator	...	...	9	12	175-10-275-15-350-EB-20-450
Mono Operator	...	...	3	13	175-10-275-15-350-EB-20-450

1			2	3	4 Rs.
Electrician	...	...	9	12	175-10-275-15-350-EB-20-450
Mechanical Supervisor	...	...	...	1	225-10-245-15-320-EB-20-400-25-450
Mechanical Overseer	...	...	1	1	200-10-230-15-350-EB-20-450
Mechanic	...	...	2	5	100-5-150-6-180-EB-10-220
Assistant Mechanic	...	...	1	1	90-4-110-5-170-EB-6-200
Rubber Stamp Caster	...	...	1	1	90-4-110-5-170-EB-6-200
Assistant Rubber Stamp Caster		...	1	1	80-3-110-4-130-5-145
Carpenter	...	...	5	2	90-4-110-5-170-EB-6-200
Turner	...	...	2	1	90-4-110-5-170-EB-6-200
Fitter...		...	4	1	90-4-110-5-170-EB-6-200
Watch and Ward (Industrial)-					
Chief Time Keeper	...	...	1	...	160-10-260-EB-15-350
Time Keeper	...	...	1	2	90-4-110-5-170-EB-6-200
Gate Keeper	...	...	1	1	80-3-110-4-130-5-145
Assistant Gate Keeper	...	...	1	...	65-2-95
Night Watchman	...	...	4	4	65-2-95
Cycle Stand Watchman	...	...	2	3	65-2-95
Miscellaneous (Industrial)-					
Packer	...	...	19	17	65-2-95
Jamedar	...	...	1	...	80-3-110-4-130-5-145
Daffedar	...	...	1	...	80-3-110-4-130-5-145
Attender	...	...	3	1	80-3-110-4-130-5-145
Budget Attender	...	...	2	...	80-3-110-4-130-5-145
Counter	...	...	3	2	65-2-95
Sweeper	...	...	9	3	65-2-95
Scavenger	...	...	3	5	65-2-95
Gardener	...	...	1	...	65-2-95
Mali on casual labour	...	...	1	...	65 fixed
Sweeper on casual labour	...	...	2	...	100 fixed

1			2	3	4 Rs.
Driver	...	...	1	...	70-100 (pre-1970 scale)
Jeep Driver	...	...	1	...	80-3-110-4-130-5-145
Cleaner	...	...	1	...	65-2-95
Dispensary-					
Staff Nurse	...	...	...	1	175-10-275-15-350-EB-20-450
Compounder	...	...	...	1	90-4-110-5-170-EB-6-200
Work Establishment (Industrial)-					
Senior Compositor	...	...	22	9	160-10-260-EB-15-350
Compositor	...	...	91	57	90-4-110-5-170-EB-6-200
Junior Compositor	...	...	146	91	80-3-110-4-130-5-145
Senior Binder	...	...	17	7	160-10-260-EB-15-350
Binder	...	...	63	32	90-4-110-5-170-EB-6-200
Assistant Binder	...	...	118	97	80-3-110-4-130-5-145
Senior Machine Minder	...	...	16	6	160-10-260-EB-15-350
Machine Minder	...	...	62	35	90-4-110-5-170-EB-6-200
Assistant Machine Minder		...	96	65	80-3-110-4-130-5-145
Apprentice Compositor	...	...	20	...	50 Fixed stipend
Social Welfare Trainee (Letter Press)			30	...	50 Fixed Stipend
Social Welfare Trainee (P.Z.S.)			6	...	45 Fixed stipend

Government Branch Press, Dharwar

Designation of the Post			Number of Posts		Scale of Pay of the Post
			Permanent	*Temporary*	
1			2	3	4 Rs.
GAZETTED CADRE					
Deputy Director	...	...	...	1	400-30-640-EB-40-800-50-950
NON-GAZETTED CADRES					
Ministerial Establishment-					
Superintendent, Grade II	...	...	...	1	175-10-275-15-350-EB-20-450
First Division Clerk	...	...	...	2	130-5-140-8-180-EB-10-260-15-290

1	2	3	4 Rs.
Second Division Clerk		2	90-4-110-5-170-EB-6-200
Typist, II Grade		1	90-4-110-5-170-EB-6-200+SP-20
Cost Accountant		1	130-5-140-8-180-EB-10-260-15-290
Peon		2	65-2-95
Industrial Establishment-			
Supervisor		1	225-10-245-15-320-EB-20-400-25-450
Foreman		1	175-10-275-15-350-EB-20-450
Senior Proof Examiner		1	130-5-140-8-180-EB-10-260-15-290
Junior Proof Examiner		2	90-4-110-5-170-EB-6-200
First Division Clerk Industrial		1	130-5-140-8-180-EB-10-260-15-290
Second Division Clerk Industrial		2	90-4-110-5-170-EB-6-200
Second Division Computor		2	90-4-110-5-170-EB-6-200
Works Clerk		1	160-10-260-EB-15-350
Time Keeper		1	90-4-110-5-170-EB-6-200
Senior Compositor		4	160-10-260-EB-15-350
Compositor		8	90-4-110-5-170-EB-6-200
Junior Compositor		17	80-3-110-4-130-5-145
Apprentice Compositor		4	Fixed stipend of Rs.40 p.m.
Senior Machine Minder		2	160-10-260-EB-15-350
Machine Minder		11	90-4-110-5-170-EB-6-200
Assistant Machine Minder		13	80-3-110-4-130-5-145
Senior Binder		2	160-10-260-EB-15-350
Binder		12	90-4-110-5-170-EB-6-200
Asst. Binder		18	80-3-110-4-130-5-145
Monotype Operator		1	175-10-275-15-350-EB-20-450
Monotype Caster		1	90-4-110-5-170-EB-6-200
Monotype Assistant Caster		1	80-3-110-4-130-5-145
Intertype Operator		1	175-10-275-15-350-EB-20-450

1			2	3	4 Rs.
Mechanic	...	...	...	1	100-5-150-6-180-EB-10-200
Attender	...	...	...	2	80-3-110-4-130-5-145
Assistant Gate Keeper	...	...	...	1	65-2-95
Counter	...	...	...	1	65-2-95
Packers and Carrier	...	...	...	4	65-2-95
Night Watchman	...	...	...	6	65-2-95
Sweepers and Scavengers	...	...	...	4	65-2-95

Government Branch Press, Gulbarga

Designation of the Post			Number of Posts		Scale of Pay of the Post
			Permanent	*Temporary*	
1			2	3	4 Rs.
GAZETTED CADRE					
Deputy Director	...	...	1	...	400-30-640-EB-40-800-50-950
NON-GAZETTED CADRES					
Ministerial Establishment-				...	
Superintendent, Grade II	...	...	1	...	175-10-275-15-350-EB-20-450
First Division Clerk	...	...	1	...	130-5-140-8-180-EB-10-260-15-290
Second Division Clerk	...	...	3	...	90-4-110-5-170-EB-6-200
Typist	...	...	1	...	90-4-110-5-170-EB-6-200+SP-20
Cost Accountant	...	...	...	1	130-5-140-8-180-EB-10-260-15-290
Industrial Establishment-					
Supervisor	...	...	1	...	225-10-245-15-320-EB-20-400-25-450
Foreman	...	...	1	...	175-10-275-15-350-EB-20-450
Senior Proof Examiner	...	...	...	1	130-5-140-8-180-EB-10-260-15-290
Junior Proof Examiner	...	...	1	2	90-4-110-5-170-EB-6-200
First Division Clerk		...	...	1	130-5-140-8-180-EB-10-260-15-290
Second Division Clerk		...	1	1	90-4-110-5-170-EB-6-200

1			2	3	4 Rs.
Computor II Grade	...	...	1	1	90-4-110-5-170-EB-6-200
Works Clerk	...	...	1	...	160-10-260-EB-15-350
Time Keeper	...	...	1	...	90-4-110-5-170-EB-6-200
Senior Compositor	...	...	1	3	160-10-260-EB-15-350
Compositor	...	...	4	4	90-4-110-5-170-EB-6-200
Junior Compositor	...	...	9	6	80-3-110-4-130-5-145
Senior Machine Minder	...	...	1	2	160-10-260-EB-15-350
Machine Minder	...	...	4	3	90-4-110-5-170-EB-6-200
Assistant Machine Minder	...	...	5	6	80-3-110-4-130-5-145
Senior Binder		...	1	2	160-10-260-EB-15-350
Binder	...	...	5	5	90-4-110-5-170-EB-6-200
Asst. Binder	...	...	9	8	80-3-110-4-130-5-145
Mechanic	...	...	1	...	100-5-150-6-180-EB-10-200
Attender	...	...	2	...	80-3-110-4-130-5-145
Packer		...	2	4	65-2-95
Assistant Gate Keeper	...	...	1	...	65-2-95
Counter	...	...	1	...	65-2-95
Peon	...	...	2	...	65-2-95
Night Watchman	...	...	2	4	65-2-95
Sweepers	...	...	1	2	65-2-95
Scavenger	...	...	1	2	65-2-95

Government Branch Press, Mercara

Designation of the Post			Number of Posts *Permanent*	 *Temporary*	Scale of Pay of the Post
1			2	3	4 Rs.
Non-Gazetted Cadres (Industrial)-					
Manager	...	...	1	...	225-10-245-15-320-EB-20-400-25-450
Overseer	...	...	...	1	200-10-230-15-350-EB-20-450
Senior Compositor	...	...	2	1	160-10-260-EB-15-350

1			2	3	4 Rs.
Compositor	...	...	8	2	90-4-110-5-170-EB-6-200
Junior Compositor	...	...	1	6	80-3-110-4-130-5-145
Senior Machine Minder	...	...	1	...	160-10-260-EB-15-350
Machine Minder	...	...	1	2	90-4-110-5-170-EB-6-200
Assistant Machine Minder	...	...	1	3	80-3-110-4-130-5-145
Senior Binder		...	1	...	160-10-260-EB-15-350
Binder	...	...	1	2	90-4-110-5-170-EB-6-200
Asst. Binder	...	...	2	2	80-3-110-4-130-5-145
Junior Proof Examiner	...	...	3	2	90-4-110-5-170-EB-6-200
Progress Recorder	...	...	1	...	90-4-110-5-170-EB-6-200
Standing Room Care-Taker	...	...	1	...	80-3-110-4-130-5-145
Attender	...	...	2	1	80-3-110-4-130-5-145
Night Watchman	...	...	1	1	65-2-95
Sweeper	...	...	...	1	65-2-95
NON-GAZETTED					
Ministerial Establishment-					
First Division Clerk	...	...	...	1	130-5-140-8-180-EB-10-260-15-290
Typist, II Grade	...	...	1	...	90-4-110-5-170-EB-6-200+SP-20
Peon	...	...	...	1	65-2-95

APPENDIX XVII

List showing the classification of Dead Stock Articles and the percentage of Depreciation for each group

G.O. NO. G. 6407-8 P & S. 51-30-13,

Dated 11th-15th February 1932

(1) Four per cent

Boards of every kind whether wooden or metal (not glazed boards)

Chases

Imposing Stones

Ink tables, stones or slabs

Oil contents and filters

Presses

Racks of every kind

Rods, rails, etc., made of steel iron or other metal

Safes

* Steel beams

Tubs, troughs, tanks

(2) Eight per cent

Air compressors and tanks

Batteries and dynamos

Bins.

Boxes of all sorts (including cash boxes)

Cameras with all accessories

Carpets and durries, linoleum matting (not door mats)

Carts, trucks, trollies, wheel barrows

Clocks and time recorders

Composing sticks

Engines with all accessories

Fans (if purchased by the press) electric, etc.

Filters

Fire engines

Farges furnaces

Forme carriers and carriages

Furniture of all sorts, **e.g.,** almirahs, chairs, commodes, cabinets, side boards, benches, stools, tables, thermantidoes, book cases, pigeonholes, shelves, cupboards, drawers, desks, brackets.

Galleys, whether wooden, zine or cadmium

Gas compressor

Glazed boards

Godown and paper horses

Gongs

Grinding stones

Iron stereo mounts

Ladders

Lamps and lanterns

Lawn mowers

Leather bags and trunks

Litho stones.

Machines of every sort-printing, binding, etc., whether driven by power or hand, with all accessories.

Matrices of every sort

Metal furniture (reglets, quoins and keys as petty plant).

Wooden furniture, (reglets, quoins and keys as petty plant).

* Motors.

Moulds of all sorts.

Pantographs.

Paper testing machines

* Piping - iron or lead

Pulleys, pulley blocks and chains

Pumps

Punkas

Roller frames and stocks

Scales of all sorts (the weights to be included)

Shaftings

Stands, platforms, tables of every sort, stereo casting box.

Stero type agitator

Stones of all sorts

Syringes.

* Thick zinc plates

Tools which are mechanical or in the nature of fixtures, **e.g.,** anvils, circular saws, drills (other than hand drills), lathes, rule and lead cutters, and motors, vices, swage blocks, brace makers, planes (other than hand planes).

Trays (other than paper trays)

Type cases

Type foundry punches and gauges

Typewriters

Vandyke printing frames

Twelve per cent

Automatic type-high numbering machines, counting machines if they are moved from one machine to another. If they are used in one machine only, the value should be included in that of the machine.

Bellows (foundry, etc.)

Binders tools

Bicycles and tricycles

Curtains, purdahs, chicks

Dust extractors.

Fire extinguishers.

Melting pots of every kind

Rubber hose and piping

Tarpaulins.

Type of every description, English and Vernacular, brass, metal or wooden, including borders, ornaments, cheque rules, coat-of-arms, braces, corners, circles, dashes, leads, clumps, quotations, quads, etc.

* Fans, lights, motors, steel beams, piping, etc., installed by the Public Works Department and in the nature of fixtures are not to be borne on the Press books.

N.B.- Hand tools (e.g., scissors, knives, gimlets, hammers, etc. except binders' tools should be treated as petty plant.

Stereos and electros which are made for a general purpose, e.g. Coat-of-arms, should be treated as type. The cost of electors which are used for a special work, should be charged against the job. The cost of stereos which are cast for a special work, should not be charged at all, as they are cast to save wear and tear on types.

Note:- The depreciation statement for the balance of stock on the last day of the official year, required for incorporation in the Press annual report should be prepared by the Store-keeper, checked in the account section and submitted to the Director not later than 1st August.

(a) These deductions should not be made until the second year of the articles being brought into use.

(b) The cost of repairs should be debited to working expenses, large additions being credited to plant.

(c) Articles not mentioned in this list or which are worn out or used up under two years are treated as stores and debited as direct current expenditure against the department using them. Spanners, tools and spare parts are included with the machine to which they belong.

(d) the stock of the whole of plant is to be taken and a revaluation at actual value made quinquennially. The difference is added to or written off the plant books without adjustments affecting the cost of work done during the year.

(e) As stores are rarely stocked long enough to suffer deterioration, they are debited against the work at actual cost. The stock of these is subject to check by the audit staff.

APPENDIX XVIII

NOTE ON STOCK-TAKING

Stock is taken under the orders of Government every five years of all plant. With machines, etc., this is a simple matter, but with type it is more difficult, but with this system it should be approximately accurate. With matter in chase the form is weighed, and the stock-taker notes weight. He then calculates the weight of each description by means of a ready-reckoner allowing for weight of chase, etc., cross totals the whole and revises the same if total weight does not agree. While he estimates the type, a compositor or computor counts leads, another measures off all rules above 5 ems long, counts furniture, etc., to save time. The weight of each is included (Mentally) in the total. Display and special types are entered against blanks in the specimen book of types. The pages are totaled and the grand total reported to Government. New plant books as to quantities and values are opened based on this report no matter what the difference may be.

With type on galleys, procedure is the same; the galley of type is weighed the known weight of galley instead of chase is deducted there being one line for each galley, form, or for a tied-up page. The cases are of course weighed in bulk. It is usual to start with them on a holiday-then no matter is distributed till it is weighed. Every chase, galley, etc., it marked with a cross with a chalk of a colour not in use in the Press as it is taken, so that none is taken twice or missed. There may be a trivial delay while some special matter is being estimated before distribution or imposing but not much.

Of course, a special ready-reckoner must be prepared for each office. Stock is taken in the unit in which the material is supplied rules by the 2 feet length, leads and types by the pound.

It is hardly possible to stop all issues of type etc., for the whole period of stock-taking, but if the actual date that each section is taken is noted in the book, addition to or deduction from the quantities found can be made to the same date as that on which the books are balanced.

The above is quite distinct from stores and paper. Stock is taken annually on the last day of the year by an outside expert so as to furnish Store-keeper. The outside man reports direct to Government the Store-keeper. The outside man reports direct to Government who order differences to be adjusted, etc.

[Please vide Pps. 191-197 of the Press Manual (1933) for detail]

Ready Reckoner

For finding out weight of types, quotations cases, galleys chases, Iron furniture and Point Body Types, etc., in connection with Stock Verification.

QUOTATIONS

English made

ems	ems	ems
2 x 3=37 per 1b	3 x 3=24 per 1b	4 x 4=14 per 1b
2 x 4=28 "	3 x 4=18 "	4 x 5=11 "
2 x 5=23 "	3 x 5=15 "	4 x 6=9 "
2 x 6=18 "	3 x 6=12 "	4 em quotation of
2 em quotation	3 em quotation	all kinds =11 "
of all kinds =26"	of all kinds =18"	of all kinds =24"

Local made

ems	ems	ems
2 x 3=32 per 1b	3 x 3=24 per 1b	4 x 4=14 per 1b
2 x 4=26 "	3 x 4=18 "	4 x 5=11 "
2 x 5=22 "	3 x 5=12 "	4 x 6=9 "
2 x 6=16 "	3 x 6=10 "	4 x 8=7 "
2 em quotation	3 em quotation	4 em quotation of
of all kinds =24"	of all kinds =16"	all kinds =10 "

IRON FURNITURE

44 ems long	36 ems long.	30 ems long	25 ems long
2 em = 7 oz.	2 em=5 1/2 oz.	2 em = 43 oz.	2 em=4 oz.
3 em = 82 oz.	3 em=7 1/2 oz.	3 em = 53 oz.	3 em=4 3/4 oz.
4 em = 10 oz.	4 em=8 1/4 oz.	4 em = 63 oz.	4 em=5 3/4 oz.

24 ems long.	20 ems long.	18 ems long.	16 ems. long
2 em=3 3/4 oz.	1 em=3/4oz.	2 em=1 3/4oz.	1 em=1 1/4oz.
3 em=4 1/2oz.	2 em=3 oz.	3 em=33/4oz	2 em=2 1/2 oz.
4 em=5 1/2oz.	3 em=4 oz.	4 em=4 oz.	3 em=3 oz.
	4 em=4 3/4 oz.		4 em=3 3/4 oz.

POINT BODY TYPE

Type lines to a pound

Size	48-pt.	36-pt.	30-pt.	24-pt	18-pt.	14-pt.	12-pt.	11-pt.	10-pt.	7-pt.
	L.	L.	L.	L.	L.	L.	L.	L.	L.	L.
18 ems..	2 1/3	3 1/4	2 1/2	5 1/2	7	7	4	7 3/4	8 1/2	13 3/4
20 ems.,	1 7/8	2 3/4	2 3/4	3 3/4	4 1/2	6	6 1/4	7 1/4	8	12 1/2
23 ems.,	1 3/4	2 1/2	2 5/8	3 1/3	4 3/4	5 1/2	5 3/4	6 1/4	7	11 1/4
25 ems.,	1 5/8	2 1/3	2 1/3	3 7/8	2 1/2	5 1/4	5 1/4	6	6 1/2	11
26 ems.,	1 1/2	2 1/4	2 1/8	2 5/8	3 7/8	5 1/4	5 3/8	6 3/4	6	10
29 ems.,	1 2/3	2	2	2 1/2	3 5/8	5 1/8	4 1/2	5 1/2	5 1/2	7 3/4
33 ems.	1 3/8	1 3/4	1 5/8	2 1/8	3 1/3	5 1/4	4 1/2	5 1/2	5	7 1/4
36 ems.	1 1/4	1 5/8	1 3/4	2 7/8	2 2/3	3 4/8	3 1/2	5 1/2	4 1/2	7
40 ems.,	1	1 1/3	1 3/8	1*	2 3/8	2 3/4	3	3 1/2	4	5

Weight of a page foolscap

Folio 36 x 62 EMS..

		lb
Stereos	Pica ..	.. 16 3/4
	S.Pica ..	.. 16

Type high 1 square inch=11/2oz.	L. Primer	..	.. 16
Do 1 Foolscap foilio page=8 1b 12-pt.	..	.. 16	
Plate pica thick 1 square inch=1 oz.	11-pt.	..	..16 1/4
Do 1 foolscap folio page = 5 1b 10-pt	..	.. 16	

APPENDIX XIX

ARRANGEMENTS FOR SWITCHING ON THE CURRENT EARLY TO MELT METAL

In order to enable the Linotype Machines, Mono Casting Machines and Type Casting Machines on which work can be started after the metal is melted, three Junior employees like Assistant Casters or Furnace Attendants will report to duty in the Press one hour earlier than the scheduled time in the first shift and switch on the current for the several machines in which the metal will have to melt for casting to start. In addition, these employees will also attend to cleaning of the Linotype Machines and space bands, so that when the operators and Type Casters come to the Press at the scheduled time, they will, after a check up of the main parts and of the temperature of the molten metal start the work on the respective machines. These employee who attend office earlier will be permitted to leave office also one hour earlier than the closing hour. This arrangement has been enforced with a view to secure greater production on all these machines.

APPENDIX XX

THE COSTING MANUAL FOLLOWED IN THE GOVERNMENT PRESS

INTRODUCTION

What is Cost?

The Cost is the sum of all expenses incurred directly or indirectly in the process of executing the given work order of Work Docket.

What does the term Costing Mean?

Costing is the proper allocation of all expenses whether direct or indirect on individual work dockets in a scientific manner to arrive at the actual cost.

Principles of Costing System

The principles of Costing system adopted in the Government Presses are in conformity with the system prevailing in the Madras Government Press and also in other Government of India Presses.

Though the essential points considered are based on the Federation Costing system they are modified to suit the local conditions and they run as follows:-

(i) The standard unit of costing shall be the Chargeable hour and where piece-work obtains, the unit is the rate of piece-work, i.e., rate for 1,000 ens composed.

(ii) The method of apportionng the cost shall be first to charge each department with all items, including wages, that strictly belong to it and then to distribute the overhead expenses pro-rata on the basis of the direct Departmental cost.

Note.- Subsequent changes and improvements in the procedures and the system are not included in this Appendix.

(iv) The actual expenses incurred during the particular year are taken from the financial books of that year for allocating the expenses to each department.

(v) Percentage for handling and other expenses is derived on the basis of the total expenditure incurred in those sections. (Stores, Paper Room, etc.,)

(vi) For the purposes of costing the approval rate of depreciation on plant (plus actual additions) including type, machinery, fixtures, etc., is taken on diminishing value of Plant, etc. In the case of Buildings, Depreciation at 11/2% on the closing balance is calculated to cover the expenses though the same may not have been incurred, to arrive at the correct figure.

(vii) The approved rate of interest is charged on Capital and Buildings.

(viii) To ascertain properly, the cost of a job, it is necessary to adopt and systematically use the several cost forms of the kind appended to the Manual. It is however desirable that the forms be altered to suit the changing conditions as and when it is felt necessary.

(ix) Based on the above principles, the standard rates for various operations-such as Composing (Hand and Mechanical), Printing, Binding, etc., are fixed by the Costing Branch to form the basis for finding out the cost of a given job.

Repairs and Maintenance service.

An indispensable adjunct to the productive activity of the Department is its repairs and maintenance service, which includes in it-(i) Casting Branch, (ii) Carpentry, (iii) Workshop, etc. A method of dealing with the cost of these departments (which is accurate enough for the purpose) is to establish a ratio and allocate the expenses to the several operational units. Works in these branches are undertaken on work dockets. Works of petty nature are generally attended to without the work docket.

Consumable Stores.

Repairs and consumable stores will always have to be allcoated by an analysis as to the type of the article and the nature of its use. Consumable materials such as paper, Binding materials, etc., used on the jobs have to be classified as directly chargeable and hence are grouped under Direct Job materials. The other articles of stores such as ink, stitching wire, etc. are to be clasified as indirectly chargeable and are grouped under Indirect Job Materials. The cost of spare parts issued to several working branches is classified as Indirect expense and the same is charged to the respective branches and treated as I.D. Expenses.

All such D.J. Materials are to be issued againt specific work dockets so that the cost of the materials are charged to the respective works alone.

Authority for execution of works.

All works received for execution from several departments of Government are to be classified as-Routine, Standard works, Special and Voluminous. All routine and standard works which pertain to the printing of forms and Registers, etc., which are required for the day to day working of Government departments are undertaken under the general standing orders of Government. Works of petty nature which are entrusted by several Departments costing not more than Rs. 1000 and not covered by the general standing orders mentioned above are undertaken and executed on the authority of the Departmental Head. Special and voluminous works which require extra labour and materials are not directly accepted by the Department and hence, they require special orders of Government.

Personnel.

In a Department like Printing, where most of the workmen are skilled and semi-skilled, proper care should be bestowed in selecting the right type of men for a particular job since each operation will involve special skill and knowledge of the work to be done. Wherever necessay, they should be guided and put in the way by the Foremen under whom they are working.

The Foreman of each section of the various operational units should be most carefully chosen. Apart from being a superior worker possessiong an expert knowledge of the work carried on, he must be a strict disciplinarian. He must be able to organise the workmen and select the right type of workers and should know how to handle them. He must be able to direct and control his men and at the same time foster effective co-operation among them.

The Overseers and Supervisors will be in charge of one operational unit, e.g., Composing, Binding, etc., and several Foreman in the Branches under their control will be subordinate to them. They, being experts in the type of work that is being done in the several branches under their control,

must be able to guide their Foreman whenever difficulties arise. They will be directly responsible for all the works executed in their Branches.

General

It must be realised that the accuracy of all the cost records depends almost entirely on the accuracy of the daily time sheets that every operative sends to the Costing Office. Hence, great care must be taken in writing these time sheets by the operatives and these should be perfectly scrutinised and initialled by the Foreman or Overseer of the respective branches. After being checked by the Officers in-charge of those branches they should be sent to the Costing Office.

All daily time sheets (as prescribed in the Manual for several sections) must be written as the day proceeds and handed over to the Branch Foreman or Overseer before leaving the work. They must be sent to the Costing Office FIRST THING EVERY MORNING, after being examined and certified by the concerned Overseers of the respective branches. The operational time must be carefully recorded on the daily time sheet noting chargeable and non-chargeable hours. A perfect daily Time Sheet is one which has:-

(a) No wrong work docket number quoted,

(b) No defective descriptions,

(c) The ACTUAL TIME spent on each direct Job operation on every job stated,

(d) The time spent on each indirect job operation accurately recorded.

Any slackness or errors in recording these Daily Time Sheets will lead to shifting these Direct Job Hours on other work dockets.

The tabular statements of statistics to be appended to the annual reports may be fixed to be of the same number and form as in the case of the Madras Government Press, which is on the lines of Statements appended to Annual Administration Reports of almost all the Indian Government Presses-Central as wll as State with slight modifications to suit expectional local conditions. By following this procedure the results could be easily and usefully compared.

The Statements would be as detailed below:-

I. Analysis of Press Costs (Statement I) Appendix I.

I. Cost of work executed for the various Departments of Government. (Statement II) Appendix VIII.

II. Seven *Proforma* Accounts:-

Appendix X (A to G)

A. Capital Account of Plant and Machinery

B. Capital Account-Buildings

C. Mechanical Branch

D. Foundry (Type-Stereo-Electric)

E. Paper including Binding materials

F. Stores ..

G. Depreciation fund ..

The general Heads and Sub-Heads for the classification of Expenditure may be similar to that in use at the Madras Government Press with slight modifications to suit local conditions.

A sample Ruling of form I-(Appendix I) gives the complete heads and Sub-heads.

The Branches under which the Government Central Press, and the Government Branch Presses may be divided, could be as under:-

Central Press	Branch presses
I. Productive-	
Composing	*Composing*
Hand	Hand
Mono	Mono
Lino	Lino
Imposition	Imposition
Letterpress Printing	Letterpress Printing
Offset Printing & PZS	
Bindery	Bindery
Litho-Drawing Printing	
II. Service Branches:-	
Mechanical	Mechanical
Type Foundry	
III. Others-	
Rubber Stamp	Capital & Plant.
Packing and Conveyance	Packing and Conveyance
Forms, Stores and Despatch	Forms, Stores and Despatch
Gazette.	

The form in which the Analysis of Press costs may be exhibited is to be as per Form I (vide Appendix I).

A proper classification has to be made with explanations where necessary of the various sanctioned Budget Heads regarding expenditure on salaries, establishment, wages, etc., among the various items of cost and the productive departments for the purpose of Statement I. Analysis of Press costs is given in Appendix-II.

For abstracting the charges after monthly disbursement of the salaries, wages, etc., and distributing them to the proper branches compilation sheets in the form shown in Appendix III are used.

Form No.	Permanent salaried	How charges are to be debital
1	2	3
A-1	1. Payments made to operate	Direct
	2. Overtime to above	do
	3. Leave Payment to workmen	do
A-2	4. Branch Supervision (charges which can be definitely allocated to a specific branch) with overtime.	do
A-3	4. Branch supervision (charges which can only be distributed proportionately between branches) with over-time	Proportionate

1	2	3
A-4	Distribution of branch supervision with Overtime	
A-5	5. Auxiliaries and branch menials (charges which can be definitely allocated to a specific branch).	Direct
A-6	5. Auxiliaries and branch menials (charges which can only be distributed proportionately between different branches).	Proportionate
A-7	Distribution of branch menials including overtime	
A-8	6. Proof Examiner and Readers with overtime	Direct
A-9	7. Standing forms (charges which can only be distributed proportionately between different branches)	Proportionate
A-10	Distribution of Standing Forms	
A-15	9. Officers	Proportionate
A-15(a)	Distribution of Officers	
A-11	10. Office establishment and accounts and store staff (charges which can only be distributed proportionately between different branches).	Proportionate
A-12	Distribution of office establish ment and account staff	
Permanent Piecework		
A-13	1. Payments made to operatives, line account	Direct
	1. Payments made to operative, Hour account	do
A-14	3. Leave payments to operatives	do
Temporary Salaried		
A-16	1. Payments made to operatives	Direct
	2. Overtime to above	d0
A-16	3. Leave Payments to operatives	do
A-2(a)	4. Branch supervision (charges which can only be definitely allocated to a specific branch) with Overtime	do
A-3(a)	4. Branch supervision (charges which can only be distributed proportionately between different branches).	Proportionate
A-4(a)	Distribution of branch supervision with overtime	
A-17	5. Auxiliaries and branch menials (charges which can be definitely allocated to a specific branch) with overtime	Direct
A-18	5. Auxiliaries and branch menials (charges which can only be distributed proportionately between different branches) with overtime	Proportionate
A-19	Distribution of auxiliaries and branch menials including overtime	
A-20	6. Proof Examines and Readers with Overtime.	Direct

1	2	3
A-21	7. Standing forms (charges which can only be distributed proportionately between different branches).	Proportionate
A-22	Distribution of Standing forms	
A-23	10. Office establishment accounts and Store Staff (Charges which can only be distributed proportionately between different branches)	Proportionate
A-24	Distribution of Office establishment accounts and stores	do
Temporary Piece Work		
A-25	1. Payments made to operative, Line account	Direct
	1. Payments made to operatives, Hour account	do
A-26	3. Leave Payments to operative	

So as to see that all other costs, viz., Overhead charges are allocated against the branches concerned under the sub-heads of Statement No. I either directly or proportionately the forms proposed are shown in the Appendix IV along with explanation for preparing them.

Form No.

B-1. 8. Stores]

B-1a. 11. Allowances

B-2 13. Contingencies and general charges, direct and proportionate debit.

B-2a Distribution of above (Proportionate debit)

B-3 14. Supplies and Services. Renewals and replacements, Direct and Proportioante.

B-3a. 14a. Supplies and Services. Renewals and replacements. Direct and Proportionate.

B-4. Distribution of supplies and services (General charges).

B-5. 15. Mechanical-Distribution of charges for repairs and maintenance.

B-5a. 15a. Type Foundry-Distribution of the individual items of charges in the Type foundry.

B-5b. 16. Electric Power and Light. Distribution.

B-6. 17. Stores, Distribution of issues of stores, Petty Plant, Spare parts and proportionate debit.

B-7. 18. Depreciation.

B-8. 19. Interest on Capital Expenditure-Plant stock and on unused stock.

B-9. 20. Unkeep of Buildings.

B-10. Floor Area by branches-Direct and Proportionate debit.

B-11. 21. Interest on Buildings.

B-11a 21. Details of proportionate Debit.

B-11b 22. Depreciation on buildings.

B-11c 22. Details of proportionate debit.

B-12 23. Pensions, gratuity, Provident Fund and other contributions, etc.

B-13 25. Stationery, Proof Paper, office forms, etc.,

B-14 26. Audit and Secertariat expenses

Statement III of the Annual Report may consist of seven *proforma* accounts in the forms shown below:-

Appendix X

(1) Branch. (2) Existing Plant: Opening value as on 1st April, Less Depreciation, Less Book value of plant written off as unserviceable, Inter Departmental and Branch transfers and C. returned to stores, Closing value, New Plant, Closing value of Plant, Remarks.

Hand Composition
Mono Composition
Letter Press Machinery
Binding
Litho
Mechanical
Type Foundry
Rubber Stamps
Office
Examining forms and Despatch

Total ...

ANNUAL REPORT – STATEMENT No. III-Proforma Account (Continued)

B. Capital Account – Buildings

(Interest, Depreciation and upkeep are transferred to working costs)

(1) Description of Building (2) Value as on 1st April (3) Cost of additions during the year (4) Total value at the end of the year. (5) Depreciation (6) Cost of upkeep of the Building.

Note.-

The value of the Buildings having been ascrtained from the Public Works Department, the cost of additions and upkeep should be similarly obtained annually. Interest must be calculated at the rate of 5 per cent as per G.O. No. ED 591 UPS 57, dated 30th November, 1957.

Annual Report-Statement No. III-Proforma Account-(Contd)

C. Mechanical Branch

(The whole costs of the Branch are distributed over the various other branches of the Press

Total cost including overhead charges	Distribution of costs
Power ..	
Other Payments ..	(a) Repairs distributed to branches
Materials ..	(b) Manufacture:
	To Press
	To Dead Stock
	To Petty Plant
	To Spare Parts
	To other Presses
	Balance at stock
Total	Total

Note:-

The total charges of this branch are analysed and posted in Col. 1. The costs of repairs done for each branch are worked out from the Mechanical and Carpentry work registers verifed by the entries in the Work Orders. A Statement of actual cost of labour and materials used is first worked out and a percentage of overhead charges added to agree with the total of payments and other book adjustments under repairs. The Manufacture on Press accounts in Col. 2 shall be taken under repairs to the Stores account under Office manufacture and the balance of stock if any shall be shown against "Balance in stock".

Annual Report-Statement III-Proforma Account-(contd.,)

D. Type Foundry

Total cost including overhead	Distribution of costs
Cost of establishment and overhead charges including cost of old types, leads, quotations, etc.	Manufacture: To Central Press- Types (Foundry cast) Types (Mono cast) Quads Quotations Mono leads and rules Stereos Electros Engraving blocks Punch cut mats.
Total	Total

Annual Report-Statement III-Proforma Accounts-(Contd.)
E. Papers, Stationery and Binding materials

(1) Opening Balance. (2) Stock received during the year: From Stationery Depot, From outside Offices, From Branches, Purchases, Total. Issues during the year: On Press account. Other offices, Return to Stationery Depot and other offices, Proof paper Stock on hand, (14) Total.

Annual Report Statement III – Proforma Account (contd.,)

F. Stores

Receipts or Debits:

---

(1) Particules. (2) Consumable Stores, Bindery, Materials. (3) Contingencies, Stores (4) Petty Plant.
(5) Spare parts (6) Dead Stock (7) Paper (8) Total.

Opening balance	..
Central Press	..
General Stores	..
Type Stores	..
Branch Press	..
Payments from Contingencies	
Types and materials Budget	
Purchase of Miscellaneous	
articles Budget	..
From Mechanical Branch	
Central Press	..
Branch Press	..
Received from Stationery	
and other Offices	..
Central Press,	
Branch Press	..
From Type Stores,	
Central Press	..
Sundry Receipts	..
Central Press	..
Replacement from	
Depreciation fund	..
Total	..

Issue or Credits

(1) Particulars (2) Consumable Stores and Binding Materials (3) Contingencies (4) Petty Plant (5) Spare Parts (6) Dead Stock (7) Paper (8) Total

Issues to:

Central Press	..
General Stores	..
Type Stores	..

Branch Press	..
General Stores	..
Type Stores	..
Outside Office	..
Type Stores	..
Binding materials:	
Central Press	..
Branch Press	..
Adjustments due to, reclassification of Stores	
Closing balance:	
Carried forward, Central Press	..
General Stores	..
Type Store, Branch Presses	..
Total	

Annual Report Statement III-Proforma Account-(Contd.)

G. Depreciation Fund

Credit	Amount	Debit	Amount
Opening Balance	..	By Mechanical Branch	
Credit on account of Depreciation		By Type Foundry	
Book Vaue of Plant, etc., disposed of during the year		By replacement of dead stock	
Adjustments	..	Adjustments	..
		Closing Balance	
Total	..	Total	..

Having arrived at all the direct expenses – Labour and Materials in the various production branches, etc., and indirect expenses including all visible and invisible expenses from the various Statements the total cost is to be distributed among jobs undertaken for the various Government Offices in the following manner.

In all productive branches in the Printing Office except in the case of Piece-work hand composition and in all operations performed in those branches the Unit of time is found to be common. An hour being the unit commonly adopted for the distribution of costs of Jobs. Time Sheets as in Appendix V should be maintained by every operative in the various productive branches, so as to record the time spent by the operative on the various operations connected with a job which are conducted in that particular productive department. Since it is not always possible, to decide on which job every hour for which wages are paid is spent it is necessary to distinguish between productive (chargeable or directly chargeable) and non-productive (non-chargeable or indirectly chargeable) operations and indicate them differently in Time Sheets. Thus, the Unit of labour cost will be, the directly chargeable hour which should include productive wages, all expenses direct and indirect and cost of all non-chargeable or indirectly chargeable operations.

Eleven kinds of Time sheets as per samples in the Appendix V (1-11) are being used in the various production branches both for manual work and power driven machine work. The normal working day is divided into intervals of 10 minutes each and printed in the Central column with suitable columns on either side with appropriate headings. The various operations are given serial numbers, the operative being required to record only the operation number and the W.D. number and not the full description so as to save time. In the first instance the various operations in each section are divided into major groups without sacrificing accuracy in allocation of time spend on jobs to facilitate writing up of Time Sheets by the operatives and generally simplifyling the working of the

Costing Office which has to be manned by Accountants experienced in Cost Office which has to be manned by Accountants experienced in Cost Accounting. Later on some of the major groups of operations may be subdivided so that the work of the operative may be checked to improve efficiency and avoid waste of time of manual workers as well as machines. These Time Sheets before they are sent to the Costing Office will be checked by the Foremen of the respective branches as regards the accuracy of W.D. numbers and the time spent by the operatives on these Work Dockets. The time spent by each operative on a Work Docket will be posted to the respective Time Summary sheets (Appendix IX) kept in the Costing Office.

(Note.- At present this work is being attended to in the concerned branches by the computers who are posted to the working branches).

For calculating hourly cost rates in the various sections, it is necessary to ascertain progressive totals of directly chargeable hours, week by week or month by month. For this purpose, forms in Appendix VI (1 to 4) are proposed which in conjunction with Statement I Analysis of Press Costs and tabulated statements of machine-war allocation of direct sectional expenses including sundry materials, help in arriving at hourly cost rates. (Appendix IV)

To ascertain the cost of directly chargeable material to jobs, extracts from the Daily Issue Registers of Papers to Jobs would be sent to the Costing Office daily. Similarly, extracts from the Daily Issue Register of chargeable Binding materials will be sent by the Binding Department to the Costing Office.

The Press General Stores and Type and Photo-Zinco Stores will also send to the Costing Office monthly branch-war statements of sundry materials issued, so that their cost may be taken into consideration whcn arriving at hourly rates.

Cost Sheets (Appendix VII) will be prepared for each Work (Order) Docket now being issued as per specimen (Appendix VIII-a) for every job undertaken by the Government Press and totals of chargeable hours under every productive department and materials used will be posted in the Costing office and valued as per hourly rates calculated as perCost records of the previous year if an year is fixed as the Costing period, or half year as the case may be. The Personnel Accounts of each Government Department for work executed at the Government Presses will be maintained in work ledgers as per form Appendix VIII and will be posted from the details available in cost sheets. Two kinds of Ledgers will be maintained one for Cost recoverable departments and the other for cost not recoverable departments or offices, the Ledgers being posted direct from Job Cost Sheets.

From these Ledger Accounts, Statement No. II-Appendix VIII to accompany the Annual Administrative Report will be prepared so as to show the allocation of total costs incurred by the Printing Department among various Departments of Government for which it provide printing service.

In addition to the Statements I and II, seven Proforma accounts, viz., A-Capital Account of Plant and Machinery; B-Capital Account-Building; C-Mechanical Branch; D-Foundry; E-Paper including Binding materials; F-Stores; G-Depreciation Fund; would be prepared in the form already detailed and furnished with Administration Reports annually. (Appendix A to G).

On the lines of the practice available at Madras, a system of bonuses for Workers onfixed wages may also be introduced with great advantage (under special orders of Government) on the scales of outturn of work per unit time for all productive operations in Composing such as make-up, imposition, etc., and in Printing such as make-ready, output per hour of different classes of machines and in the Bindery such as folding by hand, sewing by hand, etc., and machine operations for similar work as well as wire stitching may be worked out and drawn up. All the Time Sheets of operations may be checked with the scales and deficiencies and excesses for each workman per month tabulated and scrutinised by responsible Gazetted Officers, systematically lower outturn being dealt with according to the merits of each case with disciplinary action; continuously good outturn being rewarded by the grant of bonuses allowances which may be decided monthly by the Director out of a lumpsum allotment towards this end.

ANNEXURE I

General Principles followed in a Printer's Costing System

(Not reproduced here)

Annexure II

The system obtainable at the Government Press, Madras

A Brief Note

(Not reproduced here)

APPENDIX I

Statement of Expenses for the year 19

(Horizantal Columns)
(1) Sl.No. (2) Particulars (3) Hand composing (4) Monotype Key Board (5) Monotype Caster (6) Linotype (7) Make up and Imposition (8) Letterpress Machines
(9) Binding (10) Rubber Stamp (11) Litho Drawing (12) Litho Printing (13) Photozinco Offser (14) Totals-B. Dept. (15) Standing Room (16) D.J. materials (17) Outwork (18) Forms and Despatching (19) Gazette (20) Mechanical and Carpentry (21) Type Casting (22) I.D. (23) Total

(Vertical Columns)

1. Buildings, Interest, Repair and Depreciation ..
2. Light ..
3. Water ..
4. Interest on capital 5% (except Building) ..
5. Depreciation on plant Fixtures ..
6. Process heating ..
7. Power ..
8. Repairs and Renewals ..
9. D.D. Sundries ..
10. Carting ..
11. Leave Allowances ..
12. General Management ..
13. Establishment ..
14. Travelling Allowance ..
15. Postage and Telegrams ..
16. Telephone ..
17. Subscription to Journals ..
18. I.D. Sundries ..
19. Stationery ..
20. House Printing ..
21. House spoilage ..
22. Bank and Audit charges 1-1/16% on the total payment ..
23. Pensions ..
24. Expenses Stationery Dept. ..
25. Overtime Expenses ..
26. Mechanical ..

27. Type Casting ..
28. Standing Room ..
29. Makeup and Imposition ..

Total D.D. Cost ..
Wages ..

D.D. Charges ..
I.D. Charges 18% ..
Total Turnover ..

Form I "A" Summary of Expenses:

Wages productive ..
Expenses Direct and indirect
D.J. Materials ..

Form II "B" Recovery of Expenses on Productive Branches:

Wages ..
D.D. Expenses ..
I.D. Expenses ..

Form No. I "C" Recovery of Expenses "C" Department:

D.J. Materials ..
Expenses ..

Form No. II Forms And Despatching Branches:

Total Expenses Rs. ..

Form III Gazette Expenses

Appendix II

Statement I-Analysis of Press Costs 19

(Horizontal Columns)

(1) Head of Charge (2) Sub-Head of Charges (3) I Productive Branches. Hand Composing. Monotype, Linotype, Make up and Imposition, Letterpress Machine, Binding, Rubber-Stamp, Litho Drawing. Litho Printing, Photo Zinco and Offset Printing, Total (4) II Service Branch, Distribution Under II, Mechanical, Type Foundry, Capital Account Plant. Supplies to outside Offices, Packing and contingencies Stores, (5) III. Other Expenditure not Distributed under Forms and Despatching, Gazette Publication, Outwork, total I, II and III.

(Vertical Columns)

Operatives ..
Overtiem to Operatives ..
Total 'A' ..

Leave Payment to workmen ..
Branch Supervision and O.T.
Auxiliaries and Branch
Menial and O.T. ..

Proof Examiners and Copy Holders and O.T.	..
Standing Forms	..
Stores	..
Total 'B'	..
Administration 'C'	..
Officers	..
Office Establishment and Accounts Staff	..
Allowances, Pensions, etc.,	..
Carting, Postage, Telegram Telephone, Subscription to Journals and Contingencies	
Supplies and Services	..
Total 'C'	..
Total A, B and C	..
	B.F.
Mechanical and Type Foundry Electric Power, Heat, Light and Water	..
Stores and Stationery	..
Depreciation on Plant and Type ..	
Interest on Capital Expenditure	
Unkeep of Buildings	..
Interest on Buildings	..
Depreciation on Buildings	..
Pensions:-	
'D' Book Adjustment Detected Direct	..
Total 'D'	..
E' General overhead charges	
Proof Paper Office Forms and Stationery	..
Audit and Secretariat Expenses	..
Total 'E'	..
Total Expenditure of A; B, C, D and E	..
Total B and D	..
Percentage of B and D to A	..
Total C and E	
Percentage of C and E to A	..
Total Overhead Charges B, C, D and E	..
Percentage of B C D & E to A	

Appendix III

April ..... March

(Horizontal Columns)

(1) Designation (2) Names (3) Pay including Officiating pay (4) D.A. (5) Leave Allowance (6) O.T.

Appendix IV

Hourly cost rates of the working branches for 19

(Horizontal Columns)

(1) Particulars (2) Piecework compositors (3) Permanent Compositors (4) Monotype Keyboard (5) Lino type (6) Monotype Caster (7) Rubber Stamp (8) Litho Drawing (9) Litho Printing

(Vertical Columns)

Wages, Overhead Charges, Proof Branch Expenses, D.A. O.T. and Leave payment to P.W.Cs., Direct Departmental Expenses, Add Wages, Total D.D. Cost, Add I.D. @ .....% Total Cost, Less Wages of P.W. Compositiors, Divide by D.J. Hours.

Appendix IV

Hourly cost rate of Lettepress Machines for 19

I, II, III

(Horizontal Columns)

(1) Particulars, (2) Total (3) I. (4) Double (5) Single Machine (6) II (7) Single (8) Single Machne (9) III (10) Treadle (11) Machine

(Vertical Columns)

Value, Area Sq. feet, Motors, D.J. Hours, H.P. Hours, Employees, Wages, Items of Expenses, Area Expenses, Value Expenses, Reallocated Mechanical Expenses, Power Charges, Water charges, Repairs and Renewals and P.D. Sundries and Stationery, Pensions, Total, Add wages, Total, Add D.D. Management. Leave Allowance and O.T., Direct Departmental Cost, Add. I.D. Charges, Total Cost, Divide by D.J. Hours.

Appendix IV

Hourly cost rate of Binding Branches for 19 .....

(Horizontal Columns)

(1) Particulars, (2) Total Expenses (3) Hand Binding (4) Guillotine Machine (5) Folding Machine (6) Ruling Machine (7) Wire stitching Machine (8) Section sewing Machine.

(Vertical Columns)

Value of Plant, Area in Sq. feet. Motors, D.J. Hours, H.P. Hours, Employees, Wages, Item of Expenses, Area Expenses, Value Expenses, Power Charges, Re-allocated Mechanical, Pensions, D.D. Sundries, Repairs and Renewals, Total, Add Wages, Total, Add Departmental Management, O.T. and leave allowances, D.D. Cost A.D.....% I.D. Charges.

Appendix V

Time Sheets of

(1) Composing Section (2) Letterpress Machines (3) Linotype (4) Monotype (5) Photo Zince Section (6) Bindery (7) Guillotine (8) Bindery, Wire-stitching Machine (9) Bindery, Folding Machine, (10) Bindery, Ruling (11) Binding Branch (Hand Work)

Appendix VI

Chargeable and non-chargeable hours Register for each Branch

Appendix VI (a)

Line Account of Piece work compositor.

Appendix VII

Cost Sheet

Appendix VI (a)

Work Docket

Appendix VIII

Statement II-Value of works done to other Departments during the year.....

(Horizontal Columns)

(1) Sl.No. (2) Name of the Department (3) Composing (4) Printing (5) Binding (6) Litho (7) Rubber Stamp (8) Materials (9) Despatch charges (10) Total

(Horizontal Columns under Columns 3 to 10)

Rs. ps. Rs. ps. Rs. ps. Rs. ps

(Vertical Columns)

1. Land Revenue and Muzrai, 2. Forest, 3. Excise 4. Sales-tax 5. Mysore Government Secretariat, 6. Legislature 7, 8, 9 Total

Appendix IX

Time Summary Sheet

Appendix V, VI, VII, VII(a) and IX are forms which are included in the Appendix to the Press Manual relating to Forms and Registers.

Appendix X(a)

Statement III-A-Capital Account-Plant and Petty Plant .....

(Horizontal Columns)

(1) Particulars of branches (2) Value as on 1-4 (3) Depreciation during the year (4) Less Value written off (5) Transfer to Branch Press, etc. (6) Balance (7) Additions during the year (8) Closing Balance Rs.ps.Rs.ps. Remarks.

(Vertical Columns)

1. Composing 2. Machine 3. Binding 4. Foundry, 5. Thompson 6. Mono 7. Lithography 8. Miscellaneous
9. Lino Branch 10. Photo-Zinco Total,

Appendix X(b)

Statement III B-Capital Account-Building.....

(Horizontal Columns)

(1) Description of Buildings (2) Value as on 1st April .... (3) Cost of additions during the year (8) Total value at the end of the year (5) Depreciation at 1-12% on the total.

(Horizontal Columns below (2), (3), (4) and (5)

Rs. ps. Rs. ps. Rs. ps. Rs. ps

(Vertical Columns)

Government Central Press, Stationery and Book Depot, and Stamp Manufactory

Appendix X (b)

Statement III-C. Mechanical.....

(Horizontal Columns)

(1) Total cost (2) Amount (3) Distribution of cost (4) Amount

(Horizontal Columns below (2) and (4)

Rs. ps. Rs. ps.

(Vertical Columns first half)

Power materials, Depreciatiion, Wages, overtime and other payments in the Mechanical Branch, Total.

(Vertical Columns Second half)

1. Hand Composing 2. Monotype Key board 3. Mono-type Caster 4. Linotypes, 5. Letter Press machines 6. Bindery 7. Rubber stamp 8. Litho branch 9. Photi-Zinco and Offset section 10. Foundry 11. Miscellaneous B. Manufacture to Press, Dead-stock, Petty Plant, Spare parts, Other branches, Balance in stock, Total

Appendix X(d)

Statement III-D. Type Foundry .....

(Horizontal Columns)

Total cost including overheads, Amount, Distribution of cost, Amount

(Horizontal Columns below Amount Columns)

Rs. ps. Rs. ps.

(Vertical Columns first half)

Cost of establishment and overhead charges including cost of old types, leads and quotations, etc., Total

(Vertical Columns second half)

Manufacture : To Central Press (Foundry cost), Types (Mono cost) Quads, Quotations, Mono leads and rules. Streads, Electros, Engraving blocks, Prenchest matrices, Total.

Appendix X (e)

Statement III-E, Paper, Stationery and Binding materials.....

(Horizontal Columns)

(1) Particulars (2) Opening Balance as on 1st April..... (3) Receipts from Stationery Depot (4) From Outside Offices. (5) From other branches (6) Total (7) Issues during the year, Issues on Press account. Issues to other Offices Proof Paper, Closing stock as on 31st March..... Total.

Horizontal Columns below (2) to (9)

Rs. ps. Rs. ps. Rs. ps. Rs. ps

(Vertical Columns)

Printing paper, Binding materials from Stationery, Total.

Appendix X(f)

Statement III-F. Stores.....

(Horizontal Columns)

(1) Contingencies, stores and Binding materials (2) Contigencies Stores (3) Petty Plant (4) Spare parts (5) Dead Stock (6) Paper (7) Total

(Horizontal Columns below (2) to (7)

Rs. ps. Rs. ps. Rs. ps. Rs. ps

(Vertical Columns)

Opening Balance, Central Press, General Stores, Type Stores, Branch Press, Payment from Contigencies Type and Metal Budget, Purchase of Miscellaneous from Mechanical budget, Central Press, Branch Press, Received from Stationery and other Offices, Central Press, Branch Press, From type Stores, Central Press, Sundry Receipts-Central Press, Replacement form Depreciation fund (Second-half) Issues to: Central Press, General Stores, Type Stores. Binding materials-Central Press, Branch Press. Adjustment due to reclassification of stores, Closing balance carried forward to Central Press, General Stores, Type stores, Branch Press, Total.

Appendix X(g)

Statement III-G. Depreciation Fund .....

(Horizontal Columns)

Particulars, Amount, Particulars, Amount.

(Horizontal Columns)

Debit Rs. ps.

(Vertical Columns below Debit)

To Opening Balance, To credit on account depreciation during the year, To Value of Plant, etc., disposed off, To adjustments being under depreciation of Plant during the year, Total.

Credit Rs. ps.

(Vertical Columns below Debit)

To Opening Balance, To credit on account depreciation during the year, To Value of Plant, etc., disposed off, To adjustments being under depreciation of Plant during the year, Total.

Credit Rs. ps

(Vertical Columns below Credit)

By Mechanical Branch By Type foundry, By replacement of Dead stock, By adjustments being the over depreciation during the year By Closing Balance, Total.

Appendix XXI

Valuation of work executed in the Government Presses

Government had approved.- (i) the adoption of the costing rate for the printing works executed at the Government Presses both for paying and non-paying departments with effect from 1st April 1959. (ii) the adoptiong of the schedule of rates approved in Government Order No. M.20334/35/P & S 80-54-2, dated 11th January 1955 to all the works for which the Work Dockets were issued prior to 31st March 1959 in respect of paying departments. (iii) the adoption of the costing rates of the previous years for the works undertaken for a period of about six months till the new rates are computed and hourly rates arrived at; and (iv) the adoption of the hourly rates arrived at the Central Press and Branch presses for valuation of works executed in the respective presses in Government Order No. ED 87 UPS 59, dated 15th July, 1959.

In G.O. No. ED 92 TPS 66, dated 15th December, 1966, the adoption of the procedure for valuation of confidential works on the appropriate schedule of rates only in cases where supervision for the execution of confidential works will not permit the maintenance of time Sheets has been approved. Also it is directed that the system of 'Computed Hours' in case where inaccurate timings have been recorded due to wrong postings should not be adopted as it would amount to recognizing mistakes and condoning them as a part of general procedure and would be an encouragement to further laxity. However, such cases where absurd timings have been recorded due to wrong postings may be rectified

calculating rates on the basis of operational speeds of each operation and the quantum of work turned out in each operation.

Appendix XXII

Offset Press in the Directorate of Health and Family Planning Services

An Offset Press in the presmises of the Directorate of Health and Family Planning Services has been established with the following staff:

Sl. No.	Name & Section of the Post	No. of Posts	Scale of Pay
1	2	3	4
1	Assistant Director (Technical)	1	275-20-375-EB-25-550
2	Superintendent Grade I	1	200-10-280-15-370-EB-20-450
3	Second Division Clerk, Typing Allowance of Rs.5 for one Clerk	2	90-3-105-4-145-EB-5-200
4	Attenders	2	Typing Allowance: 80-2-90-3-120-4-140-5-145
	Technical (Industrial)		
1	Overseer	1	200-10-280-15-370-EB-20-450
2	Offset Printer	1	100-4-140-5-190-EB-5-220
3	Assistant Offset Printer	1	90-3-105-4-145-EB-5-200-do
4	Binder	1	do
5	Computor II Division	1	do
6	Process Operator	1	160-8-200-10-260-EB-15-350
7	Assistant Process Operator	1	120-5-170-6-200-EB-10-240
8	Artist-cum Retoucher	1	175-10-275-1-350-EB-20-450
9	Offset Plate Grainer	1	80-2-90-3-120-4-140-5-145
11	Assistant Binder	1	do
12	Compositors	2	90-3-105-4-145-EB-5-200
13	Junior Compositors	4	80-2-90-3-120-4-140-5-145
14	Junior Proof Examiners	2	90-3-105-4-145-EB-5-200
15	Machine Minder	1	do
16	Night Watchman	1	65-1-75-2-95
17	Sweepers	1	65-1-75-2-95

(1) The Director of Printing, Stationery and Publications has been authorized to depute the required technical staff to the off-set Press, including a suitably qualified and experienced person with the marginally noted qualifications and experience for the post of Superintendent Grade I on deputation basis under Article 50, Sub-rule (h) of M.C.S. Rs. without deputation allowances.

(i) Senior Grade Stenography with about 8 years experience;
(ii) General Administrative experience,
(iii) Experience of correspondence in Printing Establishment and purchase for the printing processes;
(iv) Knowledge in labour laws to some extent and dealing inmatter relating to labour.

(iii) The staff including Assistant Director (Tech.) and Superintendent Grade I deputed from the Government Press are placed under the administrative control of the Deputy Director (F.P. & MCH), Bangalore; and

(iv) The Ministerial and Class IV staff required for the Press may be filled upon from the Personnel of the Department of Health and Family Planning Services-viz two Second Division Clerks, Two Attenders, One Night Watchman and One Sweeper.

The staff referred to is sanctioned for a period of one year with effect from the date of issue of order, subject to review of actual workload thereafter by General Administration Department (Efficiency Research Bureau).

G.O. No. HMA 659 FPS 70, dated 30th November, 1970

Appendix XXIII

Rates of Payment for Employees of the Casual Labour Sections

The following are the rates of payment for employees of the Casual Labour Section in the Composing and Binding Branches.

Fixed pay has been allowed in the case of Certain posts like Foreman and these are not shown here.

A

Composing

(1)	Inclusive of Corrections of First and Second Proof per Corrected ens.	1-00 per 1000	G.O. No. ED 358 TPS 69, Dated 13-4-1970
(2)	Making-U A-4 size	0-40 Per page	
(3)	" A-5 size	0-25 Per page	
(4)	..... "	0-80 Per " form of	
(5)	Imposition 8 pages of A-4 size or 16 pages in A-5 size		G.O. No. ED 210, TPS 68, Dated 22-7-1968
(6)	"	0-40 per forme of 4 pages of A-4 size or 8 pages of A-5 size	
(7)	Final Proof revision and Machine Corrections	0-75 for 60 Corrections	

B

Binding

Binding of Kannada Reader I	Rs. 18-00 per 1000 copies	G.O.No. FD 217 TPS 68, dated 29-7-1968

Proof Reading

1)	First Reading per Page of A-5 size	0-25 per Page per set of 2 persons	G.O. No. ED 297 TPI 66, dated 28-2-1967
2)	Second Reading Final Reading	0-25 "	
(3)		0-15 per Page per person	

Binding
G.O. No. ED 338 TPS 66, dated 25th January, 1967

1.	Chit Cover Small	3-00 per 1,000 Covers

	(4" x 5")	
2.	do Medium ($5^1/_2$" x $4^1/_4$")	3-50 do
3.	do Big (61/2" 5") and other sizes bigger than those at Sl.No. 1 and 2 above	3-75 do

G.O.No. ED 217 TPS 68, dated 29th July, 1968.

1. Binding Kannada Reader I in Crown 18-00 per 1,000 copies ¼ size.

G.O. No. ED 58 TPS 68, dated 17th April, 1968

1. Folding one fold 0-50 per 1,000
2. do Two fold 0-75 do
3. do Three fole 1-00 do
4. do Four fold1-25 do
5 Gathering 0-40 per 1,000 formes

B

G.O. No. ED 183 MPS 70, dated 18th May 1970

1. Stiff Cover Binding for Registers in A4 size 0-12 per Book
2. do do do A3 size 0-15 do
3. Wrapper Binding for Registers in A4 0-02 do
4. do A3 siz3 0-03 do
5. Hand numbering of pages of bound 0-60 per 1,000 impressions
6. Gathering of numbered sheets 0-60 per 1,000 total sheets

G.O. No. ED 395 MPS 70, dated 11/16th November 1970

1. Binding the Booklets of Annual Return of Schools 6-35 per 1,000 Books (Consolidated rate)

G.O. No. ED 282 TPS 69, dated 22nd September, 1969

1. Binding Rasidi Patta Books 3-00 per 100 Books

G.O.No. ED 155 MPS 72, dated 12th June, 1972

1. Binding of Membership cards pertaining 0-60 per 100 Cards to Mysore Government Employers.

R.V.W. Fund

2. Scrutinising of Plan paper in RA1 size required for printing of Ballot papers for the General Election 1972 0-75 per 500 sheets of RAI

G.O. No. ED 379 TPS 67, dated 20th February, 1968

1. Binding Ration Cards 0-60 per 100 cards

G.O. No. ED 68 MPS 72, dated 7th March, 1972

1. Preparation of cloth lined 4-00 per 100 covers

	covers of all sizes upto 15" x 10"	
2.	do above 15" x 10"	6-00 per 100 covers
3.	Stiff cover Binding for Registers in A5 size	0-10 per Book

G.O. No. ED 7 TPS 69, dated 31st March, 1969

1.	File Board	0-15 each
2.	Flap files	0-30 do
3.	Circular files	0-20 do
4.	Patta forms with cloth lined over	1-20 per 100
5.	Patta with calico for spine	1-00 do
6.	Cumulative Health records	1-00 do

G.O. No. ED 3 TPS 67, dated 1st May, 1967

1.	Pastings of Answer Books	per 2-00 1,000

Appendix A

The Mysore Government Press

Its Origin and Development

1. The Government Press, Bangalore, traces its origin to the Rev. J. Garrett, who as far back as the year 1840, with a Committee of Missionary gentleman, was managing a small printing press for the Wesleyan Mission Society established within the premises of the Wesleyan Mission High School near Ulsoorpet, Bangalore. It is also said that he got a few Indian workmen from Madras and Bellary. His equipment consisted of two small hand-presses with the requisite printing materials and type a staff of about twenty men. The press which started with such limited resources soon rose to importance and Mr. Garrett himself eventually became its Superintendent. Mr. Garrett relinquished the office of the Superintendent of the Wesleyan Mission Press and persuaded Sir Mark Cubbon, the then Chief Commissioner of Mysore, to establish a Government Press for doing the Government Printing work. The proposal met with the approval of the Chief Commissoner and a Government Press was, for the first time, opened at Bangalore in 1866 with Mr. Garret as its first Superintendent. Before entering Mysore Service, he ceased to be a Missionary. He published several school books. His "History of India" is still remembered by many. Subsequently, he was elevated to the post of the Director of Public Instruction in Mysore when Mr. J.P. Garrett, his son, became the Superintendent. The Press was first located in the old Tippu Sultan's Palace, Fort, Bangalore, and subsequently, on the completion of the Public Office Buildings in the Cubbon Park in 1868, was removed there. The Press then consisted of five hand preses and a small staff of about thirty men.

2. The Mysore Gazette was started in 1866 under the authority of the Commissioner of Mysore with
Mr. L. Ricketts as Editor and the first issue was published on 7th April 1866. Mr. Ricketts retired from the Editorship after a year. From 1st April, 1867, the Gazette was constituted the official organ of the Mysore Government to be published under the direct authority of Government and Mr. J. Lacey, was appointed as its Compiler from that date. He held this Office independently till 21st April 1869 when it was combined with that of Superintendent, Government Press, Mr. J.P. Garrett, who was already holding the latter office, was appointed Compiler of the Gazette, in addition to his duties from that date.

3. Later on Mr. H. Hudson, Comptroller to the Government of Mysore, who was then known as the Deputy Accountant-General, was appointed Superintendent of the Government Press ex-officio till the was relieved by Mr. T.T. Leonard in the year 1886, to whose tenure must be assigned a number of improvements.

4. Under his successors also, viz., Messrs. H.H.Sparks and G. Home Wright, the Press made much progress. Mr. C.H. Yates, a practical expert printer of vast experience, was next appointed Superintendent in the year 1905. He completely overhauled the Press which owes its presses efficiency to him. Mr. D.B. Rama Chandra Mudaliar succeeded Mr. Yates as Superinten dent in 1917 and continued till 1923. He was the first Indian to be appointed for the post.

5. In the year 1871, the first quardrangle of the present Government Press building in Bangalore was constructed and the Press was shifted to this new building from the Public Offices. To find accommodation for the ever increasing work of the Press, a second quadrangle was added to the main building in the year 1894, and a third one in 1914. Besides the various branches of the Press, the Stationery Depot which from the year 1865 (i.e., during the days of the Chief Commissioner) formed part of the Secretariat was separated from it for the first time in the year 1891 with an independent Superintendent, Mr. T.T. Leonard, to manage it. Mr. Leonard who filled this office for five years was appointed Superintendent of both the Press and Stationery Departments in the year 1896. The office, however, continued to be located in the Pubic Office buildings till 1895, when it was amalgamated with the Press and was removed to the present buildings.

6. In 1943 the old machine and binding branches were shifted to a Factory type machine and binding shed. In 1949, a first floor was put up on the frontage and right wing of the third quadrangle to accommodate the Administrative Offices thus releasing the ground floor for starting the Photo-Zinco Offset Branch and also to store the increasing number of publications in the Government Central Book Depot which was transferred to this premises in 1932. Later on first floors have been put up on the left wing of the third quadrangle, and on the frontages of the second and first quadrangles also. In 1962, a large hall at the north-western side of the existing buildings and a three stories building at the south-western side have been constructed from it, specially designed with two floors to house the Government establish a Legislature-cum-Budget wing in the Government Press, Bangalore, by utilizing the released accommodations, has been constructed in 1970.

7. At first, all the printing was done in the Government Press almost entirely by means of hand-presses. In the year 1893, three machines were introduced, and two more were added in 1903, and another twelve between the years 1905 and 1915.

8. All the machines were worked by hand-power only until 1896 when a gas engine of six horse power was installed and steam power generated to work them. In the year 1907, this was displaced by electric power.

9. In September 1905, the old kerosene and candle lights were replaced by electric lights. With the progress of the institution, the work also continued to increase, and more men were introduced to meet the demand and the necessary clerical and other establishments also provided from time to time to meet its growing requirements.

10. There was originally three Branch Presses attached to the Government Press, one at the Central Jail, Bangaore, worked by convict labour, which was abolished in the year 1907, and another attached to the Central College, Bangalore, and a third one at Mysore. The first two have now ceased to exist. The Mysore Press was opened in 1888 and had at first been attached to the Jagan Mohan Palace. With the increase of work, new building had to be found for it. It was later much enlarged both in its working capacity and stock, and is located near the Kukkanahalli tank in the old Distillery building.

11. This Press has been converted into Government Text Book Press under the control of the Department of Public Instruction from 1964, and subsequently under the control of the Director of Text Books.

12. On the Reorganisation of the Staes in 1956, the new State of Mysore inherited a small Press from the erstwhile Coorg Government consisting of 22 hands. With a view to cope with the increased volume of printing works from the Bombay Karnataka Area and Hyderabad Karnataka Area of the New State, a Government Branch Press has been started in Dharwar in November 1962 with a nucleus of 70 hands and some plant and machinery and another has been started in Gulbarga in January 1963 with 66 hands and some plant and machinery. Both these Presses have been housed in modern buildings and have been further expanded and possess modern automatic fed letterpress printing

machines, a Monotype unit capable of composing in English and Kannada, Intertype Machine capable of composing English and Kannada and also a Supercaster. Some residential quarters are provided for employees of both presses in the vicinity of the Presses. Branch Stationery Depots and Branch Book Depots have also been attached to each of these Presses.

13. The work of printing the High Court Cause Lists and similar matters increased to such an extent that it was found necessary to start the High Court Press in 1963 exclusively for the above works with 25 hands, some plant and machinery.

14. The Stamp Manufactory which was started in the year 1895 was attached to the State Huzur Treasury, and was transferred to the Government Press at Bangalore in the year 1914 when stamps which were originally crude in design and unsatisfactory in printing were re-designed at considerable expense and up-to-date printing machines were installed to print them with the result that they were neater in appearance and better printed. The printing of Receipt stamps, court fee stamp and copying stamp papers of all denominations has been entrusted to the Security Printing Press, Nasik, after the Re-organisation of States in 1956. The Stamp Manufactory was converted into Care Printing Branch where the overprinting of the word "Mysore" on certain stamps and the embossing of high denomination blank documents continued to be attended to for some years, in addition to printing of some kind of cheque books (discontinued subsequently), receipt books, ballot papers, etc., of security nature.

15. The Government Central Book Depot, which was under the Department of Public Instruction, was transferred to the Government Central Press Building and placed under the administrative control of the Director of Printing and Stationery in May 1932 with an Assistant Director to help him in its management.

16. The number of hands now employed in the Press, Stationery, Stamp, Gazette and Publication Offices, all totaled, is over 1,600 in Bangalore, 49 in Mercara, 102 in Dharwar, 78 in Gulbarga.

17. The Government Central Press, Bangalore has been equipped with many up-to-date and labour saving machines such as Monotype Key Boards and Casters (English, Kannada and Hindi), Linotypes, Intertypes (English and Kannada), Thomson Type Casting Machines, Supercaster, Funditor Furance. Automatic Letterpress Printing Machines, such as Victoria Front, Heidelberg, Frontex, centurettes, etc., Roller Casting equipment, Folding, Disc Ruling, Double Head Wire stitching Machines, Booksewing machines in addition to automatic guillotines and envelope making equipment. A book gathering machine on the conveyor belt system has been constructed in the Government Press itself. A Pantograph Engraving Machine on which matrices can be engraved has been installed in connection with work of the Research Bureau for Kannada Language Printing and allied subjects and matrices of new typefaces have been engraved on this machine. A Photo-zinco Section with two colour and single colour Offset Printing Machines and a Process Department with a staff of Artists also has been established in the Government Press from 1948. This section too has been further expanded. The value of the Plant and machinery in the Government Press, Bangalore is Rs. 22,94,442.74 P. (1966-67) as on 31-3-71.

18. A school on a small scale was opened in the Perss to train boys in Printing. Now it is found not necessary. Every facility is also being given to the employees of the Press to study and appear for the Printing Examinations of the Government of Madras and Mysore. Now and again, officers and workmen of the Press are sent for special training to England, United States and Canada and to important Printing establishments in Madras and elsewhere.

19. The working conditions in the Press have been improved. The hours of work have been increased from 6 to 7 hours a day. All the employees have been fixed on permanent scales to pay, the old piecework system having been abolished, and the leave rules have been placed on a better footing, all the rules of the Mysore Civil Services Rules having been made applicable from 1st April 1968. The employees have been allowed all benefits according to the provisions of the Factories Act, 1943. A Labour Welfare Officer is appointed, a departmental canteen on "No profit and no loss" basis is opened and a Recreation Club is started for the benefit of the employees. A credit Co-operative Society, a Consumers' Co-operative Stores and a Death cum Retirement Fund of the Press Employees are working satisfactorily. Worker training courses by Trained Worker Teachers are provided for the employees.

Appendix B

Scales of Payment obtaining in the Past

Piecework Composition

Scale I-Plain Matter

1. General Principle.- The rate paid for composing solid English matter is calculated on the basis of the "cast up" of the work at the rate of 2 annas per 1,000 ens, expressed in a fixed rate per page or line as in the scale below. The rate for composing includes distribution of type, all corrections (except author's), laying up on stone, unlocking and locking up the forme for such corrections, and responsibility for the matter.

Rates and number of lines per page for English and Kannada works

Description	Lines per page	Money value
Pica or 12-point	... 60	Vide scales printed separately
Smal pica or 11 point	... 70	
Long primer or 10-point	.. 76	
Brevier, or 8-point	.. 92	
Million, or 7-point	... 102	
Nonpareil, or 6-point	... 120	
Pica (Kannada) or 12-point	... 60	
Two-line minion (Kannada) or 14 point	... 50	

2. Conversion table.- Lines longer or shorter than the ordinary page widths are converted to the standard as follows for line account purposes:-

Foolscap Folio

42 and 43 ems pica wide count			5 lines as	6 lines
40 ems pica		do	6 do	7 lines
38	do	do	12 do	13 do
32	do	do	13 do	12 do
30	do	do	8 do	7 do
26	do	do	8 do	6 do
24	do	do	6 do	4 do
22	do	do	5 do	3 do
19	do	do	11 do	6 do

* Foolscap folio 35 ems pica wide.

All sizes to be reduced proportionately to foolscap folio only. Exceptional and unusual sizes will be cat up to ens, and divided by the number of ens in a foolscap line of the same type to obtain the number of lines to be charged.

3. A ready reckoner for this scale for pages and multiples of a page is appended.

4. Marginal references as side notes outside the page of all sizes or as in-cut notes are paid for at 1 pie per appearing line for plain matter or per line of measured depth for tabular margins; the text lines opposite suc incut-margins are paid for as full lines.

5. **In-cuts**.- In proceedings, etc., remarks (which are marginal references) cut into the text are reckoned as lines of the type used at the fractional width of the page they occupy, with one line of full measure extra for each in-cut, the appearing text line being charged as lines of type of the remaining width of measures.

6. Notes, etc., in half measure in parallel columns are treated as column matter, the appearing lines being paid for at their actual width converted into full measure plus hour account charges for the time taken for ranging the lines and making up blanks.

7. Foot-notes are taken as lines of the type in which they are composed and dividing rules as lines of the type.

8. Matter overrun from one length of line to another is calculated at one-third the number of lines of the new size.

9. Justifictions in plain English matter only when exceeding two in depth of a line, irrespective of the number occurring in a line, are counted each as a line of text type according to depth.

10. Address lines in proceedings when occupying less than half a line of print are counted as half lines of type used.

11. Dash lines and star lines in any type when exceeding one in a page are counted each as half lines.

12. Standing headings are reckoned at only one-half the appearing lines to pay for lifting matter, altering etc.

13. Greek, Anglo-Saxon, Music, etc., are usually done or hour account. No extras are paid for piecework copy containing ordinary accented and diacritical letters.

14. Works of a difficult nature such as transliteration works of the Archaeological Department are paid at double the rates at the discretion of the Director.

Scale II-Tabular Work

15. Allowances for tabular matter.- Payment proportionate to the labour in this class of work is made by adding to or substracting fraction specified against each description as follows or by reduction in proportion to the blanks in the table at the discretion of the Director.

Class 1. Printing Lengthwise of page

2 and 3 columns dependent upon each other and reading across the table, with or without headings.	As plain matter
4 and 5 " "	1/8 Extra
6 and 7 " "	¼ Extra
8 and 10 " "	1/3 Extra
Above 10 " "	1/2 Extra

Class-2.-Narrow way of page

2 columns dependent upon each other with or without headings	As per plain matter
3 and 4 columns "	1/8 Extra
5 and 5 columns "	¼ "
5 and 8 columns "	1/3 "
Above 8 " "	½ "

16. Open tables.- The above scale is for close tabular work and is reduced proportionately for tables of lighter description, e.g., tables with a white between the lines usually have one line deducted for every three blanks; 6 column matter with two columns partially blank would receive an extra allowance of one-eighth only.

(1) In tabular matter, with lines set across the page and rules cut, the full lines are counted as plain lines and the actual depth only of tabular matter is measured. When convenient, small pages

with many cuts may be measured, to include the non-tabular lines in the depth the allowances being reduced proportionately.

17. Column matter, irrespective of the number of columns not dependent upon each other, is calculated as plain matter in all cases.

18. Specimen blank forms (i.e., with headings and blank columns) in book or proceedings work are valued on their own merits, according to the labour involved at the rate of 2 annas per hour at the discretion of the Director.

19. Standing tabular matter.- Alteration in standing matter is paid on hour account basis at 2 annas per hour, in proportion to the labour involved in the work.

20. Fixed charges.- Tabular matter altered periodically (particularly in the Gazette section) is valued at fixed average rates on this basis, independently of any variation in the labour involved with each reprint. No alteration is to be made in such fixed charges without the sanction of the Director. The time taken should be considered and paid for at 2 annas per hour at the discretion of the Director.

Scale III-Special rates

21. Periodical work of a special nature, which may be partially standing, such as tables of contents, disposal lists, indexes, etc., are valued on their own merits from time to time as changer are introduced, either a certain number of lines per full page being given or a charge to be fixed on the time taken being allowed.

Scale IV-Job Work.

22. General.- All work is valued on its merits, the basis being the time that should be taken over the work (on which the decision of the Director is final) for which hour account will be paid at 2 annas per hour. Notes, small type and marginal lines are included. As the Compositors impose all formes and are responsible for each job set up until it is struck off, and have to do author's small corrections free, some extra may be allowed at the discretion of the Director for close tabular work. Job work includes blank forms, display and open matter, composed in any section.

23. Title and displayed pages in all sections are valued on the same principles as job work on their merits, expressed in terms of hour account.

Scale V-Confidential work

24. As this work is executed in the immediate presence of the Director and is not made public, the earnings of the compositors shall be determined by him alone in a memo signed by him at so many hours for a day for the number of days such compositors are employed at the rates to which they are eligible according to service.

Scale VI-Time account

25. Imposing, Press alterations, etc.- Piecework compositors working as time imposers are paid at a uniform rate of 2 annas per hour, ¼ hour being allowed per page of foolscap folio.

26. Overtime.- Overtime allowances are not paid to piecework compositors for working extra hours, but in exceptional cases such as when they are sent to Mysore for Dasara work, which is of a special nature, time account at the rate of 2 annas per hour may be passed by the Director.

27. Deductions.- A deduction of 6 pies in the rupee (known as pie money) is made from the total piece earnings of each compositor and the amount is remitted to the State Huzur Treasury. Pie boys not exceeding 15 in number are paid fixed wages from Rs. 3 to 7 per mensem according to their seniority and the quantity of work done by them, subject to the condition that the total number of wages paid should not exceed Rs. 60 per mensem.

Fractions of a rupee upto 8 annas are omitted in calculating these deductions; 8 annas and above reckoned as one rupee.

28. Piecework rates to be allowed for Devanagari characters.- The accompanying table gives the piecework rates to be allowed for devanagiri work:-

		Flloscap folio	Royal 8 vo	Demy 8 vo
		Rs.a.p	Rs.a.p.	Rs.a.p
Two-line brevier	..	1 0	0 14 0	0 10 0
Pica	..	1 14 0	1 1 0	0 12 6
Long primer	..	2 4 0	1 5 0	0 15 0

Procedure to be adopted in working the line account system of compositors

29. Every compositor will, on finishing his matter, pull a galley proof, and hand it over to the foreman, inserting his name and date on it, with the words "Rough" or "Standing" or "Altered" as the case may be, who will check and pass it on to the Chief Examiner, to be read through by the proof reader and his signature with the date affixed at the foot of the page close to the printed matter, and also on each sheet of the original copy, to prevent fraud. In no case are original copies to be returned except when proofs are to be sent to department. The successful working of the line account system will depend mainly on the care and vigilance exercised by the proof branch.

The compositors after attending to the reader's correction and making up their matter in the order mentioned, and pulling fair proofs for the proof reader to read through, will hand over the rough proof to the foreman, who will deliver the clean proof to the Chief Examiner, Matter set up by mistake without instructions, requiring omission in fair proof, will also be scored out in the rough by the proof reader, and any portion requiring alteration of type or style in the fair proof by the compositors, will not be charged for extra unless the labour involved by such a change is very heavy. The fair proofs will be initialled with date by the proof reader concerned.

As soon as fair proofs are read, a clean proof, with the compositor's name at the back, will, if required, be sent to the author with the correction made on the fair proofs checked by the forme-proof reader (or second reader).

When proofs are returned with corrections from the author, the foreman will give them to the compositor who first sets up, for correction, or to any other if he is absent or otherwise engaged with urgent work, and get them revised, if necessary.

The foreman will immediately prepare hour account for the work done (author's corrections) and submit the same with vouchers for the Superintendent's approval and return the proof to the imposer for the matter to be leaded out and imposed.

The imposer will pull a proof of the matter in chase to be compared with the fair and author's proofs to be read through by the forme-proof reader. Such corrections will be attended to by the compositors who were given hour account for that matter. The imposer will have the forme laid on the press for proofing and secure one copy for giving Press order for paper, store, etc. Type kept standing for a long period and urgent work which was executed at a high pressure requiring late and early work will be charged for extra. Tabular matter-half and full tabular and dockets, half titles, display matter, etc., and different bodies of type have all to be measured and charged or paid on hour account as the case may be.

Whenever proofs of a portion of work are sent for calculation, the foreman will invariably insert in red ink, on the top of each page, the name of the work to which this portion appertains. This is essential for making entries in the general work register. The calculator will refuse vouchers if they do not contain the above information. On no account should vouchers of different works be bundled up and given as one voucher.

The foreman will collect the rough proofs every third day classify and loop them and hand them over to the General Foreman, who, after checking, will initial each voucher, and pass it on to the calculator in the office branch, who will enter on it the number of lines set up of each description of type, not counting the lines wrongly set up and including fresh ones according to the corrections made in the rough proof, and transmit it to the Head Clerk who, after check, will pass them on the Sub-Assistant Superintendent work finally to the Director for approval. The valuation for job work and tabular, mathematical, genealogical, displayed, or other special portion involving extra labour, will be decided by the Director.

The proofs read up to the last day of the month will be included in the month's line account, except in special cases at the discretion of the Superintendent. Any mistake in calculation, etc., on the part of the calculator will be severely noticed.

The calculator will pay special attention to the following points before beginning to calculate the lines on each voucher:-

(1) That the name of the compositor, the number of the work docket and initials of the foreman and proof reader are entered on the vouchers with date.

(2) That he should paste the calculation memo on each voucher pertaining to the respective dates, and not for a bundle of vouchers of work of a compositor done at different dates.

(3) He will return all vouchers that do not contain the name of compositor and initials of the foreman and proof reader with date and also all those that are not first proofs.

(4) He should not calculate on any voucher but the first proof read out.

30. The figures in the line account register having undergone final mofications and approved by the Superintendent, will be totaled and converted into money value, for the preparation of the bill for piece work compositors.

(iv) Scale of piecework rates for Printing, prior to July 1930

Description of Press	Job work	Book work	Remarks
First Grade Machines.-	Rs.a.p	Rs. a. p	
Double Royal, Double Demy and Babcock Machines, Impressions.-			
1 to 250 copies	0 1 6	0 1 6	
251 to 500 copies	0 3 0	0 3 0	
501 to 750 copies	0 4 6	0 4 6	
751 to 1,000	0 6 0	0 6 0	
Second Grade Machines.-			
Double Crown and Double Foolscap Machines.-			*When 3 or more pages are printed on one sheet, one anna will be allowed for making ready
1 to 250 copies	0 1 3	0 1 3	
251 to 500 copies	0 2 6	0 2 6	
501 to 750 copies	0 3 9	0 3 9	
751 to 1,000	0 5 0	0 5 0	
Third Grade Machines.0			
Royal Demy, and			

Description of Press	Job work	Book work	Remarks
Foolscap Machines.-			
1 to 250 copies	0 1 0	0 1 2	
251 to 500 copies	0 2 1	0 2 5	
501 to 750 copies	0 3 1	0 3 8	
751 to 1,000 copies	0 4 2	0 4 10	
Fourth Grade Machines.-			
Platens or Folio or Treadle Machines.-			
1 to 250 copies	0 0 9	0 0 9	One anna will be allowed for each forme for making ready
251 to 500 copies	0 1 5	0 1 5	
501 to 750 copies	0 2 1	0 2 1	
751 to 1,000	0 2 9	0 2 9	
Royal Hand Press.-			
1 to 50 copies	0 1 0	0 1 0	When 3 or more pages are printed on one sheet, ½ anna will be allowed for making ready, and 50 per cent more in wages when more than one forms is printed in the Press.
51 to 100 copies	0 2 1	0 2 1	
Hand Presses			
1 to 50 copies	0 0 9	0 0 9	
51 to 100 copies	0 1 5	0 1 5	

N.B.- (1) Daily allowance may also be given for confidential and other works of a special nature at rate to be fixeds at the discretion of the Superintendent at so much per hour.

(2) For stereo and alteration of numbers, an extra rate not exceeding 50 per cent will be given.

(G.O. No. G. 8550-1-P and S 64-24-4, dated 6th May 1925).

(v) Scale of Piecework Binding Rates prior to 1930)

Size of Books	Blank books or books of formes without page numbers						
	½ calf or ½ moroco and board	½ sheep and board	½ cloth and board	½ bound stiff cover Section Sti tching	Stiff cover	Stitch with Paper cover	Stitch with out paper cover
	1	2	3	4	5	6	7
	Rs. a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p
Royal, medium or demy folio I qr. or 100 pages	0 3 2	0 2 2	0 1 7	0 1 3	0 0 8	0 0 6	0 0 4
Additional charges for every extra qr. or 100 pages	0 0 8	0 0 4	0 0 4	0 0 4	0 0 3	0 0 2	0 0 1
Royal, medium or demy 4-to or foolscap folio 1 qr. or 100 pages	0 2 6	0 1 7	0 1 3	0 0 11	0 0 5	0 0 4	0 0 3
Additional charges for every extra qr. or 100 pages	0 0 4	0 0 4	0 0 4	0 0 4	0 0 3	0 0 1	0 0 1
Royal medium or demy 8-vo. 1 qr. or 100 pages	0 1 11	0 0 11	0 0 11	0 0 8	0 0 4	0 0 2	0 0 1
Additional charges for every extra qr. or 100 pages	0 0 4	0 0 4	0 0 4	0 0 4	0 0 3	0 0 1	0 0 1

(v) Scale of Piecework Binding Rates (concld)

Size of Books	Books with numbered pages							Re marks	
	½ calf and moroc co	½ sheep and board	½ cloth and board	½ bound	Stiff cover	Stitch with Paper cover	Stitch with out paper cover		
	8	9	10	11	12	13	14		
	Rs. a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p	Rs.a.p		
Royal, medium or demy folio I qr. or 100 pages	0 3 5	0 2 6	0 2 2	0 1 7	0 1 3	0 0 10	0 0 8	Perforating per 1000	Rs.a. p 0 2 6
								Numbering per 1000	0 2 2
Additional charges for every extra qr. or 100 pages	0 0 8	0 0 4	0 0 4	0 0 4	0 0 4	0 0 3	0 0 2	Ruling per 1000	2 2 6
								Pin making each	0 1 3
Royal medium or demy 4 to or foolscap folio I qr. or 100 pages	0 2 10	0 1 11	0 1 7	0 1 3	0 0 11	0 0 7	0 0 6	Wages for Gazette folding 1	0 7 6

| | | |

Supplemental Rates based on the scale in the First page

	Work	Rate
1.	For stiff Cover with Board	Stiff cover charge as noted in the scale
2.	Calico back and Paper Cover	Middle rate of stiff cover and paper cover as in the scale
3.	Full calico Board	Double rate of half cloth and board charge as in the scale
4.	Half sheep and calico Board	Double rate of half sheep and board charge as in the scale
5.	Half cloth and one side Board	Stiff cover; Section Stitching charge; col. 4 of scale
6.	Survey Books	Half charge of stiff cover as in the scale
7.	File Boards-	
	Foolscap size;	
	(i) Ordinary	Rs. 2-8-0 per 100 files
	(ii) four sides calico	Rs. 3-0-0 per 100 files
	(iii) with two flaps	Rs. 3-8-0 per 100 files
8.	Covers.-	Re. 0.10.0 for Demy folio size for 100 covers.
	Cutting and Pasting	Charge according to the nature of work for D.O. covers.
9.	Topo Maps in book size bound in full calico and boards	Re. 0.4.0 each book having a maximum of 20 octavo pieces mounted on long cloth Re. 0.0.6 in addition for each book for every additional 5 cotavo pieces mounted on long cloth.
10.	Composing	Re. 0.0.2 per 100 sheets
11	Punching ordinary paper	Re. 0.0.6 per 100 boards
	Do Board	Re. 0.0.6 per 100 sheets
12.	Eyelettings	Rs. 0.2.6 per 100 sheets
13.	Paper out by cutting machines	Re. 1.0.0 per 100 reams
14.	Paper cutting knives sharpened	Re. 0.0.6 each
15.	Ruling by hand-machine	Re. 0.4.9 per 1,000 impressions
16	Binding books.-	
	(i) Between 1-25 pages	Quarter charge provided in the scale.
		Half charge provided in the scale
	(ii) Between 26-50 pages	Three-fourth charge provided in the scale
	(iii) Between 51-75 pages	Full charge
	(iv) Between 76-100 pages	
17.	Foldings	Re. 0.0.8 per 100 folds
18.	Pasting	Re. 0.1.3 per 100 pastes
19.	Education books as well as other books running to thousands:-	
	(i) For first thousand	Full rate according to scale
	(ii) Succeeding thousands upto 10,000 copies	Fifty per cent of full rate
	(iii) Above 10,000 copies	Thirty-three and one-third per cent full rate

G.O. No. G. 4349-5-P. & S. 58-25-4,
Dated 29th Ocrober, 1926

Precautions against fraud

31. Printing.- As soon as a forme is printed, the machine-minder or pressman will have the particulars of the job entered on the machine-minder's memo and paste if on a duly passed printed sheet and give the copy to the Machine Foreman, who will check the memo, and pass it on with his initials to the office branch through the General Foreman, and the Sub-Assisant Superintendent. In the office branch a register is maintained in which works as they are received are entered. The clerk in charge of it will not opposite the entry of the work for which the printing voucher is received, the number of pages and copies printed and names of the pressmen, and see that the actual copies indented for are not exceeded, and then pass the voucher on to the accountant who maintains the pressemen's piecework register in which the entries will be made and earnings fixed as per rates.

32. Binding.- As soon as binding works are finished in the bindery, a sample copy of eac work will be sent to the office branch together with the work docket, where it will be entered in the voucher book in duplicate of which one copy is retained in the office and the other sent to the Bindery. From this vouchers entries will be made in the binders' piece-work register, giving the description of work and particulars of binding and the work docket number; then the whole number of books bound will be passed on to the dispatching branch and the signature of the Despatcher obtained for the same. After the above acknowledgement is received in the office branch, the rate as per scale will be noted for the number of books actually handed over to the dispatching branch where it will be checked with the indents and forwarded to the several departments.

Separate registers will be also maintained for ruling, numbering and perforating work, which will be watched over by the Head Binder and supervised by the General Foreman.

Mode of Payment

33. **Binding.-** The piecework binders employed in the Press prior to July 1930 were graded into four classes. Promotions were made at the discretion of the Superintendent in accordance with Government Orders, on the service and merits of such persons. The whole earnings during the month were being distributed in the ratio of 12,10 8 and 6, according to the number of days each person is present.

For instance:-
Suppose there are 62 men in the bindery of whom
22 men are in I Class,
10 men are in II Class,
9 men are in III Class, and
21 men are in IV Class.

The amount to be distributed among these 62 men is, say, Rs. 526-4-8.

Solution.-

The number of days worked during the month by
Do 22 I Class men is 438
Do 10 II Class men in 187
Do 9 III Class men in 152
21 IV Class men in 449

The ratio is 12, 10, 8 and 6 for I, II, III and IV Classes, respectively.

I Class=438x12=5,256
II Class=187x10=1,870
III Class=152x8=1,216
IV Class=449x6=2,694
11,036

Wages for 11,036 days in Rs. 526-4-8.
Wages for 1 day is 9 $^{431}/_{2750}$ pies,
The earnings for I Class binders=5,256x9 $^{431}/_{2750}$ pies or Rs. 249-5-11 per month, or 0-9-1 per man per day.

the earnings for II Class binders-1,870x9 $^{431}/_{2750}$
pies or Rs. 90-2-5 per month, or 0-7-8 per man per day.

the earnings for III Class binders=1,216x9 $^{431}/_{2750}$
pies of Rs. 58-15-11 per month, or 0-6-2 per man per day.
the earnings for IV Class binders=2,694x9 $^{431}/_{2750}$ pies for Rs. 127-12-5 per month or 0-4-6 per man per day.

The Superintendent was also at liberty to employe men separately for numbering, ruling and perforating and allow them the actual amount earned by them according to the scheduled rates.

Type-casting

34. The value of different types cast at the Government Press including the cost of materials is given in the following table:-

Description		Type per pound	Quadrats per pound
		Rs. a. p	Rs. a p
English	Pica	0 10 8	0 6 0
Do	Small Pica ..	0 12 0	0 6 0
Do	Long Primer ..	0 13 4	0 6 0
Do	Minion ..	1 2 8	0 10 8
Kanarese	Pica ...	0 10 8	0 6 0
Do	do under letters ..	3 0 0	...
Do	Two-line minion ..	0 9 4	0 6 0
Do	do do under letters do	3 0 0	. .

Note.- One-fourth of the above rate is the "labour" (wages) for hand casting. One-eighth or one-sixteeth (at the discretion of the Superintendent) of the above rate is the "labour" (wages) for machine-casting.

In case the typecasters are employed by the Superintendent on fixed salary, the following is the outturn per day expected of each man:-

1. New machine .. 14-point 301b, 12-point 251b
2. Old machine .. Pica 151b, small pica 121b,
   Long primer 101b and
   Minion 51b
3. Hand-casting .. Leads 301b, Quotations 501b

The Assistant Casters will clear, on the following day, the previous day's outturn. Arrears will be finished by the working overtime for which no allowance will be granted.

Appendix C

Modes of Determining the actual cost of work obtaining in the Past

Composing

The principle adopted is to charge all work at its approximate cost. All composition, whether solid or tabular, or of whatever size of type, is converted to one standard size of page an type, viz., pica foolscap folio, to obtain a common unit of value. This conversion is most conveniently done by multiplying the number of pages in each size by the piece value per page in annas and dividing the total the piece rate of a page of pica foolscap folio to arrive at the equivalent number of standard pages in the work. The number of lines in each size of type is also converted into the standard size by means of the Ready Reckoner given in Appendix B. The number of lines so calculated is entered on the calculation memo attached to the voucher of the job. The value of the number of lines so entered is ascertained by referring to the Ready Reckoner, and thus the cost of composition of the page represented by the voucher is arrived at. All vouchers pertaining to the same job are sorted by means of their work docket numbers, and the value already entered on each voucher is transferred to the Job Cost Sheet bearing the same work docket number as the job in question. The total of all the values so entered gives the actual cost of composition of the job.

Notes

(a) Measurements are made to the nearest $^1/_8$ page for foolscap folio and to the nearest ¼ for smaller sizes. Less than 4 lines in small type are treated as body type; above 4 lines are charged as $^1/_{8^{th}}$ or $1/4^{th}$ page. Each page is measured on its own basis. The computers will use the work measurement slip for large or complicated works to ensure accuracy.

(b) No deduction is made for single leaded matter.

(c) Tabular statements of three to five columns to be charged one-half more than plain matter; six columns and upwards double; two columns as plain matter.

(d) Blank tabular statements upto five columns to be charged as plain matter; six columns and upwards one-half more than plain matter, according to proportion of blank.

(e) Archaeological and transliteration pages with diacritical letters to be charged one-quarter more than plain matter.

(f) Algebracal, mathematical, the genealogical work and music to be charged from one-half more than plain matter to double, according to labour involved.

(g) Title and half-title pages and continued lines, caused by facing pages following to be charged-foolscap folio, one page pica; octavos and smaller, one page small pica.

(h) Dockets to Government Proceedings to be valued at half a page of ica foolscap folio; in other works as half page of type used. Skeleton pages are treated as dockets.

(i) Half margin notes, etc., text and margin remarks to be charged actual lines with $1/4^{th}$ page pica extra for justifications, etc.

(j) Blank pages to be charged only when they are necessary to complete a forme, except in foolscap folio when they are necessary to complete a forme, except in foolsap folio when a blank page at end is not charged; all blanks to be valued as title pages.

(k) Standing matter overrun to a different measure to be charged at piece rates.

(l) Standing matter re-made upto be charged only one-fourth composition rates of pica of same sizes of page.

(m) Standing matter re-imposed (e.g., shifting imposed pages only with or without insertion or alteration of head line when the docket has to be transferred) to be charged $^{1}/_{3}$ page pica per formed for re-imposing subject to a maximum of three annas per forme.

(n) Standing matter corrected periodically, such as establishment lists and other matter paid by hour account is to be charged at 31/4 annas per hour for the total hours in the hour account book and time sheet abstract. Standing matter with author's corrections is treated as author's corrections (see (w) and not as standing matter, irrespective of the time it has been out on proof.

(o) Standing matter alteration for which line account is given (which is therefore standing longer than three months) is valued at half fresh charge, tabular or plain, except the Gazette regular standing matter which is valued at half plain only. Added fresh matter, if more than ¼ page to be valued as original setting extra to above in all cases.

(p) Standing matter reprinted without alteration; no charge except $^{1}/_{8}$ page pica per forme for putting to press.

(q) alteration for sign and spare copies, change of folios, head lines, etc., to be charged three lines for every alteration in each forme.

(r) Confidential work to be charged at double rates for setting.

(s) Side and marginal notes to be charged at one pie per line.

(t) Diagrams to be charged double the wages paid to engraver. Lithography at the actual rates charged by the Survey Office.

(u) Job work taken from line account book at actual charges paid for as already expressed in pica foolscap folio.

(v) Diglot pages (English and Vernacular) to be charged at the highest rate.

(w) Author's corrections to be charged the hour account actually paid at two annas per hour, converted into pica foolscap folio pages.

(x) Hour account of compositors acting as reaers will be deducted from composing and added to reading charges.

(y) Stereo plates will be charged against the offices for which the work is done at two pies per square inch.

Stereos for general use to be charged as plant at the following values:-

(1) Unmounted=3 pies per square inch;
(2) Mounted on teakwood=4 pies per square inch;
(3) Mounted on metal=5 pies per square inch

(z) Electros, double the rates for stereotypes.

Printing

The cost of printing is arrived at as follows:-

Each sheet of a job that is printed has a memo attached to it giving the work docket number of the job, the names of the machine-minder and his assistant machine-minders, the number of impressions (not copies) of the job and other particulars. The accountant refers to this memo and enters in the register the work docket number and the number of impressions and the cost of those impressions as per rates given in Appendix B, 1,000 impressions being taken as the unit. The impressions are calculated exactly as the work was produced with the exceptions in the subjoined

notes; thus 1,00,000 copies with 8 stereos would yield only 12,500 impressions, while 10 separate formes of a book of 100 copies would yield 1,000 impressions.

The value of the impressions of the same job is then picked up by means of the work docket number, and the sum total of all the values so picked up is entered in the job cost sheet bearing the same work docket number. This gives the actual cost of printing the job in wages. The cost of ink, paper, etc., is separately ascertained and entered in the job cost sheet.

Notes

(a) For coloured inks add 50 per cent of impressions, if made ready in one forme.

(b) For forms containing process blocks add 50 per cent of impressions.

c) For printing from old inscription plates or on cloth straps, 1 to 10 impressions are treated as 250 pulls; every additional pull from the same plate 25 imperssions.

(d) More than three copies of each set of proofs are totaled and treated as copies for impressions;

(e) Confidential work to be charged at double impressions for striking.

(f) When two or more formes of different offices are printed in one forme with one lay of paper, the impressions are divided pro rata, so that the total number charged does not exceed the actual impressions; thus if 2,000 copies of one set each of four one-page jobs for four offices are printed from one forme, each office will be debited with 500 imperssions for 2,000 copies.

(g) Two formes printed at one time with two lays of paper to be charged one-half of actual impressions extra for second lay; three lays one-quarter extra for third lay; thus, 1,000 impressions of three jobs for different offices on separate sheets of paper should be charged as 1,750 impressions (1,000+500+250=1,750) or 583 against each office.

(h) Extra copies for office, Secretariat, etc., will be included in the total impressions.

Binding

The cost of binding is ascertained as follows:-

The finished book or copy is brought to the Accounts Clerk with the work docket pertaining to it. The clerk enters in his register the work docket number and the cost of binding according to the scale fixed in the statement shown in Appendix B. The cost of materials used for binding is noted by the Head Binder on the work docket itself. The cost of binding and that of the materials are entered in the job cost sheet of the job in question.

Foundry

The total annual expenditure for wage, metal, etc., on each of the different classes of work in this department, plus the proportion of indirect general charges is divided by the total weight of type cast, stereos cast, matrices made, etc., to ascertain the actual cost of each.

Mode of ascertaining the total cost of production of each job.

The costs of composing, printing, blinding, paper, materials, etc., as ascertained in the manner detailed above and as entered in the job cost sheet are all grouped in abstract on the job cost sheet the necessary percentages for handling of paper, ink and materials are added and a percentage to cover the overhead expenses of the Press such as (1) rent, rates and taxes (2) light and water (3) interest on capital, (4) depreciation, (5) office establishment and so on, is further included. The net total of these figures is the actual cost of production of the job. If a charge has to be made to a private customer, a percentage for profit has to be added.

The total expenditure incurred in the Government Press, Bangalore (printed in Statement III of the Annual Administration Report) is analysed and departmental and overhead expenses worked out to enable these percentages being added on to each job valued.

Forms Appendix

The common Forms and Registers, and financial Forms and Registers prescribed in the Mysore Financial Code, and forms prescribed in the Manual of Contingent Expenditure, and in certain general rules or Government Orders are not included here. Only departmental Forms and Registers of the Department of Printing, Stationer and Publications are included and only the headings of the Forms or Registers and the heading of the several columns are shown. Each of these has to be printed in suitable size with appropriate spacing for the several columns. The paper to be used for each and the stype of binding, if any, for each have to be decided on a consideration of the use of the concerned Form or Register.

Page numbering, perforating and such other details are also not shown and these will have to be arranged for depending upon the kind of Form or Register.

The due dates of making entries and of preparation of the several forms and registers and returns to be submitted by several Government Servants are as prescribed in the relevant rules or orders and as indicated in most cases in the text of this Manual. Every Official and employee should be clearly aware of these and in every Branch and Section particulars of these should be prepared and displayed prominently near the place of work of the Government Servant concerned.

Forms prescribed in the Handbook of Office Procedure, are to be used in all Branches where office work is done.

In this Appendix, all the matter which should appear in a Form or Register is set in 10 point type and the matter set in bold type consists of instructions, not to appear in the Form or Register, but for guidance in setting the Form or Register.

Forms in Use in the Press Office

Of these, the forms prescribed in the M.F.C., M.C.E., M.C.S.R.'s and such other commonly applicable publications are not shown here, and only forms particular to the Government Press are shown.

Lunch Allowance Bill Form
Government Press, Bangalore

(Horizontal Line)
Lunch Allowance bill for the month of ..... 197 ..... of ..... Estt

(Vertical Columns)
(1) Sl.No. (2) Name of the Employee (3) Desig nation (4) No. of days (5) Amount Rs. P. (6) Acquittance

Overtime Allowance Bill Form

Overtime Allowance Bill of ..... Establishment of the Office of the

(Horizontal lines)
1. Number of hours at pay rates-Sundays and Holidays
2. Number of hours at 11/2 times pay rate for work above 7 hours and upto 9 hours per day.
3. Number of hours at twice pay rate for work above 9 hours a day or exceeding 48 hours a week.

(Vertical Columns)

(1) Serial No. (2) Name (3) Designation (4) Pay (5) First week-Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Total No. of hours on holidays., Total No. of hours at $1^1/_2$ pay rate, Total No. of hours at 2 x pay rate.

(Repeal these headings for second, third, fourth and fifth weeks)

(14) Total Amount Rs. P. (15) Rupees and paise (16) Remarks or Payee's Signature.

Form 'D'

The Central Sales Tax

The form in triplicate as prescribed in the Registration and Turnover Rules, 1957. The form of certificate for making Government purchases has to be adopted for this.

Letter forwarding passed Bills of Firms

(The matter below to be in foil and counterfoil).

Office of the Director,
Govt. Printng, Bangalore

No. Dated..... 197

To

.....

.....

.....

Dear Sir,

With reference to your bill No. ..... dated ..... for Rs.....P.....I write to invite reference to item ..... below.

Yours faithfully,
For Director, Govt. Printing.

1. Your bill is returned herewith duly passed for payment for obtaining payment at the Reserve Bank of India, Bangalore, after getting it duly authorized for payment by the Treasury officer, S.H.T., Bangalore. The receipt of the bill may be acknowledged early. A formal receipt is required to be sent after encashment of the bill.

2. A demand draft No..... Dated ..... for Rs..... is enclosed herewith. Please send a formal receipt after encashment of the draft for audit purpose.

3. Your bill is returned duly accepted which may kindly be got adjusted by the Accountant General, Mysore, Bangalore as usual. Please acknowledge receipt of the bill early.

4. Your bill is returned herewith along with this office D.C. bill duly passed for payment for obtaining payment at the District Treasury, Mysore. Please acknowledge receipt of the bill early.

Letter forwarding firms' bills with acknowledgement from attached

Office of the Director of Printing, Stationery and Publications, Government Press, Bangalore-1

No. P..... Dated.....
Encls:

To
.....
.....

Sir,

Subject: Your bill No..... dated ..... for Rs..... towards the supply of .....

With reference to the above (s) I write to forward herewith the said bill (s) duly accepted and passed for payment for Rs..... and to request you kindly obtain payment for the bill (s) by presenting the same at the State Huzur Treasury, Bangalore/District Treasury,.....

A sum of Rs..... in your above bill(s) being .....
..... is disallowed/deducted and the same is not admissible/ held over for future payment.

Kindly acknowledge receipt if the passed bill(s) in the form appended below.

Yours faithfully,

For Director.

(Acknowledgement to appear after this separated by a rule or perforated rule).

Acknowledgement

Received my/our bill(s) No..... Dated..... for Rs..... duly accepted and passed for payment sent under cover of your letter
No..... dated ..... in respect of supply of:

Place.....
Signature.....Dated .....
Designation: Seal

To
The Director of Printing,
Stationery and Publications,
Government Central Press,
Bangalore-1.

Costing Branch

Daily Time Sheets

Composing

Date.....Branch ..... Name .....

(Vertical Columns)

1. W.D. No. 2. Time 3. Operation No. 4. To be filled by the Computor-Actual Hours, 5. Computed hours, 6. Plus or minus hours 5-4.

(Time 7 hours-to be vertically printed with 10 minuted intervals)

Foreman Computor

Operation Nos.-1. Hand Composition, 2. Altering 3. Author's Corrections 4. Making-up and Imposing, G Distribution.

Machine corrections, Office corrections and Proof pulling are to be counted as Operation No. 1.

Remarks and Orders-

Cost Acct. Asst. Director (Costing)

Letter Press Machines

Name of Machine .....Machine Minder .....Asst. Machine Minders-1.....2..... Date.....197 .

(Vertical Columns)

1. W.D. No., 2. Sign or Form No., 3. Chargeable Impressions, 4. Time, 5. Operation No., To be filled by the computer-6. Actual hours, 7. Computed hours. 7-8. Plus or minus hours.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Foreman. Computor

Opeations Nos.-1. Hand Composition, 16. Washing up for Colour 17. Making Ready, 18. Feeding, A. Waiting D. Oiling and cleaning, E. Reparis, F. Miscellaneous.

For operation A the reason must be written in the remarks, column, e.g.-waiting for forme, waiting for stock, mechanical or Electrical delay, etc.

Note.- Machine corrections, altering on the machine and revising is to be counted as operation No.1.

Remarks and Orders-

Cost Acct. Sr. Asst. Director.

Binding Branch (Hand Work)

(Enter Work Docket Number and Symbol for the Nature of Work)

Date..... 197 Shift.....

Group .....

Names-1 to 8.

(Vertical Columns)

1 to 8

(Time 7 hours-to be vertically printed with 10 minutes intervals)

(Under the ninth Vertical Column)

PÉ¸ÀÀ¸ÀSÉ

19. ¥ÆwðAiiÁV ZP¼z ¨ÉAqÄ ªiÁqÄªÀ¤zÄ. 20 Czð ¨ÁU ZP¼z ¨ÉAqÄ ªiÁqÄªÀ¤zÄ. 21. PÁ®Ä¨ÁU ZP¼z ¨ÉAqÄ ªiÁqÄªÀ¤zÄ. 22. ¥Æwð PÁ¯PÆ ¨ÉAqÄ ªiÁqÄªÀ¤zÄ. 23. Czð PÁ¯PÆÃ ¨ÉAqÄ ªiÁqÄªÀ¤zÄ. 24. PÁ®ÄªÀ¹ PÁ¯PÆÃ¬ÄAz ¹¥ï Pªgï ಬೈಂಡು ಮಾಡುವುದು. 25. ಕಾಲುವಾಸಿ ಕ್ಯಾಲಿಕೋ ಕಾಗದದಿಂದ ಬೈಂಡು ಮಾಡುವುದು. 26. ವಿಶೇಷ ರೀತಿಯಲ್ಲಿ ಬೈಂಡು ಮಾಡುವುದು. 27. ¥ï¯ï ¨ÆÃqÅð ªiÁqÄªÀ¤zÄ. 28. ¥ÁqÄªÀ ªiÁqÄªÀ¤zÄ 29. PÁUz Pªgï ¨ÉAqÄ ªiÁqÄªÀ¤zÄ.

ªÉgï°Ë¸ï PÉ¸ÀÀÀ

30. MlÄUÆr¹ ¸P£ÄU¼£Ä ¸Ãj¸ÄªÀ¤zÄ. 31. MlÄ UÆr¹ qÆ¦PÄmï, nÆPÄlÄU¼£Ä ¥jÃQ¸ÄªÀ¤zÄ. 32. P¬¬ÄAz ªÄr¸ÄªÀ¤zÄ. 33. P¬¬ÄAz Pvj¸ÄªÀ¤zÄ. 34. JtP ªiÁqÄªÀ¤zÄ 35. ¥PU½U CxªÁ »A¨ÁUU½U ªdÆ£ÁU°Ã ¥Ã¸£ÁU°Ã ºZÄªÀ¤zÄ. 36. £PU¼ ನಕಾಶೆಗಳು, ಚಿತ್ರಗಳು, ಇತ್ಯಾದಿಗಳಿಗೆ ಅಂಟು ಹಾಕುವುದು. 37. ನಂಬರ್ ಒತ್ತುವುದು. 38. ರಂಧ್ರ ಮಾಡುವುದು 39. ಪರ್ಫೊರೇರ್ಷ್ ಮಾಡುವುದು 40. gAzæªiÁr º Æ°AiÄÄªÀ¤zÄ 41. ªdæCxªÁ ¥Ã¸Ä vAiiÁj¸Ã¤ªÀ¤zÄ) 10. PJ®¸«®z PÁ® (P®¸, ªPïð qÁPmï EvÁ¢U½U PÁAiÄÄwgÄªÀ¤z£Ä ¸Æa¸¨ÃPÄ).

¸ÆZ£:- gÆ®Ä ºÁPÄªÀ¤zÄ, ªÄr¸ÄªÀ¤zÄ, vAw¬ÄAz ºÆ¯AiÄÄªÀ¤zÄ, zÁg¢Az ºÆ¯AiÄÄªÀ¤zÄ ªÄvÄ Pvj¸ÄªÀ¤zÄ-EªÀU¼£Ä DAiiÁAiiÁ "m¦ªÄÄ¶Ämï" U¼°AiÄÃ £ªÄÆ¢¸¨ÃPÄ.

For use in the costing office only-

(Vertical Columns)

Chargeable-19 to 40. Non-chargeable-10 and 41.

Remarks

Computor Binding Foreman/Overseer

Assistant Director in-charge.

Bindery-Folding Machine

Machine Minders Date 197
Asst. Machine Minders 1 2

(Vertical Columns)

1. W.D. 2. Time 3. Operation No., 4. No. of Folds, 5. No. of Sheets Folded, To be filled by the Computor-6. Actual Hours 7. Computed Hours, 7-6. Plus and Minus Hours, Remarks.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

Operation Nos.-7. Make-ready, 8. Feeding, A.Waiting State "Why". D. Oilding and Cleaning E. Repairs, F. Miscellaneous.

Orders-
Cost Accountant. Asst. Director

Bindery-Section-Sewing Machine

Machine Minders Date 197

Asst. Machine Minders-1

(Vertical Columns)

1. W.D. No. 2. No. of Sections, 3. No. of Books, Check time and give Operation No. To be filled up by the Computor-4. Actual Hours, 5.Computed Hours, 6. Plus and Minus Hours, 7. Remarks.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

18. Feeding, 45. Adjusting Needles, etc.-A. Waiting State "Why", D. Oiling and Cleaning, E. Reparis, F. Miscellaneous.

N.B.- For operation No. A, the reason may be written in the Remarks column thus:-Waiting for work or Materials, Waiting for Instructiion, Mechanical or Electrical Delay.

Orders-

Cost Accountant Senior Asst. Director

Bindery-Wire-Stitching Machine

Machine Minders Date 197

Asst. Machine Minders-1

(Vertical Columns)

1. W.D. No., 2. Gauge of wire, 3. No. of Staples, 4. Flat or Saddle, 5. No. of books, Check Time and give Operation No.-To be filled up by the Computor- 6. Actual Hours, 7. Computer Hours, 8. Plus and Minus Hours, 9. Remarks.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

18. Feeding, 45. Adjusting Needles, etc.-A. Waiting State "Why" D. Oiling and cleaning, E. Repairs, F. Miscellaneous.

N.B.- For operation No. A, the reasonmay be written in the Remarks column thus : - Waiting for work or Materials, Waiting for Instruction, Mechanical or Electrical Delay.

Orders-

Cost Accountant Senior Asst. Director

Bindery-Guillotine

Name of Cutter Date 197

Shift

(Vertical Columns)

1. W.D. No., 2. Check Time and Give Operation No., Flat Paper or Books-3. No. or reams, books or sheets to file, 4. No. of Piles, 5. No. of cuts to eachPile to be filled up by the Computor, 6. Actual Hours,

7. Computed Hours, 7-6, Plus and Minus Hours, 8. Remarks

(Time 7 hours-to be vertically printed with 10 minuted intervals)

Supervisor. Computor.

Operation No.s 45 Cutting-A. Waiting State "why" D. Oiling and cleaning. E. Repairs, F. Miscellaneous.

N.B.- For operation No. A, the reason may be written in the Remarks column thus :- Waiting for work or Materials, Waiting for Instruction, Mechanical or Electrical Delay.

Orders-

Cost Accountant.

Bindery-Ruling

Machine Minders-1 Date 197
Asst. Machine Minder-1 2

(Vertical Columns)

1. W.D. No. 2. Sig. No. 3. Stop or Run on, 4. No. of Pens or Discs set, 5. No. of Pages Ruled, Check Time and Give Operation No.-To be filled up by the Computor-6. Actual Hours, 7. Computed Hours, 8. Plus and Minus Hours, 9. Remarks.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

18. Feeding, 45. Adjusting Needles, etc.-A. Waiting State "Why", D. Oiling and Clearning, E. Repairs,
F. Miscellaneous.

N.B.- For operation No. A, the reason may be written in the Remarks column thus : - Waiting for work or Materials, Waiting for Instruction, Mechanical or Electrical Delay.

Orders -

Cost Accountant Asst. Director.

EMBOSSING MACHINES

Machine Minders Date 197

Asst. Machine Minder-1 2

(Vertical Columns)

1. W.D. No., 2. Sign. or Form No., 3. Chargeable Impressions, 4. Time, 5. Operation No., To be filled by the computor 6. Actual Hours. 7. Computed Hours, 7-8.Plus or minus hours.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Foreman Computor

Operation Nos.-1. Hand Composition, 16. Washing up for colour, 17. Making Ready, 18. Feeding-*A. Waiting, D. Oiling and cleaning E. Repairs F. Miscellaneous.*

For operation A the reason must be written in the remarks column, *e.g.,* writing for forme, waiting for stock, machanical or electrical delay, etc.

Note.- Machine corrections, altering on the machine and revising is to be counted as operation No.1.

Remarks and Orders-

Cost Accountant Senior Asst. Director

LINOTYPE

No. of Machine Date-

Name

(Vertical Columns)

1. W.D. No., 2. Time 3. Operation No., To be filled by the Computor-4, Actual hours, 5. Computed hours, 6.Plus or minus hours 5-4.

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

Operation Nos.-3. Author's corrections, 3(a) Home corrections, 7. Keyboard operation-*A. Waiting B. Changing C. Melting metal, D. Oiling and cleaning E. Repairs, F. Miscellaneous.*

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Remarks and orders-

Cost Accountant Senior Asst. Director

No. of the Machine Date

(For the use of Keyboard Operation/Casting)

Name of the Operator Shift

(Vertical Columns)

1. W.D. No., 2. Time, 3. Operation No., To be filled by the Computor-4, Actual Hours, 5. Computed Hours, 6. Plus and Minus Hours, 7. Remarks.

Total.....

(Time 7 hours-to be vertically printed with 10 minutes intervals)

Supervisor Computor

Operation Nos.-6, Keyboard operation, 7. Casting, 8.New Founts-*A. Waiting (State "Why"?) B. Changing, C.Melting metal, D. Oiling and cleaning, E. Repairs, F. Miscellaneous.*

Orders-

Cost Accountant Senior Asst. Director

PHOTO ZINCO SECTION

Branch Name and Designation

Name and Designation Date

(Vertical Columns)

1. Work Docket Number, 2. Particulars, 3. Check Time and Give Operation No., 4. Remarks, 5. Operations Nos.-47 Drawing Originals, 48 Sketching 49 Retouching Original Copy, 50 Litho Stone washing and preparing, 51 Transferring, 52 Rolling up-stone, 53 Proof pulling-Stone 54. Pulling copies-Stone, 85, Retouching Type Proofs and pasting in, 86 Retouching positives and negatives, 87 Retouching Zinc Plates or Stones, 88 Copy lay-out 89 Tracing, 90 Offt. Pate-graining, 91 Offt. Plates-coating, 92 Offt. Printiing down, 93 Gumming, rolling and etching, 94 Glass cleaning, 95 Negative making, 96 Printing on metal sheets, 97 Touching up etc., and powder dusting, 98 Etching including pulling and powdering, etc., 99 Routing, lining and bevelling, 100 Preparing mounts 101 Mounting, 111 Rollers and dampers setting, 112 Plate fixing and make ready, 113 Pulling offset proofs. 114 Printing offset copies, 115 Offset machine Rollers and dampers removing and cleaning, 116 Damping rollers stitching, 117 Getting stock of paper or delivering printed stock-*A. Waiting D. Oiling and cleaning, F. Miscellaneous.*

(Time 7 hours-to be vertically printed with 10 minutes intervals)

(Vertical Columns)

For use in the costing office only-

47 to 54 and 85 to 101 and 111 to 117. A, D. F.

Foreman Cost Accountant Computor Asst.Director

Progress Register

PROGRESS REGISTER

Progress of work done in Composing Branch for the month of

Name Branch

(Vertical Columns)

1. Date 2. W.D. No., 3. Nature of work-Hand Composing Alteration or Corr., 4. Making-up or Impo, 5.Size of Type, Time of Issue, 6. Time of Completion, 7.Size-No. of Lines, Measures, 8.Total No. of Ens.-Area, 9.Chargeable hours, 10.Non-chargeable hours, 11.Total No. of Hours-Hand Setting, Making-up and Imposing 12.Remarks.

Progress Report of Machine

GOVERNMENT PRESS, BANGALORE

Progress of work done in Letterpress Machine/Offset Machine

Branches for the month of

Name of the Machine No.

Size Shift

(Vertical Columns)

1. Date, 2. Work Docket Number, Nature of work-3, Description of work, 4.Size of form, 5.Time of issue, 6.Time of completion, Total hours-7, CH, 8.NCH, 9.No. of impressions, 10.remarks.

Daily Progress Register-Binding Section

Group No. Machine

1. Date, 2. W.D. No., 3. Size and nature of Binding, 4. Time of issue, 5. Actual Time taken, 6.Time of completion, 7. outturn given, 8. Expected outturn, 9. Total hours, 10. Plus or minus hours 11.Remarks.

Monthly Register of Chargeable and non-Chargeable hours.

GOVERNMENT CENTRAL PRESS, BANGALORE

Month Branch

(Vertical Columns)

Names, 31 Columns with headings C and N for each.

(Horizontal lines at the foot)

Total

Progressive Total - Total Bf. Total for month, Grand Total (To be shown for both chargeable and non-chargeable separately.)

Attendance Register

Attendance Register for the month of 197

Office of the

(Vertical Columns)

1. Serial No. 2. Name, 3. Designation, 4. Casual leave at credit 5. (1) to (31) Columns with dates, 6. Casual leave availed.

Time Summary Sheet

Time Summary Sheet

Hand Composing

W.D. No. Date of the Dockets

(Vertical Columns)

1. Date, 2. Names of Compositors, 3. Shift, 4.Opn. No., 5. Chargeable Hours, 6. Initials of the Computor and Date.

(Same matter in two Columns)

(At the foot)

Total .....

Verified with reference to the concerned Time Sheets and Personal Progress Register and found correct.

Computors, (Both the Shifts)

Time Summary Sheet

Time Summary Sheet

Mechanical Composing

W.D. No. Date

(Left half Vertical Columns)

Linotype-1, Date, 2.No. of Machines, 3. Opn. No. 4. Chargeable Hours.

(Right half Vertical Columns)

Monotype-1, Date, 2. No. of Machines, 3. Opn. No.4. Key board 5. Caster.

(Lines at the foot of each half)

Total .....

TIME SUMMARY SHEET

Time Summary Sheet

Printing

Time Summary Sheet

Time Summary Sheet

Hand Composing

W.D. No. Date

(Vertical Columns)

1. Date, 2. Shift, 3. No. of Machines, 4. Opn. No. 5. Letter Press Machines, A-1 to A-4-Auto, and Hand, 6.Offset Machines, Crabtress, Baby, Romayar, German Baby, Dominant, Remarks.

(At the foot)

Total .....

Verified with reference to the concerned Time Sheets and Work Dockets and actual work involved.

Asst. Director of Charge. Foreman/Overseer in-charge

of both the shifts

Computors in-charge of both the shifts

Time Summary Sheet

Time Summary Sheet

Binding

W.D. No. Date

(Vertical Columns)

1. Date, 2. Shift No., Hand-3. Group of Binders, 4.Opn. No., 5. Chargeable Hours, Machine-6. Machine No., 7. Ruling, 8. Folding, 9.Sewing, 10.Wire Stitching, 11.Embossing, 12. Guillo=time, 13. Initials of the computor.

(At the foot)

Total.....

Verified with reference to the concerned Time sheets and Personal Progress Registers and the Work Docket and found correct.

Computors, (Both the shifts) Supervisory Staff Asst. Director in-charge.

Time Summary Sheet

Time Summary Sheet

Miscellaneous

W.D. No. Date

(Vertical Columns)

1. Date, 2. No. of Machines, 3. Opn. No., 4.P.Z.S. 5.Rubber Stamp, 6. Roller Casting, Knife grainding.

(Some blank columns also to be provided)

(At the foot)

Total .....

Verified with reference to the concerned Time Sheets and Work Docket and actual work involved.

Asst. Director of Charge Foreman/Overseer in-charge
of both the shifts
Computors in-charge of both the shifts

Materials Sheet

MATERIALS

W.D. No. Date

(Vertical Columns)

1. Date, 2. Particulars, 3. Ind. No., 4. Quantity, 5.Initials of the computor, 6. Date, 7. Particulars, 8.Ind. No., 9.Quantity, 10.Initials of the computor.

(At the foot)

Verified with reference to the concerned Authorisation Slips and Daily Issue Register and found correct. D5

Computors (Both the shifts)

Valuation Sheet

GOVERNMENT CENTRAL PRESS, BANGALORE

Valuation Sheet

(Front side)

Department.....Requisition No. and Date..... Name of the Office Ordering.....Size.....No. of Pages... Name of work.....No. of copies..... W.D. No. and Date.....Cross ref. No. and Date.....

(Vertical headings for all operations to be repeated in two Vertical Columns)

1. Particulars, 2. Hours, 3. Rate per Hour-Rs. P., 4. Amount, Rs. P.-

(Horizontal Columns)

1. Composing:-

(a) Hand Composing, (b) Mono Composing,- (i) Key Board, (ii) Castor, (c) Lino Composing, (d) Making up and imposition-Total.

2. Printing:-

(a) Letterpress Printing, (i) Platen M/c., (1) Hand Fed, (2) Auto fed, (ii) Single Size M/c., (1) Hand Fed, (2) Auto Fed, (iii) Double Size M/c Double Crown, (1) Hand Fed, (2) Auto Fed, (iv) Double Size M/c. above D1.Crown, (1) Hand Fed, (2) Auto Fed. (b) Offset Printing, (i),

(ii) (iii) (iv) (v)

(include names of all machines)

Total.....

3. Photo Zinco and Offset Section:-

(a) Drawing, (b) Negatives, (c) Plates, (d) Plate Graining, (e) Line Block M.M. Size, (f) Half-tone Block M.M.Size.

Total

4. Binding:-

(a) Hand Binding, (b) Folding M/c., (c) Ruling M/c., (d) Wire Stitching M/c., (e) Section Sewing M/c., (f) Guillotine (g) Embossing M/c., (h) Others, if any

5. Miscellaneous:-

(a) Rubber Stamp, (b) Monograms, (c) Roller Casting, (i) Cylinder M/c., (ii) Platen M/c., (d) Type Casting, (e) Sharpening of Blades, (f) Others, if any.

Total

(Reverse)

6. Paper and Binding Materials:-

(Vertical Columns)

1. Kind, 2. Quantity-Rs. Qr. Sh., 3. Rate-Ras. P.4. Amount Rs. P.

Total

(Horizontal lines)

Add Handling Charges, Total, Add 10 percent Dept. Charges, Total.

ABSTRACT

(Vertical Columns)

Particulars, Amount-Rs. P.

(Horizontal lines under particulars)

1. Cost of Composing, 2. Cost of Plates, Negatives, Blocks, Drawing, 3. Cost of Printing, 4. Cost of Binding, 5.Rubber Stamp, Sharpening of Blades, etc., 6. Miscellaneous-

Total

Add 10 percent Departmental Charges

Total

P.M.

7. Cost of Paper and Binding Materials-

Grand Total

Notes and Orders:-

Valued by Checked by Cost Acctt.
Audit Supdt. Asst. Director Director

The printed specimen in use may also be referred to as the form is not a simple one.

Departmental Expenses Register

(Vertical Columns)

1. Sl. No., 2. Particulars, I. Productive Branches- 3. Hand Composing, 4. Mono Key-Board, 5. Mono Casting, 6. Linotype, 7.Making up and Imposition, 8.Letter press Machines, 9. Binding 10.Rubber Stamp, 11.Litho Drawing, 12. Litho Printing, 13. Photo-Zinco and Offset, 14. Total, II. Service Branches - 15. Mechanical and Carpentry, 16. Type Casting, III. Other Branches-17. Standing Room, 18. Direct Job Materials, 19. Forms and Despatching, 20. Gazette, 21. Indirect Departmental expenses, 22. Grand Total.

Bill Forms

DEPARTMENT OF PRINTING, STATIONERY AND PUBLICATIONS.

Bangalore, Dated.....197

Forms Section Bill No.

..... Dr.

The Govt. Central Press, Bangalore.

(Vertical Columns)

1. Sl. No. 2. Requisition No. and date, 3. W.D. No., 4. Invoice No. and date, 5. Particulars, 6. No. of Copies 7. Cost of Printing- Rs. P. Cost of Paper-Rs. P.

Total

(Notes to appear at the foot)

1. The sum of Rs..... being full cost of printing may be credited to the head "XLIX. Stationery and Printing (d) Miscellaneous (2) Cost of Printing Work done to other Government and Paying departments".

2. The sum of Rs..... being full cost of Stationery may be credited to the head "XLIX. Stationery and Printing (d) Miscellaneous (I) Value of Stationery supplied to other Government and Paying departments."

3. The sum of Rs..... being the Sales Tax may be credited to the head "XIII. Other Taxes Duties (a) Sales Tax."

4. Bills pending adjustment for over three months will be reported to the Accountant General, Bangalore for adjustment as per G.O. No. A.F. 7545-415 P. & S. 97-13-2, dated 21st April 1941.

"Contents received".

For Director,
Govt. Printing, Stationery and Publications in
Mysore, Bangalore

Personal Ledger

Personal Ledger

Name of the Officer..... Department.....

(Vertical Columns)

1. Sl. No., 2. Bill No., 3. Date, Amount 4. Cost of Printing, Rs. P. 5. Cost of Paper-Rs. P., 6. Sales Tax-Rs.P., Total-Rs. P. 8. Bill sent to A.G. under No. Date, 9.Particulars of Chalan or Cheques, 10. Remarks.

Bills Adjustment Register

BILLS-ADJUSTMENT REGISTER BRANCH.....

(Vertical Columns)

1. Serial No., Bills-2, No., 3. Date, 4.Address, 5.Publication Charges-Rs. P., 6. Cost of Paper-Rs.P. 7.Particulars, Charges Particulars of realisations of cheques T.E., R.T.R., etc. 8. Remarks.

Letter to A.G. forwarding adjusted Bills.

Office of the Director of Printing, Stationery and Publications, Government Central Press, Bangalore.

Dated the.....

To

The Accountant General, Mysore, Bangalore.

Sir,

I write to forward herewith, for necessary book adjustment this Office Bills Nos.....dated.....for Rs.....being the cost of certain works printed and supplied received duly accepted by the..... and to request that the amount may kindly be caused to be credited to the following heads* and the fact intimated to this office as usual.

* The sum of Rs..... being full cost of printing may be credited to the head "68 Stationery and Printing : 2 Printing (a) Govt. Presses-Debuct Cost of Printing work done for other Government and Paying Department".

2 The sum of Rs..... being full cost of paper used for the work may be credited to the head: '68 Stationery and Printing : (1) Stationery (c) Value of Stationery supplied to other Government and Paying Department."

3. Sales Tax..... to be credited to the head-XIII. Other Taxes and Duties D (a) I.S.T.

Yours faithfully,
Director

Memo No.....dated the.....

Copy of the above is forwarded to.....for information with reference to his letter No.....dated.....

Director

Letter to A.G. forwarding adjusted bills monthly

Office of the Director of Printing, Stationery and Publications, Government Press, P.B. No.328, Bangalore-1.

No. Encls.

To

The Accountant General in Mysore, Bangalore

Sir,

Sub:- *Monthly forwarded of accepted bills of paying departments to the Accountant General in Mysore, Bangalore for the month of..... for Book adjustment.*

I am sending herewith the following bills for necessary book adjustment and intimation to this office.

Yours faithfully,
For Director

(Vertical Columns)

1. Sl. No., 2. Name of the Office, 3. Bill No., 4.Date, 5. Amount of the bill-Rs.P.

Reminder Card (Post Card Size)

(Front side)

GOVERNMENT OF MYSORE

Department of Printing, Stationery and Publications

Date.....

REMINDER

Sir,

I write to invite your kind reference to the bills noted below and request you to kindly arrange to adjust the same immediately and forward the challans or certificate of credit duly signed by the Treasury Officer. If no action is taken even after the receipt of this reminder, the matter will be brought to the notice of the Government as per Circular No.ED 122 T.P.S. 66, dated 22nd August 1967.

(Vertical Columns)

1. Bill No., 2. Date, 3. Amount-Rs. P.

Yours faithfully
For Director
On India Government Service

(Reverse)

(On the address half)

To

.....

.....

.....

Final Reminder Letter

(Front side)

GOVERNMENT OF MYSORE

Ref. No. C.

Office of the Director of Printing and Stationery

(Costing Branch), Bangalore-1

To

The.....

.....

Sir,

Subject:- Adjustment of Outstanding bills Due from your

Office.

Government have taken very serious notice of heavy outstandings of amounts due to the Government Press, Bangalore from your office. It is seen that the total sum of Rs..... towards supply of Forms and Registers is still due to be adjusted. Details of total amount due are furnished overleaf. Government have strictly directed that in cases where the amounts due are not adjusted, a report should be made to them for their taking up this matter. It has been very difficult not to enforce this suggestion considering the heavy amounts outstanding, and I hope that there will be no occasion for this department to enforce this suggestion as far as your office is concerned.

This letter may be treated as final reminder and all bills will have to be adjusted *within 60 days* from this date. I request you to kindly pay special and personal attention to this subject and arrange for immediate adjustment of all outstanding bills of this office.

If the bills are adjusted by the Accountant General in Mysore, Bangalore, the copy of adjustment memo will have to be forwarded to this office, for adjustment of relevant bills. In case the bills have already been adjusted by crediting the amount into the treasury, the original challans or "Certificate of Credit" duly attested by the Treasury Officer, in support of payment of bills will have to be forwarded to this office for adjustment. Adjustment of bills will be made only on receipt of these, otherwise the bills will be treated as unadjusted.

I request the favour of an early reply.

Yours faithfully,

Director

P.T.O.

(Reverse)

Statement showing the details of Outstandings from your Office:-

(Vertical Columns)

1. Sl. No., 2. Bill No. and Date, 3. Bill Amount-Rs.Ps. 4. Remarks.

Total :

D.O. Letter intimating Stoppage of supplies

OFFICE OF THE DIRECTOR OF PRINTING, STATIONERY AND PUBLICATIONS

Director

P.B.No.
Government Press
Bangalore
Date.....

Dear Sir,

Subject:- Payment of the outstanding bills:

In enclosing herewith a statement showing the serveral standing bills being the cost of forms and registers and other materials supplied to our Department/Office, I write to inspite of the amounts due to this office being outstanding long time and in spite of a number of reminders, the bills adjusted. Government, the Public Accounts Committee Accountant-General have been viewing these heavy outstanding very seriously and have instructed that supplies to office. Departments who have not adjusted the bills of this Office stopped forthwith. Accordingly, till these outstanding bills in the

statement enclosed are adjusted, it will not be possible make supplies of stationery articles, forms and registers an other printed matter from the Government Presses or Government Stationery Depot to your office.

I therefore request your personal attention to settle pending bills immediately and only after these are settled supplies and services be resumed.

Yours sincerly,

To

Sri

Abstract of Outturn of Composing Branch

GOVERNMENT CENTRAL PRESS, BANGALORE

Abstract of daily Out-turn of Composing Branch

Supervisor/Foreman Date

Computor Shift

(Vertical Columns)

1. Sl. No., 2. Name of Compositor, 3. W.D., No., 4 hours attended, 5. Non-productive hours/Distribution and operation, 6. Size of Type, 7. Measure, 8.No. of Lines, 9.Productive hours-Setting up-Size, No. of Pages- Proof pulling-Size, No. of pages-Office, Departmental, Machine correction, No. of pages, No. of corrections-Alteration, Justification Run-on, Out, See copy, etc., No. of pages-Time, Making up-Size, No. of Pages-Imposing and Chasing-Size. No. of Pages, 10. Actual out turn-Size-Fresh composing No. of Ens-No. of corrections in Terms of Ens. 11.Expected out-turn, 12. Plus Hours, 13.Minus Hours, 14. Remarks.

Computor, Cost Accountant, Supervisor/ Foreman, Officer-in-charge of the Branch.

Abstract of Outtrun of Mechanical Composing Branch

GOVERNMENT CENTRAL PRESS, BANGALORE

Abstract of Daily Out-turn of Mechanical Composing Branch

Supervisor/Foreman Date

Computor Shift

(Vertical Columns)

1. Sl. No., 2. M/c. No., 3. Name of the Operator, 4.W.D. No., 5. Total hours Attended, 6. Size of Type, 7. Measure, 8.No. of Lines, 9.Productive hours, 10.Non-productive hours- A. Waiting, B. Changing. C. Melting Metal, D. Oiling and Cleaning, E. Repairs, F.Miscellaneous, 11. Actual out-turn Fresh Operation No. of Ens-Correction Operation No. of Ens, 12.Expected outtrun, 13. Plus Hours, 14. Minus Hours 15. Remarks.

Computor Cost Accountant, Supervisor/Foreman, Officer in-charge of the Branch.

Daily Outturn statement of Letterpress Machines Section

GOVERNMENT CENTRAL PRESS, BANGALORE

Daily Outturn Statement of Letterpress Machines Section

Supervisory Staff

Shift Time Date

(Vertical Columns)

1. Sl. No., 2. Name of the Machine and No., 3.Names of the machine minder and assistants, 4. W.D.No., 5. Description of job, 6. Size, 7. No. of pages in the form with Form No., 8. Time attended,

Productive-9. Hand Composing, 10. Washing up for Colour, 11. Make Ready, 12. Feeding, Non-Productive- 13. Waiting, 14. Cleaning and Oiling, 15. Miscellaneous, 16. Actual outtrun, 17. Required outtrun hours, 18. Plus and Minus, 19. Remarks.

(The Serial Numbers and names of machines may be printed under the Columns Sl. No. and Name of the Machine and No.)

Computor Chief Cost Acctt. Overseer Incharge Officer

Statement of Plus and Minus hours of several branches

GOVERNMENT CENTRAL PRESS, BANGALORE

Statement of Daily/Monthly Plus and Minus Outturn of ..... Branch for the month of .....

(Vertical Columns)

Sl. No., Name/No. of the Workmen/Machine, 1.2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. Monthly+and-outturn, Remarks and order.

GAZETTE OFFICE

1. Register showing the sanction of Government received for free supply of Gazette to all the Government Departments.

Vertical Columns

1. Serial Number, 2. This office reference made to Government, 3. Date of receipt of Government Order, 4.Name of the Secretariat, 5. Office to which supply is to be made, 6. Particulars of supply.

Gazette Subscription Index Card

(Post Card size)

(Front side)

Yearly/Half yearly Gazette Subscription Index Card

GOVERNMENT PRESS, BANGALORE

Cash Book No.....

Full Parts English

Date of First Supply Date of Expiry

(To be used for yearly and half yearly subscriptions)

ON INDIA GOVERNMENT SERVICE

(Reverse)

To

.....

.....

.....

(Subscription Card (English)

To be Printed on Post Card size both sides with address blanks.

(Front side)

OFFICE OF THE COMPILER "MYSORE GAZETTE"

BANGALORE-1

Revised Rates of Annual Subscription to the "Mysore Gazette"

Inclusive of Postage from 1st April 1968, Half the Rates for six months

(For English or Kannada Edition) Rates

			Rs.	P.
1.	Full Gazette-(All Parts)	..	225	00
2.	*Part-I*-Important Government Orders..	7	85	
3.	*Part-II*-1-Appointments, Postings, Transfers, Leave, Powers, etc., by Government	..	5	55
4.	*Part-II 2*-Notification by the High Court	..		
5.	*Part-III*-1-Notifications by Government other than Statutory Notifications but inclusive of Notifications under Land Acquisition Act	...	30	65
6.	*Part-III-2*-Notifications by Heads of Departments	..	60	25
7.	*Part-III-3*-Notifications relating to Local Self-Government	..	16	60
8.	*Part-IV*-(All sub-sections)	..	70	65
9.	*Part-IV*-Sub-section 1-A-Central Bills and Reports of Select Committees thereon	..	5	35
10.	*Part-IV*-Sub-section 1-B-Central Acts and Ordinances and Orders under the Constitution by the President	..	3	85
11.	*Part-IV-Sub-section* 1-C-Statutory Rules and Notifications issued by the Central Government and re-published by the State Government..	8	70	
12.	*Part-IV-Sub-section* 2-A-Mysore Bills and Reports of Select Committees thereon		2	30
13.	*Part-IV-Sub-section.* 2-B-Mysore Acts and Ordinances	..	4	85
14.	*Part-IV-Sub-section* 2-C(i)-General Statutory Rules issued by the State Government under the Central Acts and State Acts and Rules made by the Governor under the Constitution.	..	16	65
15.	*Part-IV-Sub-section* 2-C(ii)-Statutory Orders issued by the State Government			

	under the Central Acts and State Acts	..	35	45
16.	*Part-IV-Sub-section* 2-D-Rules made by the High Court of Mysore	..	3	35
17.	*Part-V*-Season Report, Statement of prices, Current, etc.	..	6	25
18.	*Part-VI*-Public and Private Advertisements (Tenders, etc.)	..	20	15
19.	*Part=VII*-Public Service Commission's Advertisements	..	9	20
20.	*Part-VIII*-Notifications by Recruitment Committees	..	3	85

(Reverse)

ON INDIA GOVERNMENT SERVICE

To

.....

.....

1. The amount of subscription charges should be paid in advance into the Treasury to the head "XLIX. Stationery and Printing (I) Gazette and other Publication Charges" and the challan sent to this Office for further action. Subscribers outside Karnataka State may send the amount by Money Orders.

2. Supply of *Mysore Gazette* is arranged only on receipt of original challan in this Office from the beginning of each calendar month and back issues are not available. For subscriptions received after fifth of a month, supply will be arranged from the succeeding month.

3. While renewing your subscription please send the previous Gazette label.

4. The period of your subscription expires on..... and the same may kindly be renewed in time.

5. Balance of Rs..... may be sent early for arranging supply.

For Compiler

Gazette subscription Card (Kannada)

Post card size-Both sides

(Similar to the English Card)

Gazette Delivery Card

GAZETTE DELIVERY CARD

(Front side)

Name of the Receiving Office:

.....

.....

.....

BANGALORE

Dated.....

Signature and Designation of

the Receiving Gazetted Officer

Rules for the Issue of Gazette

1. This card should be produced every week when *Mysore Gazette* copies are taken delivery of by the receiving offices.

2. Unless the card is produced copies of Gazette will not be delivered.

3. Claim for the previous week's Gazette lapses after the next Gazette is published.

4. This card should be preserved for one year. In the event of loss of this card:

(i) A fee of Rs. 3 will be levied for the issue of a duplicate card to the local private concerns and individuals, who are subscribers.

(ii) In the case of Local Government Offices, duplicate cards will be issued, only on a requisition from the *Head of Department* concerned intimating the circumstances in which the original Card was lost and whether the responsibility was fixed on any official.

For Complier,

"Mysore Gazette"

(Reverse)

MYSORE GAZETTE DELIVERY CARD

for the year.....

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	..	..

This card may be preserved carefully.

Personal Register of Subscribers

Date of Expiry.....

(Vertical Columns)

1. Address in Full, 2. Full Gazette or part of Gazette, 3. Date of supply arranged (From) 4. Date of Expiry (To), 5. Remarks

Gazette Labels A. to F.

THE MYSORE GAZETTE
Licence No. 56
Licensed to post without
prepayment

7204

IV

(Address here)

B.P. MALLARAJ URS

Compiler

The Mysore Gazette, Bangalore.

Gazette Docket Sheet

No. G.....

OFFICE OF THE COMPLIER
MYSORE GAZETTE
Bangalore, Dated.....

To

THE DIRECTOR OF PRINTING,

STATIONERY AND PUBLICATIONS, BANGALORE.

Sir,

The matter to be published in the *Mysore Gazette* No..... (English) dated..... has been forwarded to you separately.

The number of copies required in each of the parts are noted hereunder for information and guidance.

Yours faithfully,

For Compiler

		No. of copies
Part	*English*	*Part IV*
Part I	..	.....1A .....
Part II-1	..	..... 1B.....
Part II-2	..	..... 1C.....
Part III-1	..	..... 2A.....
Part III-2	..	..... 2B.....
Part III-3	..	..... 2C(i).....
Part V	..	..... 2C(i).....
Part VI.....2D		
Part VII	..	.....
Part VIII	..	.....

Gazette Despatch Statement

Gazette No..... Date.....

Particulars of work	*Time prescribed*	*Time actually received*	*Initials of Foreman concerned*
1. Time at which the last Gazette Form (English) was received in the Machine Branch ..			
2. Time at which the last Gazette Form (Kannada) was received in the Machine Branch ..			

3. Time at which printed copies of last Gazette Forms (English) were received in the Bindery..

4. Time at which printed copies of last Gazette Forms (Kannada) were received in the Bindery..

5. Time at which the last Gazette Form (English) was received in the office for checking ..

6. Time at which the last Gazette Form (Kannada) was received in the office for checking ..

7. Time at which the Gazette forms was dispatched to the Post Office ..

Forms for change of Name

(a)

FORM 1

(See Rule 9)

GOVERNMENT OF MYSORE

Department of.....

Office of the .....

Date.....

NOTIFICATION

Shri/Smt .....working as ..... in the Department of/ Office of..... is permitted to change his/her name to .....

Signature and Designation of the Appointing Authority

FORM II

(b)

(See Rule 11)

By this Declaration I ..... the undersigned (assumed name), son of..... aged..... residing at ..... (occupation) ..... do hereby absolutely renounce and abandon the use of my former name of .....(original name) and in lieu thereof do assume (as from the date hereof) the name of .....(assumed name)

And in pursuance of such change of name as aforesaid, I HEREBY DECLARE that I shall at all times hereafter in all records, deeds and instruments in writing and in all actions and proceedings and in all dealings and transactions and upon all occasions what so ever use and sign the said name of..... (assumed name) as my name in lieu of the said name of ..... (original name) so renounced as aforesaid.

AND I HEREBY AHTHORISE and request all persons to designate and address me by such assumed name of ..... (assumed name) only.

IN WITNESS WHEREOF I have hereunder signed my assumed name of ..... (assumed name) and my relinquished name of ..... (original name) this ..... day of ..... 19.....

Signed by the above named (assumed name)..... in the presence of-
Witnesses:-
(1) *(Signature with assumed name)*
(2) *formerly known as*
.....
(Signature with original name)

FORMS III- *(See Rule 12)*

(c)
To

The Director,
Printing, Stationery and Publications
Bangalore.

I Shri/Srimati ..... working as .... in the ..... Department/Office of the .... have been permitted to change my name to..... ..... by my Appointing authority namely..... ..... *vide* Notification No..... dated..... published in the *Mysore Gazette* at page.....

As required by Rule 12 of the Rules in the Government Order No. GAD 1 DCN 66, dated 2nd March 1967, I have registered this Declaration with the Sub-Registrar..... I therefore request you kindly to publish the enclosed Notice in the next issue of the *Mysore Gazette* and supply me ..... copies of the Notice. An amount of Rs..... being the charges for supply of additional copies has been credited under Budget Head "XLIX. Printing and Stationery, Fees for changing the name" under Challan No....."

Yours faithfully,

(Signature in old name)

Full name (old)

and official address:

FORM IV

(d)

(See Rule 12)

This form should be Typed in English only in Block Letters

NOTICE

It is hereby notified that the undersigned has changed his/her name from to

Date.....197. _____

(Write the date in figures just like-Date 1.5.1960)

Signature in the old name _____

_____

(Write down the name of the person

in the above space who has signed above)

Left hand thumb impression of _____

_____

(Write down the old name of the person in the above space who has put in the thumb impression on the line)

Register of papers received from Paying Departments, Local Boards, Municipalities, Private parties, etc., for publication in the *Mysore Gazette* for which bills have to be sent for payment.

(Vertical Columns)

1. Serial No. 2. Department/Private, 3. Name of Department, 4. Particulars, 5. No. of insertions, 6.No. of papers Eng./Kan. 7. Spare copies Eng./Kan., 8. Part and page of the Gazette in which the notification is published, 9. Bill No. and date, 10. Treasury receipt No. and date, 11. Remarks.

Bill Book

Bill Book (Bills in triplicate)

OFFICE OF THE COMPILER, MYSORE GAZETTE

BANGALORE-1

Bill No. G.

Dated.....

To

.....

.....

.....

(Vertical Columns)

1. Gazette No. and Year, 2. Part of the Gazette, 3.Page No. 4. Particulars Rs. P.

(At the foot)

"Contents Received'

Total ..

The amount may be credited into the treasury to the Head of Account-"XLIX Stationery and Printing-(1) Gazette and other Publication Charges" and the relevant challan sent to this office.

For Compiler,

P.R. No. *Mysore Gazette*

Personal Ledger

Name of the Office.....

Department.....

(Vertical Columns)

1. Sl. No. 2, Bill No. 3. Date, 4. Amount-(a) Cost of Printing Rs. Ps., (b) Cost of Paper Rs. Ps., 5. Sales-Tax, Rs. Ps., 6. Adjustment Rs. Ps., 7. Particulars of Challan or Cheque, 8. Remarks.

Bills Adjustment Register

BILLS ADJUSTMENT REGISTER....BRANCH

(Vertical Columns)

1. Serial No. 2. Bills No./Date, 3. Address, 4. Publication Charges Rs. Ps., Cost of Papers Rs. Ps., 5. Particulars of realisation of Cheques T.E.R.T.R., etc., 6.Remarks.

Cash Book

CASH BOOK OF THE GAZETTE OFFICE

(Vertical Columns)

1. Serial No., 2. Date, 3. Address in detail of the Remitter, 4. Challan No. or other Particulars, 5. Private Advertisements Rs. Ps., 6. Subscription Rs. Ps., 7. Part No., 8. Remarks.

Register of Notifications

Register of Notifications compiled for publication

in the "Mysore Gazette" (Free of Charge)

Gazette Office

(Vertical Columns)

1. Serial No., 2. Name of the Department, 3.Date on which papers sent to the Press, 4. Particulars, 5.No. of issues, 6. Number of papers (Manuscripts) Eng./Kan. 7.Part, 8.Initials of the Composing Foreman, 9. Date of publication, 1st Issue/2nd Issue/3rd Issue, 10. Number of spare copies Eng./Kan., 11. Remarks.

P.W.S. BRANCH

The forms and registers in use in this branch, other than Common and finanical forms are the same as corresponding forms under Forms Branch.

FORMS BRANCH

Invoice (in quintuplicate)

(Front Side)

(Horizontal lines)

MYSORE GOVERNMENT CENTRAL PRESS, BANGALORE

FORMS DEPOT

Original / To be retained by the Press, Duplicate/To be retained in the receiving office. Triplicate/To be acknowledged by the receiving office and returned to the Press. Quadruplicate/To be sent to Valuation Branch. Quintuplicate to be sent to ledger clerk.

(Appropriate matter to be printed)

Date.....

To

The.....

(Vertical Columns)

1. W.D., 2. Description, 3.Quantity-In figures, In words, 4. No. of packets.

(Horizontal lines at the foot)

Despatcher *Chief Despatcher*

(Reverse) [P.T.O.]

Note:- The memo should be returned to the Director, Government Printing, within one week after the receipt of the consignment with the following Certificate duly signed-

"Opened in my presence and the contents found correct."

Date Station

Signature and Designation of the Receiving Officer

Note.- Coverings to be sold by auction and the amount relaised remitted to the Treasury under head of account XLIX, Printing and Stationery Miscellaneous Receipts and Press other Receipts and the Treasury receipt forwarded to the Director, Government Printing immediately.

(Separate forms to be used for chargeable and Non-chargeable invoices with suitable wordings)

Reminder Form

Government Press, Bangalore, Forms Branch

Reminder Form to working sections.

(Counterfoil)

(Foil)

Reminder sent to ..... Br.

I.C., & Sr. Asst. Dir.

Initials of Head of the Branch

F. No. and date of letter or requisition ..... W.D.No..... Brief description of work..... Note by i.C..... Note of the Head of the Branch ..... Orders of Senior Assistant Director.....

Order Book authorising the quantities in respect of the financial and Common Forms

Order Book authorising the quantities in respect of the financial and Common Forms.

(Vertical Columns)

1. Sl. No., 2. Description of works, 3. Quantity to be printed (in words), 4. W.D., Nos., 5. Initials of the I/C., 6. Initials of the Head of the Section, 7.Initials of the A/D., 8. Orders of the Director, 9. Remarks.

Record register of numbering works of various departments.

Record register of numbering works of various departments

(Vertical Columns)

1. Sl. No., 2. W.D. No., 3. Department, 4.Description of work, 5. Quantities, 6. Commencing Sl. Nos., 7. Orders of the Asst. Director.

Ledger of Cheque Books, Receipt Books and other Care Printing Works.

Ledger of Cheque Books, Receipt Books and other Care Printing Works.

(Horizontal lines)

Name of the Book.....

(Vertical Columns)

1. Date, 2. Opening Balance, 3.Receipt, From whom Received, 4. Number Received, 5. Total, 6. Initials of the Head of the Office, 7. Number Issued, 8.Reference No. on which issued, 9. To whom Issued, 10. Invoice No. and Date, 11. Closing Balance, 12. Initials of the Head of the Office, 13. Remarks.

Invoices used to issue Cheque Books, etc.

(Difference sets to be used for chargeable and Non-chargeable invoices)

The Mysore Government Central Press, Bangalore.

Original/to be Retained by the Press.

No. ..... (Machine numbering)

(Invoices to be in quadruplicate)

To

The .....

Date.....

(Vertical Columns)

1. Description, 2. Quantity, In figures, In words.

(At the foot of the column on the original)

Dispatcher *For Director*

(1) Initials of the Stock Clerk for having entered in the Stock Ledger Folio. (2) Initials of the Stock Clerk for having entered in the Progress Book, in case this supply completes the supply to be made as per indent. (3) Date of receipt of acknowledgment. (4) Date of posting the acknowledgment.

(At the foot of the Columns on the duplicate, triplicate and quadruplicate)

Dispatcher *For Director*

Note.- The memo should be returned to the Director, Government Printing, within one week after the receipt of the consignment with the following certificate duly signed:-

"Opened in my presence and the contents found correct."

Date

Station *Signature and Designation of the Receiving Officer*

Note.- This case or covering should be sold by auction and the amount realized remitted to the Treasury under the head "XLV..... and the Treasury Receipt forwarded to the Director, Government Printing.

Work Docket

(Front)

GOVERNMENT PRESS WORK DOCKET

Department..... 197

Except the "Progress from Branch to Branch" which is to be filled up by the respective Foremen, the rest must be filled up by the W.D. Clerk. No changes to be made except under the initials of the Officer.

Name of Indent or Name of Office ordering, with No. and date .....

Description of work.....

Despatch Instructions.....

Mss. Pages or Printed Samples-Size, No.

The addl. mss. pp. if received later on to be noted here.

No. of copies Size (untrimmed).....

(The authority to be quoted, if intimated subsequent to order or for additional quantity.)

Docket made by.....Checked by.....

To be despatched before.....

(Dated Initials of Officer authorising execution on this W.D.)

Instructions to Branches-

Work will be performed on this Docket in-

Composing (State Name) .....Proof Br..... H/A. Br..... Press Room ..... Embossing..... Bindery..... Litho..... Plate Making..... Engraving..... W.S.....

Composing-

No. of ups..... Stg. Matter..... Heading Stg..... Stg. to be altered ..... Size of type and style..... Keep Stg..... Type measure.....x..... Run from type..... Proof..... Sets Galley..... Page..... Deliver proof to..... Making-up and chasing to be done in..... Br. No. and sizes of forms..... Other Instructions ..... Illustrations..... Half-tones..... Lithos..... Maps..... Plates..... Text Figs..... Line Blocks..... Line Engr.....

Paper Store-

Paper, etc., supplied by Dept..... Quantity supplied.....

Press Work-

Ink..... Show Machine Proof to..... Signs. (No. of pp. in each)..... Bk. Number..... to ..... Pp. Number..... to ..... Colour..... Cover..... Perforating..... Padding ..... Other Instructions.....

Binding-

Size (trimmed).....x..... Rule..... Fold..... Perforate.....Bk. Number..... to ..... Pp. Number.....to..... Gather..... Collate..... Wire stitch..... (quirewise/side) Sew..... (quirewise/side) Section sewing..... hand/machine Inter-leaving..... Punch..... Eyelet..... Round corners..... Guards..... Index ..... on cover/cut into Look Style of Binding ..... Waste leaves..... Edge..... Letter on back..... Letter on side..... Head band..... Cased..... Name on-side..... Tail..... Labels-Leather/Ptd. Paper ..... Blind Stamping ..... Gilding ..... back side / both side and back Gold, Aluminium, Ink..... other instructions.....

Progress from Branch to Branch

IMPORTANT-See Note below

Composing-

.....Br. Reed..... 19.

(The relation between Galleys and Mss. must not be changed up to making-up).

(Vertical Columns)

1. Date of issue and Sl. Nos., of Compositors, Composed (II Proof over) - 2. Date, 3. Mss., 4. Galley folios, Proof to Dept.- 5. Galleys or pp., 6. Date sent, 7.Date of return.

*Note.-*A correct record must be made as to the date (hour in case of urgent works), etc., this is received and operated on in each Branch on this Work Docket as also in the appropriate registers, which must be made available to the Progress Clerk the next morning so that he may incorporate them in the W.D. Register and Progress Sheet. All changes or additions must be made in the issue Section only and initialled by the Officer. Foremen will enter under "Remarks" any data which may develop in their branches after the docket has been made ou and which has not been noted on the docket. If any error is made causing spoilage, it should be reported to the Director and a note made under "Remarks" on this docket. When work must be done in other branches on account of this spoilage, the heads of branches must be notified.

Composing *(Contd.)*

(Reverse)

(Vertical Columns)

Sent to H/A Br.- Date. Galleys, Making up-date Galleys, Pages, Chasing- Date, No. of formes, Pages.

Last page made up ..... Last chase locked up..... Remarks.....

Paper Room-

First recd.....

(Vertical Columns)

1. Kind of paper, 2. Total required, 3. Date, Quantity, Balance.

2.

Machine Branch-

First recd.....

(Vertical Columns)

1. Forme-Sig., Size-of- forme, Pages, 2. No. of Machine, 3. Impressions-Total required, Date, No. struck, Balance.

Last forme ptd..... Despatched to..... Remarks.....

Workshop, Litho, etc.-

Reed.....

Operation..... Proof to Dept..... Recd. back..... Sent to.....on.....Remarks.....

Wearhouse-

(Vertical Columns)

First Recd.....

1. Kind of paper, 2. Total required, 3.Date, Quantity, Balance.

Binding Materials-

(Vertical Columns)

1. Materials, 2. Total required, 3. Date, 4.Group, 5. Qty. issued, 6. Balance.

Bindery-

First recd.....

(Vertical Columns)

1. Date, 2. Group, 3. Operation, 4. Qty. issued, 5.Date of completion of operation, 6. Balance qty. for that operation.

Remarks.....

Despatching Branch-

(Vertical Columns)

1. Date, 2. From which Branch, 3. Quantity recd., 4. Balance 5. Invoice or Ledger Folio.

Date of complete receipt.....

Valuation Section-

Recd.....

Note details of bills sent, amount and date of adjustment .....

Filed on.....

(This is an elaborate form to be set as per sample which should be seen)

The Work Docket will be numbered and in triplicate, one copy for the Office. One copy for the Working Branches and one copy for the Costing Branch. The number of Work Dockets for chargeable work will be preceded by letter (P). Separate work Dockets to be used for Forms Work and P.R. Work and Rubber Stamps.

Proof Forwarding Letter

(Top portion)

W.D..... No. F.P..... Date.....19..... Proof sent to ..... Subject: Proof of..... Approved proof received on ..... Proof ..... (Perforation rule).

(Bottom portion)

..... Proof

OFFICE OF THE DIRECTOR

GOVT. PRINTING IN MYSORE

(Forms Depot.)

No. F.P..... *Bangalore, dated.....19...*

To

.....

.....

W.D. No. Subject: Proof of-

Sir,

I write to forward herewith two proofs of the above for being checked and one proof being returned along with the originals at an early date with "Print Order" noted thereon.

Your kind reference is also invited to the orders of Government regarding the return of proofs printed overleaf.

Yours faithfully,

For *Director*

(To be printed on the reverse of the bottom portion)

RULES REGARDING RETURN OF PROOFS

(a) No proofs of ordinary jobs should be kept by the Department concerned for more than a fortnight.

(b) If the proofs are not returned with "Print Order" within a fortnight from the date of the receipt of the proofs, the Director of Printing may break up the type and utilise it for other works with out reference to the Department concerned.

(c) Should any Department desire that owing to any special reason, the type should be kept standing for a longer time than a fortnight, the special sanction of Government should be obtained. (G.O. No. G. 14981-90 & P. & S. 54-18-2, dated 18th January 1919).

(d) Proofs of Administration Reports have to be corrected and returned in batches as they are sent by the Press within a week of their receipt without the proofs of the whole report being called for at one time. Any inordinate delay in this respect will be reported to Government for necessary action (*vide* Circular No.A.F. 2423-73-P. & S. 58-40-1, dated 5th November 1940).

(e) No corrections made by the Department in the proof sent for approval except those of typographical errors, etc., will as a general rule be accepted by the press for being incorporated in the final printing (*vide* Circular No. A.F. 6061-6129 P. & S. 91-39-4, dated 8th May 1940).

Printed Reply Form

(Post Card size)

office of the Director, Govt. Printing in Mysore.

No. F..... *Bangalore, dated.....*

To

.....

.....

Sir,

Reference to your letter No.

With reference to the above, I write to invite your kind attention to item No..... noted below.

Yours faithfully,

For *Director*

1. Please send the enclosures, which have not been received with your letter No..... Date.....

2. Please send a copy of.....

3. Please expedite despatch of the indent for forms required for the period from.....to..... It has not been received though due in.....

4. Your indent is returned for being kindly forwarded through the Countersigning Officer.

5. Bill No..... dated.....for Rs..... has not been adjusted so far. Further supplies will not be made unless pending bills are adjusted.

6. Samples of the forms against 'B' below may be kindly forwarded.

7. A sum of Rs..... is at credit/due from you. Further advance of Rs..... with S.T. at..... percent may be deposited and challan forwarded with an official duly authorised to receive supplies.

8. The forms noted against 'C' below are under printing. They will be expedited and their supplies made early.

9. Supplies of forms to your office will, as per Cycle of Indents, be made in the month of.....

10. Forms noted against 'D' below are kept ready for despatch, Please depute a responsible official to take delivery.

11. Quantities provided in the Indent have already been supplied in respect of forms noted against 'E' below. Further quantities cannot be supplied as per standing orders.

12. Forms noted against 'F' below have not been claimed by you in your Indent.

13. Please obtain your requirement of forms from the Head of the Department/Unit Officer.

14. Rubber Stamps are not supplied to Mofussil offices.

15. Please return the ORIGINAL / PROOF for early printing.

(The front side and half of the reverse to be used for this. The other half of the reverse to be used for the address)

Intimation of Supply

Office of the Director, Government Printing in Mysore

[FORMS DEPOT]

No. F..... Bangalore, dated.....

Post Card size (Front Side)

To

.....

.....

Sir,

Sub: ..... Ref:.....

With reference to your letter cited above, I write to state that the supply of the above said forms/registers has been arranged under this office invoice No..... Dated.....

Kindly await the R.R. and acknowledge the receipt of the same.

Yours faithfully,
For *Director*

Reverse Address half

ON INDIA GOVT. SERVICE

To

.....

.....

Register of Work Dockets, their progress and Disposal

Register of Work Dockets, their Progress and Disposal

(Vertical Columns)

Work Docket-1, No., 2. Date, 3. Quantity in words, 4. Name of Indent or Authority, 5. Description of Work, 6. Date of entry into Comp. Branch (*Give name)*, 7. Proof of Dept., 8. Received from Dept., 9. Machine Branch, 10. Bindery, 11. Correspondence under, Works received-12. Sl. No. of the D.R.R. 13. Date, 14. Quantity, 15. Balance Despatched-(*If few, give Invoice Nos. and dates. If too many, indicate Stock Ledger Folio for details)*- 16. Invoice No. and date, 17. Quantity, 18. No. and date of acknowledgment.

Stray Indent Register

Name of the Department.....

(Vertical Columns)

1. Serial No., 2. Name of Office, 3. Letter No. and date, 4. This Office From No. and date, 5. Name and description of the form of register, 6. W.D. No. and date, 7. Remarks.

P.R. WORKS SECTION

The Work Docket form and the Register of Work Dockets are the same as under Forms Branch.

GENERAL STORES

Test Report

TEST REPORT FORM

S.P.C. This Office Enquiry No.....No.....Date.....

Article(s) to be tested

The samples are arranged below in ascending order of their prices:-

(1) Sample.....

(Repeat this line seven times more)

P.M.

The samples may be tested in the above order and if the first one is found suitable, there is no need to test the other samples. If the first sample is found not suitable, clear and convincing reasons explaining the defects should be recorded for rejecting it. In the same way, second and subsequent samples may be tested in correct serial order until a good and suitable sample is found and recommended for acceptance.

The test report should be furnished to the Genral Store-keeper through the officer-in-charge of the Branch on or before..... positively, failing which the Supervisor/Overseer/Foreman of the Branch/Section/ Sub-section will be personally held responsible for delay.

GOVT. PRESS, BANGALORE-

Asst. Director in charge of

Dated..... *General Stores & P.Z. Stores*

Material Label Card

Government Central Press, Bangalore

(For use in the Store Sections)

MATERIAL LABEL

(1) Name.....

(2) D.B. R. No..... (3) Date..... (4)Qty.....

(5) Firm's Name.....

(6) Ledger No.....(7) Folio No.....

(8) Rate.....(9) Unit.....

Stock Verification Statement

Statements showing the stores and stock Accounts of press miscellaneous articles/Stationery articles (consumable and nonconsumable articles) stocked in the Government Central Press, Bangalore, Government Branch Press/Dharwar/Gulbarga/Mercara for the year 197 - 197 .

(Vertical Columns)

(1) Serial No. (2) Name of the articles (3) Ledger No. (4)Page No. (5) Opening balance (6) Value (7) Receipts during the year (8) Value (9) Issues during the year (10) Value (11) Excess Quantity - Value (12) Deficiency quantity Value (13) Closing Balance (14) Value (15) Remarks.

(Next time Rs. P. below value columns)

Stores Indent

MYSORE GOVERNMENT CENTRAL PRESS

ORIGINAL date .....

(STORES)

STORES INDENT

Book No..... Indent No.....

Branch.....

(Vertical Columns)

(1) Quantity required (2) Name of article (3)Quantity issue in words (4) L.F. (5) Value

(Next line Rs. P. in the value columns)

(At the foot of the form)

Issued Received

Section Head Officer Senior Deputy

in-charge Director Store-keeperSection Heae

Bin Card

GOVERNMENT PRESS, BANGALORE

(For use in the Store Sections)

BIN CARD

(Lines at the top)

BIN NO.....

LOCATION _____ L.F. NO.....VOL.NO.....

Rack No.....

ANNUAL .....

Average Consumption_____

MONTHLY..... Stock as on ...19

Nomenclature..... .....

Rate..... Unit.....

(Vertical Columns)

(1) Date (2) Receipt or Invoice or Indent No. (3) From whom received or to whom issued (4) QUANTITY Received*- Issued+ (6) Balance (7) Initials Received-Issued.

(At the foot of the form)

Total C.O.

*Receipts in red ink + Issues in blue ink

Stock Book

STOCK BOOK OF PRINTING MATERIALS

(Dead Stock Petty Plant and Spare Parts)

(Vertical Columns)

(1) Date (2) Description of materials (3) From whom received (4) Quantity or number (5) Rate-Rs. P. (6)Amount-Rs. P. (7) Total-Rs. P. (8) Date and issue of voucher number (9) Quantity or number issued (10) To whom issued (11) Dead stock ledger folio (12) Remarks.

(Front Side)

Supply Order Form

OFFICE OF THE DIRECTOR OF PRINTING

STATIONERY AND PUBLICATIONS, BANGALORE-1

SUPPLY ORDER

L.O. No. P.....

General Stores/P.Z. Stores

Dated.....

To

.....

..... Ref: Your Quotation.....

.....

Please arrange for the supply of the following:-

(Vertical Columns)

(1) Item (2) Details of Articles (3) Quantity (4)Rate

(At the foot of the form)

Your attention is invited

For *Director,*

to Conditions on the reverse [P.T.O.] Printing, Stationery and

Publications

(Reverse)

CONDITIONS

1. Terms of delivery.....

2. Despatch to.....

3. In all cases where delivery is that destination, the consignment should be sent Frieght Pre-paid.

4. The materials should be securely packed so as to avoid damages, insured if necessary against loss, damage or breakage during transit.

5. Despatched by..... and sent the invoice LR/RR by post direct to the consignee at.....

6. Bills should be sent TRIPLICATE and written in ink or typewritten, but not by dot pen.

7. Bills should be stamped wherever the value exceeds Rs.20 and acknowledged.

8. Please arrange supply on or before..... and send the bills to.....

9. Please note that if the supply is not received within the specified time the order will be treated as cancelled and the materials liable to be purchased at your risk elsewhere.

10. Please acknowledge receipt of this order by return.

Letter Form inviting Quotations

OFFICE OF THE DIRECTOR OF PRINTING,

STATIONERY AND PUBLICATIONS

(Front side)

ENQUIRY

Enq. No. P..... Bangalore-1

Date.....197 GENERAL STORES

PZ STORES

From

The Director of Printing, Stationery

and Publications,

Govt. Central Press, Bangalore.

To

.....

.....

.....

SIR,

Please furnish your lowest quotation so as to reach this office on or before..... .....for the articles noted overleaf.

Quotations should be in sealed covers and the last date for receive it of enquiries could be superscribed on the cover, Samples should accompany quotations wherever possible.

It is understood that your quotation will hold good for a reasonable time from the closing date of enquiry and that the materials offered will be kept in reserve for this period.

Description, Maker's name, Brand, Country of origin of the material quoted, should be cleraly stated.

Quotation, without definite date of delivery will not be considered.

Yours faithfully,

For *Director*

Printing, Stationery and

Publications,

Govt., Central Press,

Bangalore

[P.T.O]

(Reverse)

Rates for the following articles required by the Director of Printing, Stationery and Publications, Bangalore.

(Vertical Columns)

(1) Item (2) Particulars (3) Quantity required (4)Rate (5) Terms of Delivery

(At the foot of form)

Signature of the Manager

Dated .....197 *Proprietor*

Supply Report Form

Report of Supply received on S.P.C. and other orders in the General Photo zinco / Spare Parts Stores of the Government Presses.

(Horizontal Line)

No. PARTICULARS OF SUPPLY Date

(Horizontal Columns)

1. Name of Suppliers

2. Railway Receipt No. and date
3. Supplier's Advice Note No. and date
4. Bale or case numbers

(Horizontal Heading)

QUANTITY OF SUPPLY

(Horizontal Columns)

5. No. and date of S.P.C. Local Indent or P.W.S. order
6. Name of article
7. Quantity ordered
8. Quantity supplied up to date
9. Quantity now supplied on the firm's bill No.... date.....
10. Balance due, if any
11. Excess, if any
12. Orders as to whether the excess may be taken to stock or whether the balance due may be waived.

(Horizontal Heading)

NATURE OF SUPPLY

(Horizontal Columns)

(1) Approved specification (2) Specification of supply (3) Reports of tests, if any (4) Whether the supply may be accepted.

(Vertical Columns against horizontal

Columns 13 to 20)

13. Make of article
14. Weight of article
15. Size of article
16. Makers Number
17. Details of Composition, etc., of the article
18. No. of article per package
19. Samples, etc.
20. No. of stock Ledger folio in which the article is taken to Stock.

(Horizontal Lines)

Store-keeper *Head Clerk* *Sr. Asst. Director* *Director*

CANCELLED BILL PASSED

Bill Clerk *Head Clerk* *Sr. Asst. Director* *Director*

Supply Invoice Form (in triplicate)

GOVERNMENT CENTRAL PRESS, BANGALORE

ORIGINAL

(To be retained by the Press)

To

The..... No.

.....

Date.....

(Vertical Columns)

(1) Sl. No. (2) Description (3) Quantity (4) Sl.No. (5) Description (6) Quantity

(Matter at the foot of the Columns)

Despatcher *Chief Despatcher*

Government Central Press,

Bangalore

(Horizontal lines)

(1) Initials of Stock Clerk for having entered in the Stock Ledger Folio

(2) Initials of Stock Clerk for having entered in the Progress Book, in case this supply completes the supply to be made as per indent.

(3) Date of receipt of acknowledgment

(4) Date of posting the acknowledgment

Day Book of Receipts

DAY BOOK OF RECEIPTS OF STORES ARTICLES

(Vertical Columns)

(1) Date (2) Sl. No. (3) From whom received (4) Description of articles (5) Quantity (6) Ledger folio No. & Remarks.

Stock Ledger

(Horizontal lines at the Top)

Name of paper/article.....

Unit.....

(Vertical Columns)

(1) Date (2) By whom received or to whom issued (3) No. of receipt order or issue note (4) Quantities Receipt - Issues-Balance (5) Initials of verifier (6) Values (7) Receipts Rate Ps. Amount (8) Issues:-Rate, Amount (9) Balance: Rate Amount (10) Initials of verifier (11) Remarks

(Rs. P. to be set below Rate and amount Columns)

P.Z.S. STORES

For Bin Card, Day Book of Receipts, Invoice Book, Supply Report and Stock Ledger, the same forms as for General Stores to be adopted

Inventory

List showing the Inventory of Government Press, Bangalore for the Official Year ending 31st March

(Vertical Columns)

(1) Sl. No. (2) Name of article (3) Year of purchase (4) Quantity purchased (5) Original cost Rs.P. (6) Value on Ist April 19 . Quantity Value Rs. P. (7) Rate of Depreciation % (8) Amount of Depreciation during the year Quantity Value Rs. P. (9) Additions during the year Quantity Value Rs. P. (10) Total Quantity Value Rs. P. (11) Articles issued to the Branch Press Quantity Value Rs. P. (12) Old types re-melted to cast new ones Quantity Value Rs. P. (13) Articles sold by auction Quantity Value Rs. P. (14) Balance actually counted or measured Quantity Value Rs. P. (15) Value on Ist April 19. Quantity Value Rs. P.

COMPOSING BRANCH

Composing Issue Register

Composing Issue Register

(Vertical Columns)

Sl. No. Date Sl. No. of C.R. Reg W.D. No. Department Name of works Size No. of copies to be printed Name of Compositor Date sent to Reading Received on Proof sent to Department Date of despatch No. of galley proofs or pages Date of return Sent to Machine Branch Initials of the Section Head Remarks.

Composing Daily Receipt Register

Composing Daily Receipt Register

(Vertical Columns)

Sl. No. Date W.D. From which Br.

Department and name of work Number of Copies

Copy or galley proofs with matter received Size

No. of shts. Remarks

Issues to Machine Branch or H.A. Branches

Issues to Machine Branch or H.A. Branches

(Vertical Columns)

Sl.No. Date W.D. Refce to Sl. of the Comp. Issue Reg. Department and name of work

Number of Copies If given to H.A. Br. state No. of Galley proofs Forme Chase No. Size

No. of pages Initials of Machine Foreman or H.A. Foreman Date of return of the forme with initials

Initials for having entered in the D.R. Reg.

Remarks.

FORMS COMPOSING BRANCH

Composing Daily Receipt Register

Composing Daily Receipt Register

(Vertical Columns)

Sl. No. Date W.D. From which Br.

Department and Name of work Number of Copies

Copy or galley proofs with matter received

Size No. of shts. Work Issued Sl. Nos. of C.I. Regr.

Last Sl. No. and date Issued to M.B.

Sl. Nos. of Issues to M.B. Last Sl.No. and date

Remarks

Composing Issue Register

Composing Issue Register

(Vertical Columns)

Sl.No. Date Sl.No. of C.R.Reg. W.D.No.

Department Name of works No. of copies to be printed Name of Compositor Date sent to Reading Received on Proof sent to Department

Date of despatch No. of galley proofs or pages

Date ofreturn Sent to Machine Branch Initials of the Section Head Remarks.

Register of Issues to Machine Branch of H.A. Branches

Register of Issues to Machine Branch of H.A. Branches

(Vertical Columns)

Sl. No. Date W.D. Refce. to Sl. of the Comp. Issue Reg. Department and name of work

Number of copies If given to H.A. Br. state No. of Galley proofs Forme Chase No. Size No. of pages

Initials of Machine Foreman or H.A. Foreman Date of return of the forme with initials Initials for having entered in the D.R. Reg. Remarks.

TYPE CASTING BRANCH

Register No. II

Register of Receipts of Broken Lead Pieces

(Vertical Columns)

(1) Serial No. (2) Date of receipt of Broken Land Pieces (3) Branch from which received (4) Quantity received (5) Progressive Total (6) How disposed of

(7) Remarks

Register No. III

Register for remelting Broken Types

Register for Remelting Broken Types

(Vertical Columns)

(1) Sl. No. (2) Date of issue of broken types (3) Quantity of broken type issued in works (4) Initials of T.C. Foreman (5) Reference of Register I (6) Date of Receipt of Ingots (7) Quantity of Ingots in words (8) Quantity of Dross in words (9) Storekeeper's Initials (10) Remarks

Register No. V

Type Casting Register

Type Casting Regiser

(Vertical Columns)

(1) Sl. No. (2) Casting W.D. No. (3) Date of issue of Type Metal (4) Quantity issued (5) Type casting Foreman's Initials (6) Reference to Register No.III (7) Date of Receipt of Types from T.C. Branch

(8) Description of Types (9) Quantity of Types (10)Quantity of Dross (11) Storekeeper's Initials (12)Branch to which Types are issued (13) Receiving Foreman's Initials (14) Remarks.

Register No. VI

Lead Casting Register

Land Casting Register

(Vertical Columns)

(1) Sl. No. (2) Casting W.D. No. (3) Date of issue of Type Metal (4) Quantity issued (5) Type Casting Foreman's Initials (6) Reference to Register No.IV (7) Date of Receipt of Lead Metal from T.C. Branch (8) Description of Lead Metal, etc. (9) Quantity of Leads and Rules (10) Quantity of Dross (11) Storekeeper's Initials (12) Branch to which Lead, etc., issued (13) Receiving Foreman's Initials (14) Remarks.

LINO AND MONO BRANCHES

Daily Progress Register of the Mono Casting Branch

Daily Progress Register of the Mono Casting Branch

(Vertical Columns)

(1) Sl. No. (2) M/c No. (3) W.D. No. or P.R. No. (4) Size of type (5) Measure (6) Name of the Key-board Operator (7) Spool No. (8) Page No. (9) Name of the Caster (10) Remarks

Composing Issue Register

Composing Issue Register

(Vertical Columns)

(1) Sl. No. (2) Date (3) Sl. No. of C.R. Reg. (4) W.D. No. (5) Department (6) Name of Works (7) No. of copies to be printed. (8) Name of Compositor (9) Date sent for Reading (10) Proof sent to Department (11)Date of despatch (12) No. of galley proofs or pages (13) Date of return (14) Sent to Machine Branch on (15) Initials of the Section Head (16) Remarks.

Composing Daily Receipt Register

Composing Daily Receipt Register

(Vertical Columns)

(1) Sl. No. (2) Date (3) W.D. No. (4) From which Br. (5) Department and name of work (6) Number of Copies (7) Copy or galley proofs with matter received (8) Size (9)No. of shts. (10) Remarks.

PROOF BRANCH

Outtrun Register

DAILY OUTTURN OF WORK IN THE PROOF BRANCH

(Vertical Columns)

(1) Date (2) Examiner (3) Reader (4) Ist Reading (5) 2nd Reading (6) Final (7) Revision (8) Total (9) Remarks

Proof Examiner's Work Register

Proof Examiner's Work Register

Name of the Examiner..... Date.....197

Name of the Reader.....

(Vertical Columns)

(1) Work Docket No. (2) Name of work (3) First Reading (4) Size of page and type (5) Number of pages (6) Equivt. time as per Schedule (7) Second Reading (8) Size of page and type (9) Number of pages (10) Equivt. time as per Schedule (11) Final Reading (12) Size of page and type (13) Number of pages (14) Equivt. time as per Schedule (15) Revision (16) Size of page and type (17)Number of pages (18) Equivt. time as per Schedule (19) Chief Examiner's initials (20) Remarks.

(At the foot)

Total

No. of hours worked for the day

No. of hours of work turned out by the Examiner and Reader as per the Schedule.

Excess or Deficit *Chief Examiner* *Asst. Director* *Director*

Register of Receipt and return of Proof's

GOVERNMENT PRESS, BANGALORE PROOF BRANCH

Register of Receipt and Return of Proof

.....SHIFT DATE.....

(Vertical Columns)

(1) Sl. No. (2) W.D. or P.R. No. (3) Script:English, Kannada or Devanagari (4) Name of work (5) No. of slips or pages (6) Page size (7) Type size (8) No. of Mss. (9)Where composed (10) Names of Examiner or Reader engaged on the work (11) Kind of Reading; I, II, Final, Revision or Checking Time of (12) Receipt (13) Return (14) Read some portion only (15) Work kept pending.

LETTERPRESS MACHINE BRANCH

Daily Receipt Register

DAILY RECEIPT REGISTER OF THE MACHINE BRANCH

(Vertical Columns)

(1) Date (2) W.D. (3) From which Branch (4)Department and name of work (5)No. of Copies (6)Form, Form No., Size, (7) No. of pages, (8) Remarks.

W.D. Wise Register

W.D. WAR REGISTER OF MACHINE BRANCH

(1) Sl. No. (2) Date of Receipts (3) W.D. No. (4) Department (5) Name of Work (6) No. of copies (7) Paper required, Quality R., Q, (8) No. of impressions (9) To be dispatched on (10) Date of issue (11) Machine No. (12) Name of Machine Minder (13) Date of disposal, Binding, Padding Despatch, (14) Remarks.

Book-Work Register

BOOK-WORK REGISTER

(Horizontal line)

W.D. No..... Name..... No. of copies.....

(Vertical Columns)

(1) Forme No. and No. of pages (2) Date of Receipt (3) Name of the Machine and Machineman (4) Date issued (5) Page No. of the Machineman's Work Register (6) Date sent to Warehouse (7) Remarks

English and Kannada Gazette Register

(Horizontal line)

W.D. No..... English Gazette dated.....19 No....

(Vertical Columns)

(1 Date (2) Sl. No. (3) Receiving Time (4) Issuing time (5) Form No. and Part (6) No. of S.C. (7) Name of the Machine Minder and M/c No.

(Horizontal Line)

W.D. No..... Kannada Gazette Dated.....19 No.....

(Vertical Columns)

(1) Sl. No. (2) Date (3) Time (4) Form No. and Part (5) Name of the Machine Minder

Particulars of English Gazette to be shown on one side Kannada Gazette on the reverse

Gazette Spare Copies Register

GOVERNMENT PRESS, BANGALORE-MACHINE DEPARTMENT

REGISTER OF GAZETTE SPARE COPIES PRINTED DURING

THE MONTH OF 19

(Vertical Columns)

(1) Date of Receipt (2) Spare copy Nos. (3) Forms or pages (4) No. of copies or books (5) Name of Machine Minder or Pressman (6) Date on which issued to print (7)Date on which sent to Bindery or Despatcher.

Daily Despatch Register

DAILY DESPATCH REGISTER OF THE MACHINE BRANCH

(1) W.D. No. and date (2) Name of work (3)Name of department (4) No. of reams/copies/cards delivered to the Binding/Despatching Branch (Form Nos. to be given in case of Book work) (5) Size (6) Machine No. in which copies printed (7) Initials of the Supervisor for having despatched (8) Remarks.

Gazette Spare Copy Despatch Register

GOVERNMENT PRESS, BANGALORE

Machine Branch Gazette Spare Copy Despatch Register (English)

(Horizontal Line)

W.D. No.....Gazette No.....Dated.....

(Vertical Columns)

(1) Sl. No. (2) Part No. (3) Form No. (4) Size of the Form (5) M/c No. (6) No. of Copies (7) Signature of Receiving Clerk.

Paper Authorisation Slip

GOVERNMENT PRESS, BANGALORE

(Machine Branch)

Date..... No.

PAPER AUTHORISATION SLIP

W.D. No. and date.....Department..... Descripiton of work..... size.....No. of copies..... Kind of paper..... Quantity of paper in.....Rms.....Qrs.....shts. (in words).....Rms.....Qrs.....Shts.

To which M/c paper issued.....

Checked *Checked and maybe issued*

Paper Indent Clerk *Machine Overseer* *Asst./Dy. Director*

Sl. No. of the Daily Issue Register.....

(This will be in triplicate, the copies being in different Colours)

Register of Issue of Paper for Gazette

GOVERNMENT PRESS, BANGALORE

Register of Paper, etc., authorised for issue against Gazette dated

(1) Date (2) W,D, No. and Forms No. (pp) (3) Department (4) Name of work (5) No. of copies (6) No. of Spare copies (7) Size of Forms (8) Kind of paper

(9) Quantity required Rms. Qrs. Shts. (10) Spoilage Rms. Qrs. Shts. (11) Total-in-words-in-Figures Rms. Qrs. Shts. (12)Authorisation Slip No. (13) Initials of Paper Clerk- (14) Remarks.

Daily Outturn Register

GOVERNMENT PRESS, BANGALORE

REGISTER OF DAILY OUTTURN AT THE MACHINE BRANCH

(1) Sl. No. (2) Name of Machine (3) Name of the work (4) Total No. of Impressions (5) No. of Impressions, Book-work Octavo Size, Forms in F.C. folio Size, Gazette and other works (6) No. of forms (7) No. of forms made ready (8) No. of Dockets despatched.

Abstract Outturn Register

ABSTRACT OUTTURN REGISTER OF THE GOVT. PRESS,

BANGALORE

Machine Branch

During .....197 To end of.....197 During....197

To end of 197

To end of previous month.....197.....

During.....197 Progressive Total of.....197

Date

(Vertical Columns)

No. of Formes No. of Impressions

No. of Formes No. of Impressions Overseer

Cost Actt. Senior Assistant Director Director

(Figures 1 to 31 to be printed vertically below the word Date and the page ruled horizontally)

Register of duties of personnel present and Machines worked

DAILY REGISTER OF DUTIES OF PERSONNEL, PRESENT, AND MACHINES WORKED

(Horizontal line)

Date..... *Shift.....*

Vertical Columns)

(1) Sl. No. (2) Name of machine and No. (3)Name of Machine Minder (4) Name of Assistant Machine Minder

(Lines under Sl. No. and Name of machine and No. to be printed under the respective headings).

(After names of all the Machines two Vertical Columns)

Spare Ballers Spare Ballers

(Horizontal Lines)

Total Strength..... *Persons Attended.....*

(Vertical Columns)

(1)..... (2) Machines Working (3) Machines under Repair (4) Machines Stopped (5) Total

I Half II Half (To appear below Column (1)

(Horizontal line at the bottom)

Clerk *Overseer* *Officer-in-charge*

Register of Machines stopped due to Reparis

MACHINE BRANCH

Daily statement of Machines which are stopped due to Repair

(Horizontal Line)

Date..... Shift.....

(Vertical Columns)

(1) Sl. No. (2) Name of Machine (3) Machine No.

(4) Size of Machine (5) From which date (6) Reasons for Repair (7) Signature of Mechanic/Electrician.

Leave Memos Record Register

MACHINE BRANCH

(Vertical columns)

(1) Date (2) Leave Memo Number (3) No. of days (4) From (5) To (6) Signature of Receiving Clerk

Register of Programme of Work

PROGRAMME OF WORK AND OUTPUT TURNED OUT FOR 197

(Vertical Columns)

(1) Sl. No. (2) Name of machine and No. (3) W.D. No. and Date (4) Total No. of Impressions expected (5)Impressions given (6) Remarks.

(Entries under Columns 1, 2 and 4 to be printed)

Machine Minder's Work Register

RECORD OF WORK REGISTER OF THE MACHINE BRANCH

(Lines at the top)

Machine Minder.....

Asst. Machine Minder.....

.....

Name of Machine.....

No. and Size .....

NOTE TO PAPER CLERK - No issue of paper of more than ten reams at a time for a work, unless otherwise authorised should be made See that the paper issued previously to the Machine is completely printed and delivered to Warehouse or Despatching Branch before fresh issue is made.

(Vertical Columns)

(1) Date (2) W,D, No. (3) Department (4) Description of work and Forme No. (5) No. of copies (6) Initials of Foreman issuing work (7) Size (8) Number of printed sheets to be delivered to Warehouse. (9) No. of impressions (10) Paper issued by the Paper Room (11)Initials of Paper Clerk (12)Signature of Machineman (13) Date of completion of Job and initials of Printing Foreman (14) No. copies (in words) delivered to Warehouse or Despatching Branch (15) Signature with date and page No. W./H. or Des. Branch Register (16)Initials of Foreman receiving formes (17) Initials of receiver of W.D.

(Lines at the bottom of the form)

Machineman *Printing Overseer*

Asst./Dy. Director *Director*

Police and C. I. Gazette Register

Police and C.I. Gazette Register

(Horizontal Line)

W.D. No.....Police & C.I. Gazette dated..... No...

(Horizontal Line)

Police Gazette No. of copies..... C.I. Gazette No. of copies.....

(One set of Vertical columns under each of the lines Police Gazette, No. of copies C.I. Gazette and No. of copies).

(Vertical Columns)

(1) Date (2) Form No. (3) Name of the Machine Minder & Machine No. (4) Date (5) Form No. (6) Name of the Machine Minder & Machine No.

PAPER ROOM

Daily Issue Register

Daily Issue Register

(Issues to be made only to **Permanent** Machine Minders of Binders)

(*To be transliterated if not English or in Kannada)

(Vertical Columns)

(1) Sl. No. (2) W.D. No. (3) A Slip No. and Date (4) Name of the Department and Name of the work (5) Kind of paper issued or Description of the Material (6) Quantity issued (in words) (7) Quantity issued in figures, Rm. qr. sh. (8) Name and Number of the Machine or Binder to whom issued (9) Signature * of the Machine Minder or Binder with date (10) Reference to Ledger page and Sl. No.

Paper and Materials Ledger

(Horizontal lines)

GOVERNMENT PRESS, BANGALORE

Kind of paper and materials

(Size and weight of paper to be stated)

PAPER AND MATERIALS LEDGER

(Vertical Columns)

(1) Sl. No. (2) W.D. No. (3) Name of Department (4) Name of work (5) No. of copies (6) Quantity received (receipt from Sty. Depot should invariably be written in red ink under Invoice No. and Date) : (7) Invoice No. and Date Quantity R. Q. S. (8) Reference to Daily Receipts Register Page Sl. No. (9) Quantity issued R. Q. S. (10)Reference to Daily Issue Register : Page Sl. No. (11)Balance R. Q. S.

Daily Receipt Register

Daily Receipt Register

(Vertical Columns)

(1) Date (2) Press Office indent No. and date (3)Stationery invoice No. and date (4) Quantity in words (5)Quantity in figures R. Q. S. (6) Reference to Ledger page No. and Sl. No.

Work-Docket-Wise Issue Register

Work-Docket-Wise Issue Register

(For Issue of Paper and Binding Materials only)

(Vertical Columns)

(1) W.D. No. (to be Serially Numbered) (2)Authorisation Slip No. and date (3) Name of the Department and Description of work (4) Kind of Paper or Description of other Material (5) Quantity required for the Work Docket R. Q. S. (6) Quantity issued for the work R. Q. S. (7) Balance due, if any, in the W.D. R. Q.S. (8) Name of the Machine and Machine Minder or Binder (9) Sl. No. of the Daily issue Register (10) Remarks.

Detailed Paper Consumption Account

Detailed Paper Consumption Account

No..... *Date.....*

(Vertical Columns)

(1) Sl. No. (2) W.D. No. (3) Authorisation slip No. (4) Kind of paper (5) Quantity Issued Rms. Qrs. Shts. (6) Remarks.

(Lines at the foot)

Paper Clerk *Asst. Director(Paper Room)*

Remarks of the Costing Branch.-

Indent to be sent to Stationery Depot.

GOVERNMENT PRESS, BANGALORE

To

THE DIRECTOR OF PRINTING, STATIONERY AND

PUBLICATION, STATIONERY DEPOT, BANGALORE

Please supply the following articles:-

(Vertical Columns)

(1) Sl. No. (2) Date (3) Particulars (4) Quantity required (5) In figures (6) In words.

(Lines at the foot)

Paper Clerk *Asst. Director* *Director*

May be issued

Asst. Director, Sty. Depot.

BINDING BRANCH

Warehouse Daily Receipt Register

Warehouse Daily Receipt Register

(Vertical Columns)

(1) Date, (2) W.D., (3) Reference to previous Sl. No. receiving the work, (4) Total quantity on the W.D. (5)Department and name of work, (6) Signature, (7)Quantity Received, Size of printed sheet, R. Q. (8)Quantity in words, (9) Initials for having entered in the Binding Ledger Progress Sheet, (10) Sl. No. of B.I. Register (11) Reference to future Sl. No. receiving the work, (12) Remarks.

Warehouse Work Issue Register

Warehouse Work Issue Register

(Vertical Columns)

(1) Sl.No. (2) Date (3) W.D. (4) Total quantity on the W.D. (5) Department and brief description of work, (6)Refce. to Serial No. of the Daily Receipt Regr. (7)Issued Group for what work (8) Printed Sheets Issued Kind Size Quantity in figures R.Q.S. In words (9) Signature of the Receiver (10) Completion of the operation Date Initials of the Clerk (11) Reference to Sl. No. of the Daily Despatch Register (12) Remarks.

Daily Despatch Register of the Bindery

Daily Despatch Register of the Bindery

(Vertical Columns)

(1) Sl. No. (2) Date (3) W.D. (4) Size (5) Group (6) Department (7) Brief Description of the work (8) Nature of Binding (9) Quantity In figures In words (10) Signature of the receiving clerk (11) Remarks.

Binding Materials Issue Register

Binding Materials Issue Register

(Vertical Columns)

(1) Serial No. (2) Date (3) W.D. (4) Department and name of work in brief (5) Size of book (6) Style of stitching and binding (7) Group (8) No. of copies to be bound by the Group (9) Sl. No. of the Binding Issue Regr. (10) Materials Issued Material Quantity in words (11) Sginature by the head of the Group Initials for having entered in the Binding ledger (12) Materials Ledger (13) Remarks.

Binding Ledger

Binding Ledger

(Vertical Columns)

(1) W.D. No. and date (2) Quantity (3) Department and Name of work in brief (4) Size of Book (5) Style of Binding (6) Receipt of Printed Sheets Kind Size Total quantity required R. Q. S. Sl. No. of the Receipt Register Date Quantity Balance to be received Issue for Binding Sl. of the Binding Issue Register Group and date Issue of Materials (7) Materials Total required Sl. No. of the Material Issue Reg. Date Quantity Balance Despatches (8) Sl. No. of the Desp. Reg. Date Quantity Balance (9) Remarks.

CARE PRINTING BRANCH

Register of Private documents and Cheque Books impressed

GOVERNMENT PRESS, BANGALORE (STAMP SECTION)

Stamp No. 32)

(Vertical Columns)

1. Serial Number of Registration 2. Date of receipt from Stores, 3. Description of Stamps, Quantity to be impressed - 4. Number of documents, 5. Value of each -Rs. P., 6. Amount - Rs. P., 7. Date of stamping 8. Date of return to Superintendent of Stamps, 9. Foreman's Initials, 10. Stamp Superintendent's acknowledgment, 11. Remarks.

Daily Despatch Register

DAILY DESPATCH REGISTER OF THE CARE PRINTING BRANCH

(Vertical Columns)

1 Sl. No. 2. Date, 3. W.D., 4. Size, 5. Group 6.Department, 7. Brief Description of the work, 8.Nature of Binding, 9. Quantity-In figures, In words, 10.Signature of receiving clerk, 11. Remarks.

P. Z. SECTION

Issue Register (Process)

Issue Register (Process)

To

(Vertical Columns)

(1) Sl. No., (2) Date, (3) W.D. No. (4) Department, (5) Details of issue and description of block, etc., (6)Sl. No. of the block (7) Whether W.D. or originals returned, (8) Full signature of receiver with date, (9) Total area of the block.

Daily Receipt Register

Daily Receipt Register

From

(Vertical Columns)

(1) Sl. No., (2) Date, (3) W.D. No. (4) Department (5) Details of Receipts, (6) No. of Copies or Size of Block, (7) No. of Colours Zinc or Copper, (8) Sl. No. of Block, (9)Remarks

Daily Outturn Register

GOVERNMENT PRESS, BANGALORE

Register of Daily Outturn at the P.Z., Section

(Vertical Columns)

(1) Sl. No., (2) Name of Machine, (3) Name of work, (4) Total No. of Impression, (5) No. of Plates fixing, (6)Remarks.

Abstract Outturn Register

Abstract Outturn Register of the Photo-Zinco Section (Printing)

GOVERNMENT PRESS, BANGALORE

(Horizontal Lines)

To end of previous month.....197.

(1)..... (2)..... (3) ..... (4).....

(5)..... (6)..... (7) ..... (8).....

During 197

(Vertical Columns)

(1) Date, Crabtree Offset I, Daily, Progressive (2)Crabtree Offset II, Daily, Progressive, (3) Baby Offset I, Daily Progressive, (4) Baby II Daily Progressive (5)Romayor No. Daily, Progressive, (6) Romayor No.II, Daily Progressive (7) Romayor No. III, Daily, Progressive, (8) German Baby, Daily Progressive, (9) Supervisor, (10)Cost Acctt. (11) Senior/Assistant Director, (12)Director.

Abstract of Outturn

GOVERNMENT CENTRAL PRESS, BANGALORE

Abstract of Daily Outturn P.Z. Section

(For operation other than Printing)

Shift: Supervisory Staff:

(Vertical Columns)

(1) Sl. No., (2) Name and Designation, (3)Description of operation (4) Description of work, (5)Total time attended, (6) Time taken, (7) Chargeable hours, (8) Nonchargeable hours, (9) Out-turn given, (10)Expected out-turn, (11) Plus/Minus, (12) Remarks.

Register of Progress of Work

Government Press, Bangalore

Progress of work done in Letter Press Machine/Offset Machine Branches for the month of.....197

Name of the Machine..... No..... Size..... Shift.....

(Vertical Columns)

(1) Date (2) Work Docket Number, Nature of work (3) description of work (4) Size of form (5) Time of issue (6)Time of completion, Total hours-(7) C H, (8) NCH, (9)No. of impressions, (10) (11) (12) Remarks

DESPATCHING BRANCH

Daily Receipt Register

Daily Receipt Register of Forms and Registers of the Despatching Branch

(Vertical Columns)

1. Sl. No., 2. Date, 3. W.D. Number, 4. Name of the Department 5. Description of work 6. Number of copies or registers received from the Working Branches 7.Balance Quantity, 8. Reference to Ledger Folio, 9.Remarks.

Work Docketwise Ledger

WORK DOCKETWISE LEDGER OF THE DESPATCHING BRANCH

(Vertical Columns)

1. Date 2. W.D. Number, 3. Name of the Department, 4. Description of the Forms or Registers 5.Number of copies or registers received from the Working Branches, 6. Invoice No. and Date of supply, 7.Bill No. and Date, 8. Reference to Ledger folio, 9.Remarks.

Stock Ledger

(Horizontal lines)

STOCK LEDGER

Name of Form-Register..... Unit

Unit

(Vertical Columns)

1. Date, 2. By whom received or to whom issued, 3.No. of Invoice and date, 4. Quantities, Receipt-Bks., Pads, Copies, 5. Issues-Bks. Pads, Copies 6.Balance-Bks., Pads, Copies, 7. Initials of verifier.

Bundle Book

(Vertical Columns)

BUNDLE BOOK OF THE DESPATCHING BRANCH

1. Bundle No., 2. Address, 3. Railway Station to which booked, 4. Invoice No. and date 5. Time of receipt of R.R., 6. Weight 7. R.R. No. and date, 8. Date of despatch of R.R. and initials of despatcher, 9. Carting Contractor's or concerned official's acknowledgment, 10.Time of sending R.R. to post, 11. Amount of stamp affixed, 12. Remarks.

Invoice Forwarding Memo (Foil and Counterfoil)

ORIGINAL

(Foil)

Government Central Press, Bangalore-1

Encl..... Dated.....197

To

.....

I write to forward herewith the undermentioned Invoices along with the Railway Receipt for having booked (in words).....bundles (Nos. noted below) per Goods/Parcel to.....Railway Station.

The bundles may be clered in time and the contents checked and acknowledged early.

The receipt of the R.R. may kindly be acknowledged by return of post by making use of the other half of this sheet, which is in the form of a combined envelope.

R.R. No. and date.....

Weight charged.....actual.....

Charge Rs.....as.....

Invoice No. and date.....

Bundle Nos.....

Chief Despatcher

Govt. Central Press (Desp. Sec.,)

Bangalore

(Counterfoil)

Office of the

To .....

Dated.....197

THE DIRECTOR, GOVERNMENT CENTRAL PRESS,
BANGALORE

I write to acknowledge the receipt of the R.R. No..... dated..... and Invoice No..... dated..... received with his R.R. forwardal Memo No..... dated.....

Date.....197

Signature with Designation

(Reverse - to be set to enable this being an envelope)

Fold here.....

ON MYSORE GOVT. SERVICE

To

The Director, Government Central Press, Bangalore

Reminder Card for Acknowledgement of Invoice

(Reverse with a foil at the top)

ON INDIA GOVERNMENT SERVICE

To

.....

Despatcher, Govt. Press, Bangalore

(Front Side top portion)

Reminder No.

OFFICE OF THE DIRECTOR
GOVERNMENT PRINTING
Bangalore,dated.....197

To

.....

.....

(Front side Bottom portion Post Card size)

No.....

To

.....

.....

Invoice No.....

Date.....

Date.....

Sir,

I write to request that the invoice No..... dated..... may kindly be returned to this office immediately, duly acknowledged.

Your's faithfully,

For *Director*

(Front Side Top portion)

TO

.....

NO.....

INVOCIE NO.....

DATE .....

DATE.....

(FRONT SIDE BOTTOM PORTION POST CARD SIZE)

INITIMATION/REMINDER GOVT. CENTRAL PRESS

No..... *Bangalore.....197*

Sir,

I write to state that the marginally noted Forms/Registers are awaiting despatch. A responsible person may be kindly deputed to the Press to take delivery immediately. An authorisation letter with the specimen signature of the Official duly attested by you may be sent with him.

Yours faithfully,

Chief Despatcher

(Reverse Bottom portion Common to Reminder Card and Intimation Reminder)

ON INDIA GOVERNMENT SERVICE

To

The Clerk, Government Central Press, Bangalore

Keep Dry Label

(8) *PLEASE KEEP DRY*

(in 36 point-type and in red)

Office of the Director of Printing, (Forms Branch)

Bangalore

Inv. No. Bundle No.

To

The .....

Despr. Mysore Govt. Press,

Bangalore.

Registered Post Label

ON INDIA GOVERNMENT SERVICE

REG. POST OR BOOK POST

Invoice No.....

To

The.....

From

.....Clerk,

Government Printing in Mysore,

Bangalore

N.B.- If not delivered, the packet may be returned to the sender.

Gate Pass (in duplicate)

(Horizontal lines)

GATE PASS

Mysore Government Press and Allied Offices, Bangalore

Original /Duplicate

Branch.....

GATE PASS

Date .....197 To be certified by the
Gate Keeper and returned
to the Branch concerned.

(Vertical Columns)

1. Invoice No. and date, 2. Address of the Consignees, 3. Bundles, boxes, packets or any others (give number in words and the number as marked on each in figures), 4. Per goods, parcel, post or in person.

(Horizontal lines at the foot)

....

Signature of the Invoice Clerk *Initials of the Asst. Director*

The above articles were checked by me at the Gate and found correct. They were allowed to pass the Gate at (hour) ..... on (date) ..... 17.

Gate Keeper

WATCH AND WARD

Time Card
(Front side)
Time Card.....
Name.....Designation.....Staff No.....
Clock No.....Month.....19.

(Vertical Columns):

Date.....Regular HOURS IN OUT IN OUT OTHER HOURS IN OUT UNDER THE COLUMN DATE 1 to 15 to be printed.

(Reverse);

Same heading and matter as on the front side, but with dates 16 to 31
(At the foot)

Checked Time keeper Head Acctt. Assistant Director

Certificate of Closing Branches

Daily inspection report of the working Sections/Stores after close of working hours.

I certify that at .....hours on.....after the close of the work in the .....Branch/Stores, I have gone round the Section, ensured that all the doors and windows are bolted, that there is no one inside the Branch; that there are no remnants or anything which may cause fire or any other damage,that all the main switches of Power and Lighting supply are switched off in the Section, which is securely closed and locked, and the keys are handed over at the Time Office.

Signature.....

Foreman/Overseer/Supervisor/Manager

Night Watchman's Register:

Night Watchman's Register:

(Vertical Columns);

Date Time opened. Signature of the Night Watchman
Date Time closed Initials of the Officer

Register of taking keys from and depositing keys at the Time Office.

Register of taking keys from and depositing keys at the Tiem Office.

GOVERNMENT PRESS, BANGALORE

(Vertical Columns)

Name of the Branch Key taken at Signature of the Head of the Branch, Key delivered at Initials.

Under the column Name of the Branch the names of the Several Branches to be printed.

(At the foot);

Checked and found Correct

Chife Time Keeper / Time Keeper *Asst.Director* *Director*

Register of Tell-tale Clock

Register of Tell-tale Clock

(Vertical Columns);

Date, Actual Timings of Punching on paper dial and key Nos 1 2 3 4 5 6. Remarks by the Chief Time-Keeper. Remarks by the Officer-in-Charge.

Attendance Register

Attendance Register of the ..... Establishment of the Government Press, Bangalore, for the Month of.....19.....

(Vertical Columns);

Sl.No. Name 1, 2, 3.....31.

The date Columns 1 to 31 to have sub-columns a.m. p.m.

*** * * * ***