A HANDBOOK

OF THE

Government of India Presses

FIFTH EDITION

Corrected up to the 1st January 1941

PRINTED BY THE CONTROLLER, DEPARTMENT OF PRINTING
AND STATIONERY, DACCA- 1979.

PREFACE

The fifth edition of Handbook of the Government of India Presses remedies certain defects and makes good deficiencies in the earlier edition and should consequently be of much greater utility. Several new sections have been introduced affording information on such vital matters as Communal Representation in Services, Residential Accommodation, Leave, the Contributory Provident Fund, etc., but the most noticeable feature is the incorporation of the greater portion of the Appendices in the text proper, the object being to obviate the inconvenience of having to wade through the mass of correspondence comprising the Appendices for information on any single matter. The rearrangement should greatly facilitate reference to the manual, once the general lay out has been assimilated.

As in the case of the earlier editions, the Handbook is intended primarily to be a guide for the management of the various Government of India Presses.

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Controller of Printing and Stationery,

India.

NEW DELHI:

The 1st March 1941.

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CHAPTER I

A BRIEF HISTORY OF THE GOVERNMENT OF INDIA PRESSES

1. Government of India Press, Calcutta.—In 1863, the Government of India decided to establish in Calcutta a central press, in which administration reports, codes and miscellaneous work could be printed, the Secretariat printing offices then in existence confining themselves to current despatches and proceedings. For this purpose the Military Orphan Press, located at 5, Bankshall Street, was taken over by Government in October 1863, and the post of Superintendent, Government Printing, India, was created. In addition to the work specified above, the Army List and military forms, formerly printed at the Military Orphan Press, were transferred to the Central Press. In January 1864, the orders of the various departments of the Government of India and the Acts and Bills of the Governor General's Council, which were formerly published in *The Calcutta Gazette* were transferred to a new publication, *The Gazette of India* to which was appended a Supplement containing official, correspondence on subjects of interest to officers and to the general public. The printing offices attached to the Financial Department and the Comptroller General's office were abolished, and the work of those offices was transferred to the Government of India Central Press. In 1876, a system of payment by piece rates was introduced in the composing branch, and subsequently, in the distributing, printing and book-binding branches. In May 1882, the printing, storage and distribution of stock forms was made over to contractors. In October 1884, the Foreign Department Press was abolished (except for a small section retained specially for urgent work), and the work was transferred to the Central Press. In June 1885, the presses of the Home and Public Works Departments were amalgamated with the Central Press. The expansion of the Central Press, from 109 employees in 1863, to 2,114 in 1899, necessitated the provision of additional accommodation. Pending the building of the Secretariat, the Press was located from 1882 to 1885 at 166, Dhuramtollah Street. On completion of the Secretariat building the composing, machine, press, and warehouse, with the administration, accounts and computing branches were, in 1886, removed to 8, Hastings Street. At the Dhuramtollah premises were retained the vernacular and female composing sections, the bindery, typefoundry, mechanical and books branches. The Dhuramtollah premises were rebuilt in 1910. As a result of the change of capital a branch of the Central Press was opened in Delhi in 1912, becoming an independent press in 1923. Owing to the efforts at economy in the use of forms and printing, and to the introduction, in 1924, of labour-saving machinery, the establishment of the Central Press, which in 1910, reached the high water mark of 2,667, was reduced in 1926, to 1,029, with the result that the Dhuramtollah premises were completely vacated by the press in that year, and made available for use as a forms stores and forms press, Government having decided to undertake the storage and distribution of forms with their own staff. On June 30th, 1929, the establishment totalled 981 only. With the development of New Delhi and the transfer to it of several central offices from Calcutta, a policy of concentrating printing work in the New Delhi Press was commenced towards the end of the decade. Noticeable transfers of staff and equipment were effected in the years 1933 and 1934 when the total reduction in the Calcutta Press exceeded 150 appointments. On the 1st January 1941, the establishment consequently totalled 815 only.

2. **Government of India Press, New Delhi.**—By the announcement by His Majesty the King-Emperor at the historic Coronation Durbar held at Delhi in 1911, Delhi became the capital of India and some of the Imperial Secretariat Departments were transferred to Delhi in 1912. A portion of the Government of India Press at Calcutta was also moved to Delhi in that year, to deal with the urgent requirements for printing at the head-quarters of Government. In 1923, on the general reorganisation of the Government of India presses, the Delhi Press was separated from its head office at Calcutta and made an entirely separate press. Certain operatives of the composing branch of the Delhi Press, such as compositors, distributors, etc., are paid by piece rates, the others are on salaries. The staff at the establishment of the press in 1912, consisted of 452 men. The strength, on June 30th, 1929, was 405, the reduction being due principally to the substitution of mechanical for hand labour. As mentioned in the preceding paragraph, the development of New Delhi resulted in greater demands for printing work being placed with the press. In 1931, it was transferred to New Delhi and in 1933 and 1934 its establishment was increased by over 150 appointments. Small additions were made later and on the 1st January 1941, the establishment totalled 627.

3. **Government of India Press, Simla.**—The old Government Central Branch Press, Simla, was established in 1872, at the site of the present Ripon Hospital, but having been destroyed by fire it was subsequently transferred to "Clarefield" in 1879. In the Government of India, Finance Department, Resolution No. 4005, dated the 1st November 1931, the Simla Press was sanctioned as a permanent local establishment with a strength of 231 men. The Adjutant General's Press was amalgamated with the Simla Press in 1885. The establishment of the press was increased gradually and before the amalgamation in March 1924, the sanctioned strength of the staff in the press was 781 men. The compositors, distributors and pressmen were on piece and the rest of the establishment were employed on monthly salaries.

The old Government Monotype Press was established in February 1904, at "Benmore", Chota Simla, during the viceroyalty of Lord Curzon when the presses were administered by the Finance and Commerce Department. Only confidential and urgent cases of the Government of India offices were printed in the Monotype Press. The press started with a staff consisting of 22 men including the Manager.

In 1905, the Monotype Press was transferred to a site below the old Government Central Branch Press, where the goods station of the Kalka-Simla Railway now stands, and in 1908, was again transferred to the present site at Tuti-Kandi which is about 2 miles away from the town. All the workmen in this press were salaried.

The present Government of India Press, Simla, is the result of the amalgamation in a more suitable building on March 1st, 1924, of the Government Central Branch Press and the Monotype Press (Industries and Labour Department letter No. A.-413, dated the 13th November 1923). The establishment of these two presses previous to the amalgamation was 781 and 187 respectively. By the introduction of modern electrically driven machinery and up-to-date equipment, the combined establishment was reduced to 406 only, which has resulted in a substantial annual saving on establishment, while at the same time maintaining the necessary output. This press is equipped throughout with new and highly efficient machinery, much of it being automatic and some of it of special design, and the lay-out is such that the work passes directly through the building from the time of receipt to the time of issue with the least possible handling and along the shortest possible lines of transit. Every method

of ensuring efficient and economical working has been thoroughly examined and the best, cheapest and most efficient is that which has been adopted. On June 30th, 1929, the establishment totalled 352 only. Minor changes only were made in the next ten years and on the 1st January 1941, the establishment was 356.

4. Government of India Forms Press, Aligarh.—The Government of India Forms Press, Aligarh, was brought into existence towards the close of the year 1879. Probably Aligarh was chosen for the press for two reasons, first, because the Postal Department under which the press was started had already its workshops here, secondly, because Aligarh was expected to afford greater facilities in distributing the books and forms, as it was within easy reach of the various postal stock depots in Northern India. Steam power was used for the first time at Aligarh in 190[illegible]. In 1908, the Bombay Postal Press was abolished and all its stock of Marathi and Gujrati type and some plant and furniture were transferred to the Aligarh Press. Piece work for machine printing was introduced in 1913. Some time after, distribution of all forms in the U. P. Circle and Sindh and bulk supplies to the Punjab Circle was undertaken by the Aligarh Press. During the war the press was invaluable to the department in supplying books and forms to the different centres of war activities in Europe and Asia. There were originally about 350 post office and R. M. S. books and forms (including vernacular translations). This number was more than doubled, when in the course of about two decades a large number of Post Office forms previously used in manuscript, were standardised and printed and called "S. F." forms. A large number of telegraph forms were added to the list. All machines were worked by hand previous to 1902, from which year the machines were worked by steam power. The present building occupied by the Government of India Forms Press, Aligarh, was completed in April 1926. Electricity was then installed for running the printing and cutting machines, etc. In April 1924, the administrative control of the Postal Press, Aligarh, passed from the Director-General of Posts and Telegraphs, to the Controller of Printing and Stationery, India. The present Aligarh Press, however, exists as before, entirely for work for the Indian Posts and Telegraphs Department. The press consists of a small case and reading section but is fully equipped with the very latest printing (rotary and flat bed) machinery, binding machinery, and many special machines for making envelopes, tag labels, typewriter rolls, etc. Upto the 31st December 1931 the Manager was also Superintendent of the Postal Workshops, a separate institution directly under the control of the Director-General, but on the 31st December 1931 the activities of that institution were reduced to the manufacture, etc., of Postal Seal and Stamps only. The Manager continues to be Superintendent of Postal Seals. On June 30th, 1929, the establishment of the press totalled 511 only, and on the 1st January 1941, 536. The increase was due primarily to the manufacture of greater quantities of postal envelopes and their distribution to all postal circles.

5. The Government of India Forms Press, Calcutta, was brought into existence in August 1924, on the termination of the printing contract for Government of India standard forms with Messrs. Lal Chand and Sons, Calcutta, and the creation of the Central Forms Stores for the storage and distribution of Government of India forms. At this time the Central Press was undergoing reorganisation, and could not undertake the heavy volume of work resultant on the termination of the contract, and the printing of a large number of forms was entrusted to the Forms Press.

The press continued to function from year to year on a temporary basis until March 1929, when it was placed on a permanent footing

(Industries and Labour Department letter No. A. 586, dated the 28th February 1929). New and up-to-date machinery is being installed throughout for efficient and economical production of forms in large quantities.

On June 30th, 1929, the establishment totalled 89 only, and 91 on the 1st January 1941.

CHAPTER II

ADMINISTRATION AND ESTABLISHMENTS

Administration

6. Administrative Staff.—The administrative staff of the presses consists of :—

Government of India Press, Calcutta ...	1 Manager, 1 Assistant Manager and 2 Overseers.
Government of India Press, New Delhi ...	1 Manager, 1 Assistant Manager and 1 Overseer.
Government of India Press, Simla	1 Manager and 1 Assistant Manager.
Forms Press, Calcutta	1 Manager.
Forms Press, Aligarh	1 Manager and 1 Overseer.

7. Rate of pay.—The rate of pay sanctioned for the administrative staff of the presses is as follows :—

	No.	Present rate Rs.	Revised* rate Rs.
Calcutta—Manager	1	1,250—50—1,[illegible]	900
Assistant Manager	1	250—25—550	360—20—500
Overseers	2	250—25—550	225—15—300
New Delhi—Manager	1	850—50—1,250§	800
Assistant Manager	1	250—25—550	360—20—500
Overseer	1	250—25—550	225—15—300
Simla—Manager	1	850—50—1,250§	800
Assistant Manager	1	250—25—550	360—20—500
Forms Press, Calcutta—Manager ...	1	750—50—1,000§	600—20—700
Forms Press, Aligarh—Manager	1	750—50—1,000§	600—20—700
Overseer	1	...	225—50—300

The incumbents of the posts of the Managers, Government of India Presses at Calcutta, New Delhi and Simla are eligible for passage and pension concession under the Superior Civil Services Rules, provided the officers are personally eligible for the concessions.

The Managers of the Government of India Presses at Calcutta, New Delhi and Simla and the Manager, Forms Press, Aligarh, are provided with residential accommodation free of rent. The Manager of the Forms Press, Calcutta, is granted an allowance of Rs. 50 per mensem in lieu of rent-free quarters.

(Dept. of I. and L., No. A.-570, dated 27th March 1925, A.-431, dated 31st March 1927, A.570, dated 13th January 1928. H. D. Notifications Nos. F.-38/33, dated the 22nd September 1933 and M. F. 9/9/34, dated the 19th April 1934).

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* Applicable to new entrants as defined in the Home Department Notifications Nos. F. 39/12/34, dated the 18th July 1934 and F. 39/12/34, dated the 17th September 1934.

†The rates of pay are admissible only to those officers who were employed in the Stationery and Printing Department as Overseers or in higher posts on the 1st April 1924. Others are entitled to the revised rate of pay.

‡ Mr. C. F. W. B. Wilkins, Assistant Manager, is in the selection grade of Rs. 550—40—750. His grade is in abeyance.

§ In addition, the Manager receives Rs. 75 per mensem which is debitable to the Indian Posts and Telegraphs Department on account of that portion of duty which is connected with the Postal Seals. (I. and L. Dept., P. and T. Branch letter No. [illegible] dated the 31st December 1931.)

Establishments

8. Clerical establishment.—The clerical staff is allocated amongst the following sections, the head of each being responsible for regulating the efficiency of his particular section and for seeing that the prescribed routine is strictly observed—

Receiving and Despatching.	Computing.
Correspondence.	Cash.
Accounts.	Time-keeping.
Stationery and Stores.	Sanitary and menial.
	Publication.*

9. Rate of pay.—The rates of pay of the clerical staff including the computing staff in the presses are as follows :—

	Present rate. Rs.		Revised rate. Rs.
Calcutta—			
(i) Assistant	50—80—100—5—150—10—200 (with efficiency bar at Rs. 150).	(i) Assistant	50—5—180
(ii) Clerk	45—45—50—3—65—4—85—4—105—5—140 (efficiency bar at Rs. 85).	(ii) Clerk	45—45—5/2—50—3—105.
(iii) Typist	45—45—5/2—100	(iii) Typist	45—45—5/2—90.
New Delhi—			
(i) Assistant	80—4—140	(i) Assistant	50—5—130.
(ii) Clerk	60—3—105 (Upper scale).	(ii) Clerk	40—40—5/2—50—3—65 (clerks doing purely typists' work should be limited to a maximum of Rs. 80).
(iii) Clerk	35—2 1/2—80 (Lower scale).		
Simla—			
(i) Upper Grade Clerk	120—5—200	(i) Upper Grade Clerk	80—5—160
(ii) Clerk	50—3—125	(ii) Clerk	40—40—5/2—50—3—105.
(iii) Clerk	35—2 1/2—90		
Aligarh—			
Clerk—		Clerk—	
(i) 80—4—100		(i)	75—5—90
(ii) 50—3—80		(ii)	35—2—75
(iii) 35—2—75			

*Simla Press only.

10. Details of classification and rates of pay in the Government of India Press, Calcutta.—The press was reorganised in accordance with the sanction received with letter No. A.-431, dated the 27th December 1924, from the Dept. of I. and L. Further reorganisations and modifications were sanctioned in that department's letters Nos. A.-570, dated the 27th March 1925, A.-431, dated the 15th April 1925, 19th June 1925, 4th

March 1926, 9th March 1926, 24th December 1926, 8th June 1923, 29th November 1928, 15th July 1932, 29th August 1933, 30th August 1934, 13th November 1935, 30th October 1935, 7th April 1936 and 11th May 1936. Revised rates of pay for new entrants were sanctioned in the H. D. Notification No. F. 386/33, dated 22nd September 1933 and I. and L. Department letter No. A.-398, dated 30th May 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA PRESS, CALCUTTA

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried—	*Superior.*			
Manager	1	...	1,250—50—1,500*	900*
Assistant Manager ...	1	...	250—25—500	360—20—500
Overseers	2	...	250—25—500	225—15—300
Head Assistant ...	1	...	250—10—350	225—15/2—300
Accountant	1	...	250—10—350	225—15/2—300
Cashier	1	...	200—10—250	180—15/2—225
General Store Keeper ...	1	...	200—10—250	150—15/2—225
Head Computor ...	1	...	150—10—200	130—10—180
Assistants (including one Estimator).	5	...	80—80—100—5—150—10—200 (Efficiency bar at 150).	60—5—180
Clerks	44	...	45—45—50—3—65—4—85—4—105—5—140, (Efficiency bar at 85).	45—45—5/2—90—3—105.
Computors	22	...		
Time keepers ...	2	...		
Paper issuer	1	...		
Typist	1	...	45—45—5/2—100	45—45—5/2—90
Report writers ...	3	...	45—45—5/2—100	45—45—5/2—90
Collecting Sircar ...	1	...	25—1—35	25—1—35
Stamp counter ...	1	...	15—1—20	15—1—20
Head reader	1	...	350—10—400	260—270—15/2—300
Senior readers ...	2	...	300—10—350	230—240—5/2—250
Readers	4	...	200—10—250	13 Class I, 100—5—150—10—200. Not more than 3 Readers at a time will be allowed to draw a pay above Rs. 150 in this scale. 23 Class II, 55—3—85
Readers	4	...	160—10—200	
Readers	7	...	110—8—150	
Readers	17	4	60—4—100	
Revisers	5	4	60—4—100	55—3—85
Copyholders	34	4	40—45—3—60	40—45—3—60
Foreman	1	...	200—10—300	150—10—250
Assistant foreman ...	1	...	70—4—98	60—3—84
Section-holders ...	8	...	125—5—175	100—5—150
Assistant Section-holders	4	...	70—4—98	70—4/2—90
Correction checkers ...	3	...	70—4—98	60—3—84
Warehousemen ...	31	...	20—1—30	20—1—30
Galley and forme proof Pressmen.	9	4	25—1—35	25—1—35
Standing forme keeper	1	...	50—3—80	50—3—80
Assistant standing forme keeper.	1	...	40—2—60	40—2—60

*With free quarters.

†See foot-note regarding piece binders on page 8, with the reference mark§.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
Salaried (Superior)—contd.				
			Rs.	Rs.
Type storekeeper ...	1	...	70—4—98	60—3—84
Type suppliers ...	8	3	30—2—40	30—2—40
Mono mechanic ...	1	...	150—10—200	125—15/2—170
Mono Keyboard operators	6	...	80—4—100—5—125	70—3—85—4—105 (*see* foot-note*).
Mono casters ...	9	...	30—1—35	30—1—35
Lino mechanic ...	1	...	100—5—125	85—4—105
Lino operators ...	6	...	80—4—100—5—125	70—3—85—4—105 (*see* foot-note*).
Machine foreman ...	1	...	150—10—200	125—15/2—170
Press foreman ...	1	...	50—3—80	50—3—80
Machine jamadar ...	1	...	70—4—98	60—3—84
Bindery foreman ...	1	...	125—5—150	100—5—125
Assistant bindery foreman	1	...	60—4—80	60—3—80
Jamadar	1	...	40—2—50	40—2—50
Despatcher	1	...	20—1—30	20—1—30
Paper counters ...	3	...	25—1—35	25—1—35
Material supplier ...	1	...	25—1—35	25—1—35
Examiners	2	...	30—1—40	30—1—40
Numberer	1	...	30—1—40	30—1—40
Finishers	1	...	40—2—50	40—2—50
Finisher	1	...	25—1—35	25—1—35
Gesetner operator ...	1	...	55—2—65	55—2—65
Head mechanic ...	1	...	200—10—250	140—3—175
Mechanic	1	...	40—3—55	40—3—55
Mechanics	2	2	30—1—40	30—1—40
Carpenters	1	1	30—1—40	30—1—40
Lorry driver	1	...	70	70
Stereotyper	1	...	60—4—80	60—4—80
Finisher	3	...	25—1—35	25—1—35
Roller moulder ...	1	...	30—1—40	30—1—40
Assistant roller moulder	...	1	25—1—35	25—1—35
Apprentices	4	...	...	50
Rotary Machineman ...	1	...	...	50
Sub-Assistant Surgeon ...	1	...	75—5—175	
Compounders ...	2	...	30—1—40	
Cutting machinemen ...	8	...	1 on 40—1—60—2—70 and 7 on 35—1—60.	1 on 40—1—60—2—70 and 7 on 35—1—60.
Piece—				
Compositors† ...	144	6		
Impositors	5	1		
Distributors	9	2		
Printing machinemen ...	22	2		
Hand pressmen ...	17	2		
Binders‡	132§	10		

*This rate of pay will be allowed only to those whose outturn is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens, but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 900,000 ens per month.

†Vacancies occurring on or after the 24th December 1938, will be filled on a salaried basis (Rs. 30—3/2—60—5/2—65, with efficiency bar at Rs. 60) until such time as 80 posts are transferred from the piece to the salaried establishment.

‡Six posts of cutting machinemen will come into existence on the abolition of 6 permanent posts of binders, the encumbents of which are employed on cutting work with effect from the date(s) they fall permanently vacant. (*TD/14/39-A. & F.*)

§To be reduced by 15 posts as and when vacancies occur and replaced by 15 posts of warehousemen on Rs. 20—1—30 (old and revised scale). [*C. P. & S. Memo. No. 20/31/40-A. & F. dated the 23rd December 1940.*]

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried—	*Inferior.*			
Paper suppliers ...	4	...	25—1—35	25—1—35
Forme carriers ...	12	10	20—1—30	20—1—30
Metal melter	1	...	25—1—35	25—1—35
Paste supplier ...	1	...	18	18
Record suppliers ...	6	...	20—1/4—27	20—1/4—27
Rotary Machine Inkers	2	...	...	25
Chowkidars	2	...	20—1/4—25	20—1/4—25
Peon jamadar ...	1	...	15—1—20	15—1—20
Foors	17	...	15—1/5—19	15—1/5—19
Durwans	1	1	15—1/5—19	15—1/5—19
Farashes	1	1	15—1/5—19	15—1/5—19
Labourers*	42	...	19	19
Labourers*	...	7	18	18
Packers	3	...	...	15—1/5—19
Mehtars (Sweepers) ...	...	12	15	15
Firemen	2	...	14	14
Bhisties	1	1	13	13
Mali	...	1	13	13
Piece—				
Machine inkers ...	16	...	...	...
Press inkers	17	2	...	...
Flyboys	17	2	...	...

*Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a non-pensionable basis and should be paid from contingencies.

11. Details of classification and rates of pay in the Government of India Press, New Delhi.—The press was first reorganised in accordance with the sanction received with letter No. A.-431, dated the 13th March 1927, from the Department of Industries and Labour. Further revisions were sanctioned in that Department's letters Nos. A.-431, dated the 3rd February 1928, 17th September 1928, 15th October 1928, 29th August 1933, 30th August 1934, 12th March 1935, 13th November 1935, 13th December 1935, 21st December 1935, 25th January 1936, 7th April 1936,

11th May 1936, 8th August 1936, 15th December 1936 and 20th February 1937 and A.-570, dated the 13th January 1928. Revised rates of pay were sanctioned in that Department's letter No. A.-396, dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA PRESS, NEW DELHI

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay
	Permanent.	Temporary.		
Salaried—	*Superior.*		Rs.	Rs.
Manager	1	...	850—50—1,250*	800*
Assistant Manager ...	1	...	250—25—550	360—20—500
Overseer	1	...	250—25—550	225—15—300
Head Assistant ...	1	...	180—10—250	175—15/2—250
Accountant	1	...	175—15/2—250	175—15/2—250
General store keeper ...	1	...	100—10—200	75—15/2—150
Cashier	1	...	80—5—130	80—5—130
Assistants	4	...	80—4—140	80—5—130
Head computor ...	1	...	90—6—150	90—6—150
Estimator	1	...	60—3—105	60—3—105
Clerks (upper scale) ...	18	...	60—3—105	40—40—5/2—80—3—95. (Clerks doing purely typists' work should be limited to a maximum of Rs. 80).
Computors (upper scale)	10	...	60—3—105	
Clerks (lower scale) ...	17	...	35—2-1/2—80	
Assistant computors (lower scale).	10	...	35—2-1/2—80	
Time keeper	1	...	60—3—105	
Assistant time keeper ...	1	...	35—2-1/2—80	
Paper issuer	1	...	35—2-1/2—80	
Report writers ...	2	...	35—2-1/2—80	40—40—5/2—80
Caretaker and transit clerk.	1	...	40—1—50	40—1—50
Head reader	1	...	300—10—350	225—10—275
Readers	5	...	200—10—250	15 (Class I) 100—5—150—10—200. Not more than 3 Readers will be allowed to draw pay above Rs. 150 in this scale.
Readers	6	...	160—10—200	
Readers	5	...	110—8—150	
Readers	16	...	60—4—100	17 (Class II) 55—3—85
Revisor	1	...	60—4—100	55—3—85
Revisers	7	...	45—3—75	40—2-1/2—65
Copyholders	33	...	40—2—50	35—2—45
General foreman ...	1	...	175—10—225	150—10—200
Correction checker ...	2	...	60—3—75	55—2-1/2—65
Type store keeper ...	1	...	60—3—75	55—2-1/2—65
Standing forme keeper	1	...	50—2-1/2—65	45—2-1/2—60

*With free quarters.

Designation of posts.	Number. Permanent.	Number. Temporary.	Present rates of pay.	Revised rates of pay. ?
			Rs.	Rs.
Salaried (Superior)—contd.				
Type suppliers	2		25—1—35	25—1—35
Section-holders	2		100—5—150	85—1—125*
Assistant section-holders	5		40—4—80	40—4—80
Lino and mono mechanics	5		100—5—125	85—4—105*
Mechanic (Mechanical)	1		80—4—100	70—3—85
Assistant mechanic (Lino)	2		45—1—50	40—1—45
Assistant mechanic (Mechanical).	1		35—1—40	32—1—37
Assistant mechanic (Bindery).	1		35—2—40	32—1—37
Assistant mechanic (Mono)	1		40—1—45	40—1—45
Linotype operators	18		55—100	70—3—85—2—105
			*80—4—100—5—[illegible]	[illegible]
Galley proof pressmen	10		20—1/2—25	20
Distributors (Lino and Mono).	2		25—1—35	24—1—33
Mechanic foreman	1		50—4—100	50—3—65
Machinemen†	4		30—2—50	28—2—46
Stereotyper	1		40—1—45	35—1—40
Bindery and warehouse foreman.	1		80—4—100	70—3—85
Mono keyboard operators	10		80—4—100	
			*80—4—100—5—[illegible]	70—3—85—4—105
Mono caster attendants	16		30—1—36	28—1—33
Learner on Mono-Casting Machine (Fluctuating grant).		1		22
Binders	4		50	40 or 45
Binders	6		45	40 or 50
Binders ‡	7		40	40 or 35
Binders	9		35	40 or 40
Binders	9		30	30 or 25
Bindery Examiner	1		50—1—40	50—1—40
Press and machine jamadar	1		40—2—50	40—2—50
Bindery Jamadar	1		40—2—50	40—2—50
Assistant standing forme keeper.	1		40—2—50	40—2—50
Warehousemen	17		24	14 or 24
Warehousemen	14		22	14 or 22
Warehousemen	9		20	14 or 20
Warehousemen	12		18	14 or 18

* Applicable to those transferred from the Government of India Press, Calcutta.

? This rate of pay will be allowed only to those whose outturn calculated in accordance with the rules in force in the Government of India Press, Calcutta, is not less than 5,000 (corrected) ems per hour. If outturn is less than 5,000 (corrected) ems but not less than 4,500 (corrected) ems per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ems per hour, the reduction will be Rs. 8. Bonus at the rate of 8 pies per 1,000 ems will be allowed when the outturn exceeds 900,000 ems per month.

‡ Appointments against these posts may be made at piece rate.

†The strength of Binder and Warehousemen is the existing strength to be adjusted as Assistants [illegible] Letter No. [illegible] dated the [illegible] August 1946.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried (Superior)—concld.				
Electric master ...	1	...	65—3—80—4—100	55—3—85
Carpenter ...	1	...	40—1—45	35—1—40
Apprentice ...	1	...	50	50
Piece—				
Compositors* ...	140	...	...	...
Compositors ...	6	...	...	...
Pressmen ...	6	...	...	...
Distributors† ...	8	...	...	...
Machinemen ...	15	...	...	...
Machinemen (Falcon) ...	2	...	...	...
Salaried—	*Inferior.*			
Paper suppliers ...	2	...	20—1—25	22
Machine inkers‡ ...	2	...	20—1/2—25	20
Roller moulder ...	1	...	20—1/2—25	20
Electric labourer ...	1	...	20	19
Forme carriers ...	12	...	18	17
Metal melter ...	1	...	18	17
Record supplier ...	1	...	20—1/2—25	20—1/2—25
Peon Jamadar ...	1	...	17—1—20	17—1—20
Dufteri ...	3	...	15—1/2—20	15—1/2—20
Peons ...	15	...	15	15
Dawan ...	1	...	15	15
Labourers§ ...	30	...	16 & 14	15 & 14
Farash ...	1	...	14	14
Chowkidars ...	2	...	16	14
Packers ...	2	...	15	15
Piece—				
Press inkers ...	6	...	...	...
Press flyboys ...	6	...	...	...
Machine inkers ...	15	...	...	...

*Vacancies occurring on or after the 24th December 1938 will be filled on a salaried basis (Rs. 30—3/2—60—5/2—65, with efficiency bar at Rs. 60) until such time as 80 posts are transferred from the piece to the salaried establishment.

†Future vacancies of distributors will be made on a salaried basis on the rates of pay of Rs. 25—1—35 for "old" and Rs. 23—1—33 for "new" entrants.

‡Appointments against these posts may be made at piece rates.

§Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a [illegible]

12. Details of classification and rates of pay in the Government of India Press, Simla.—The press was first reorganised in accordance with the sanction received with letter No. A.-413, dated the 13th November 1923 from the Department of Industries and Labour. The sanction was modified later in that Department's letters Nos. A.-525, dated the 17th November 1925, A.-413, dated the 11th February 1924, 6th July 1926, and 22nd March 1929, A.-570, dated the 27th March 1925 and 13th January 1928, A.-431, dated the 31st March 1927, A.-350, dated the 2nd September 1927 and A.-431, dated the 7th April, 11th May and 8th August 1936. Revised rates of pay for new entrants were sanctioned in the I. and L. Department's letter No. A.-398, dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA PRESS, SIMLA

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
Salaried—	*Superior.*		Rs.	Rs.
Manager	1	...	850—50—1,250*	800*
Assistant Manager ...	1	...	250—25—550	300—20—500
Head clerk	1	...	200—10—300	175—15/2—250
Clerks (upper grade) ...	3	...	120—8—200	80—5—150
Clerks	19	...	50—3—125	40—40—5/2—90—3—105
Clerk (Press Report writer—Industrial).	1	...	50—3—125	
Clerks	6	...	35—2 1/2—90	40—40—5/2—90—3—105
Gazette despatcher ...	1	...	50—3—125	
Addressograph operator	1	...	35—3—50	35—3—50
Paper issuer	1	...	20—1—25	20—1—25
Storekeeper (Type) ...	1	...	80—4—100	70—3—85
Section-holders ...	5	...	125—10—175	100—10—150
Assistant section-holders	2	...	55—3—85	50—2-1/2—75
Binding and warehouse jamadar.	1	...	80—4—100	70—3—85
Press jamadar ...	1	...	125—10—175	100—10—150
Assistant press jamadar	1	...	65—2—75	55—2—65
Head reader	1	...	325—15—400	250—10—300
Senior readers ...	3	...	245—10—325	10
Readers	4	...	180—10—220	Class I 120—6—180—10—220. *Not more than 2 Readers will be allowed to draw pay above Rs. 180 in this scale.*
Readers	5	...	125—8—165	9 (including 1 temporary) Class II
Readers	6	1	70—4—110	80—2—100
Revisers	3	1	70—4—110	62—[illegible]—105
Compositors	12	3	40—2—60	35—2—55

*With free quarters.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried (Superior)—contd.				
Compositors	21	...	2 on 90 3 on 80 4 on 75 6 on 70 6 on 65	2 on 80 3 on 70 4 on 65 9 on 60 3 on 55
Compositors	18	...	60	55
Compositors	16	5	55	50
Mono keyboard operators	10	...	80—4—100	70—3—85—[illegible]105 (*see* foot-note o[illegible].15).
Mono caster attendants	12	...	35—3—50	30—2-1/2[illegible]45 70—3—85—4[illegible]05
Lino operators ...	12	...	85—100	(*see* foot-note o[illegible].15).
Randomen	5	...	55	50
Impositors	[illegible]	...	45	40
Impositors	2	...	40	35
Machinemen	7	...	5 on 45 1 on 40 1 on 35	5 on 40 1 on 35 1 on 30
Binders	5	...	1 on 50 1 on 45 3 on 40	1 on 45 1 on 40
Binders	3	...	38	6 on 35 and
Binders	2	...	35	11 on 30
Binders	9	...	30	
Warehousemen ...	4	...	25	2 on 25
Warehousemen ...	11	...	22	4 on 22
Warehousemen ...	3	...	20	6 on 20
Warehousemen ...	4	5	18	15 (including 5 temporary) on 18.
Time checker ...	1	...	125—10—175	100—10—150
Forme proof pressmen	2	...	25	23
Forme proof pressmen	1	...	22	20
Galley proof pressmen	4	...	22	20
Galley proof pressmen	1	1	20	20
Stereotyper	1	...	45	40
Supplier	1	...	30	1 on 30
Supplier	1	...	27	2 on 25
Suppliers	2	...	25	6 on 20.
Suppliers	5	...	22	
Head mechanic ...	1	...	150—10—200	125—15/2—175
Mechanic	1	...	125—5—150	100—5—125
Motor attendant ...	1	...	25	23
Standing forme keeper	1	...	65—2—75	55—2—65
Assistant standing forme keeper.	1	...	50—2—60	45—2—55
Carpenters	2	...	1 on 50 1 on 45	1 on 45 1 on 40
Blacksmith and mechanic	1	...	60	55
Roller moulder ...	1	...	25	23
Piece—				
Pressmen	9	...	...	...

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried—	*Inferior.*			
Machine inkers ...	7	...	18	18
Forme carriers ...	11	...	18	18
Forme carriers ...	9	...	17	17
Forme carriers ...	2	3	16	16
Metal melter	1	...	25	23
Gazette duftry ...	1	...	15—1—30	15—1—30
Jamadar of peons ...	1	...	15—1—20	15—1—20
Peons	5	...	15	15
Peons	6	...	14	14
Peons	5	2	13	13
Chowkidars	3	...	15	15
Labourer*	1	...	17	17
Piece—				
Inkers	9	...	...	...
Fly boys	6	...	...	...

* Labourer employed on or after the 8th August 1936 is on a non-pensionable basis and should be paid from contingencies.

NOTE.—This rate of pay will be allowed only to those whose outturn calculated in accordance with the rules in force in the Government of India Press, Calcutta, is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,000 (corrected) ens per hour, the reduction will be Rs. 8. Bonus at the rate of 6 pies per 1,000 ens will be allowed when the outturn exceeds 900,000 ens per month.

13. Details of classification and rates of pay in Government of India Forms Press, Aligarh.—The Aligarh Press was first reorganised in accordance with the sanction received with the Industries and Labour Department's letter No. A.-570, dated the 27th March 1925. Further revisions took place, vide Industries and Labour Department's letters Nos. A.-627, dated the 28th April 1926, A.-627, dated the 15th February 1927, A.-570, dated the 13th January 1928, A.-627, dated the 26th November 1929, A.-431, dated the 20th August 1934, A.-627, dated the 23rd March 1935, A.-431, dated the 9th April 1936, 4th May 1936 and 11th May 1936, A.-627, dated the 22nd July 1936, A.-431, dated the 8th August 1936 and A.-627, dated

the 11th January 1940. Revised rates of pay were sanctioned in the I. and L. Deptt.'s letter No. A-[illegible], dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA FORMS PRESS, ALIGARH

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried—	*Superior.*			
Manager	1	...	750—50—1,000*	600—20—700
Overseer	1	...		225—15—30[illegible]
Head clerk	1	...	200—5—250	150—10—20[illegible]
Head assistant ...	1	...	125—5—175	125—5—150
Accountant	1	...	100—5—140	100—5—175
Store and stationery keeper	1	...	100—5—140	100—5—175
Cashier	1	...	70—3—100	75—3—90
Clerks	2	...	80—4—100	75—3—90
Clerks	5	...	50—3—80	
Time-keeper	1	...	50—3—80	
Computors	2	...	35—2—75	35—2—75
Clerks	41	...	35—2—75	
Transport clerk ...	1	...	20—2—30	
Waste paper clerk ...	1	...	20—1—25	
Forwarding clerk ...	1	...	30	
Paper issuers	2	...	25	20—1—30
Paper issuer	1	...	20	
Reader	1	...	90—4—110	80—5—95
Reader	1	...	65—4—85	60—3—75
Copyholder and Reviser	1	...	45—2—55	40—2—50
Copyholder	1	...	30—2—40	28—2—38
Foreman (Machine and Press).	1	...	100—5—125	85—5—105
Head mechanic ...	1	...	75—5—125	65—4—105
Foreman (Bindery) ...	1	...	80—4—100	70—3—85
Foreman (Composing)	1	...	70—5—100	65—4—85
Foreman (Stereotyping)	1	...	50—4—70	45—4—65
Machine jamadar ...	1	...	40—2—50	35—2—45
Assistant foreman (Bindery).	1	...	40—3—70	35—3—65
				45—5—70
			50—5—75	1 on 40
Vernacular compositor ...	1	...	1 on 45	2 on 35
Compositors	4	...	3 on 35	4 on 30
			30	6 (including 1 temporary) on 25
Compositors	4	...	25	
Compositors	1	...	30	28
Impositor	1	...	2 on 50	2 on 45
Rotary printers ...	8	...	4 on 40	3 on 40
			2 on 35	3 on 35

*With free quarters.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried (Superior)—contd.				
Counters	32	7	4 on 22 6 on 20 29 (including 7 temporary) on 18.	4 on 21 6 on 19 29 (including 7 temporary) on 17.
Binders	14	...	3 on 40 3 on 35 8 on 20	4 on 35 6 on 30 19 on 25
Binders	16	3	25	44 (including 3 temporary) on 20
Binders	40	8	20	20 (including 16 temporary) on 15.
Binders	4	8	15	
Stereotyper	1	...	35	2 on 30
Stereotypers	5	...	25	3 on 25
Stereotypers	3	...	20	4 on 20
Lead and quotation caster	1	...	25	20
Power station engineer	1	...	150—10—200	125—15/2—175
Electrician	1	...	60—5—100	55—4—87
Engine driver ...	1	...	40—3—40	35—2—55
Mechanics	2	...	1 on 60—3—75 1 on 50	1 on 60 1 on 45
Carpenters	3	...	2 on 35 *1 on 25	2 on 32 1 on 27
Standing forms keeper	1	...	30—2—40	35
Tag machinemen ...	2	...	30	30
Rewinder	1	...	25	25
Blacksmith	1	...	35	32
Switch board attendant	1	...	30—5—45	35
Lorry driver	1	...	35—2—45	35
Firemen	3	...	1 on 45 1 on 40 1 on 20	* [illegible] 1 on 35 1 on 20
Galley proof pressman	1	...	18	17
Lineman	1	...	20	20
Piece—				
Hand pressmen ...	12	...	...	...
Machinemen	14	...	...	...
	Inferior.			
Distributors	2	...	15	14
Assistants (tag and rewinders).	2	...	20	20
Cleaner driver ...	1	...	20	20
Rotary men	15	...	8 on 25 & 7 on 20	8 on 25 & 7 on 20
Roller moulders ...	2	...	1 on 25 & 1 on 18	20
Folders	30	7	12	12
Cleaners	2	...	18	18

*The post is classified as inferior.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
Salaried (Inferior)—contd.			Rs.	Rs.
Forme carriers ...	1	1	15	15
Mali	1	—	20	20
Jamadar	1	...	20	18
Jamadar Packer ...	1	...	18	18
Packers	57	8	15	14
Labourers*	22	7	15	15
Chowkidars	6	...	13—1/5—18	14
Gatemen	2	...	13—1/5—18	14
Peons	6	...	13—1/5—18	13
Farash	1	...	13—1/5—18	12
Waste paper sorters ...	5	...	10	10
Envelope makers† ...	34	...	9 on 16, 3 on 15, 1 on 13 & 21 on 12.	9 on 16, 3 on 13, 1 on 13 & 21 on 12.
Piece—				
Handpress inkers ...	12	...	...	...
Handpress flyboys ...	10	...	...	...
Machine inkers ...	14	...	...	...

*Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a non-pensionable basis and should be paid from contingencies.

†Eventual grades to be brought into effect for both old and new entrants are—6 on Rs. 16, 10 on Rs. 14 and 18 on Rs. 12 (13/5/39-A. & F.).

14. Details of classification and rates of pay in the Government of India Forms Press, Calcutta.—The press was started in August 1924, vide Industries and Labour Department's letter No. A.-586, dated the 29th August 1924 and placed on a permanent footing vide that Department's letter No. A.-586, dated the 25th February 1929. Certain temporary posts were transferred to the permanent establishment, vide Industries and Labour Department's letters No. A.-431, dated the 7th April 1936 and 8th August 1936. Revised rates of pay for new entrants were sanctioned in that Department's letter No. A.-398, dated the 30th May 1934. Further additional posts were sanctioned in April 1937, vide Labour Dept. letters No. A.-431, dated the 2nd April 1937 and 15th February 1939. The statement below shows the classification of establishment under

"salaried", "selected", "permanent", "temporary", "salaried" [illegible]

GOVERNMENT OF INDIA FORMS PRESS, CALCUTTA

Designation of post.	Number.		Present rates of pay	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Salaried—	*Superior.*			
Accountant	1	...	250—10—350	225—15/2—300 175—15/2—250*
Assistant Accountant ...	1	...	45—45—50—3—65—4—85—4—105—5—140 (Efficiency bar at Rs. 85)	45—45—5/2—90—3—105.
Stationery and stock-keeper.	1	...	100—8—180	80—4—120
Receiver and despatcher	1	...	45—45—50—3—65—4—85—4—105—5—140 (Efficiency bar at Rs. 85)	25—25—5/2—95—3—105.
Transit clerk	1	...		
Time keeper and report writer.	1	...		
Clerks	2	...		
Reader	1	...	110—8—150	100—5—125
Compositor	1	...	50—45—3—60	30—35—3—60
Foreman	1	...	200—10—250	150—10—200
Binders Jamadar ...	1	...	50—2—60	50—2—60
Forme proof pressman ...	1	...	25—1—35	25—1—35
Standing form keeper ...	1	...	40—2—60	40—2—60
Machine foreman ...	1	...	60—2—80	60—2—80
Machinist	1	...	40—2—55	40—2—55
Motor attendant ...	1	...	35—2—55	35—2—55
Compositor	...	1	...	30—1/2—40—2/2—65 (Efficiency bar at Rs. 40)
Press—				
Compositors	3	...	...	...
Impositor	1	...	...	...
Printing machinemen ...	12	4	...	...
Binders	10	3	...	...

*Applicable to persons who join service on or after the 30th January 1922.

[illegible] Rs. 30—1/2—40—2/2—65, with efficiency bar at Rs. 40.

Designation of posts.	Number.		Existing rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
	Inferior.		Rs.	Rs.
Salaried—				
Paper supplier	1	...	25—1—35	25—1—35
Forme carriers	6	3	20—1—30	20—1—30
Telegraphist	...	1	19	19
Durwan	1	...	15—1/5—19	15—1/5—19
Peons	2	1	15—1/5—19	15—1/5—19*
Tatash	...	1	15—1/5—19	15—1/5—19
Sweepers	...	3	13	13
Labourers†	3	1	3 on 19 and 1 temporary on 19	3 on 19 and 1 temporary on 19
Piece—				
Takers	12	4	...	...

* Rs. 13—1/5—17 *plus* Compensatory allowance of Rs. 2 p.m. for those recruited on or after 1st April 1936.

† Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a non-pensionable basis and should be paid from contingencies.

15. Classification of appointments as superior and inferior.—Certain appointments in the Government of India Presses have been specially classed as superior or inferior, by the Government of India. A list of such appointments is reproduced below:—

Designation.	Press.	Authority.
	Superior.	
Musical Supplier ...	Government of India Press, Calcutta.	Industries and Labour Dept. letter No. A.-700, dated the 14th November 1927.
Lorry Driver	Government of India Press, Calcutta, and Forms Press, Aligarh.	Industries and Labour Dept. letter No. A.-631, dated the 6th December 1930.
Distributors (whose monthly earnings exceed Rs. 15).	Government of India Presses, Calcutta, New Delhi and Simla.	Board of Industries and Munitions letter No. A.-33, dated the 29th November 1920.
Collecting Sircars ...	Governments of India Presses, Calcutta, New Delhi and Simla.	Industries and Labour Department letter No. A.-471, dated the 15th September 1923.
Hand rulers (now designated as Paper Counters, *vide* I. & L. Dept. letter No. A.-431, dated the 16th February 1929).		
Carpenters on a pay of Rs. 30 a month or over.		
Stamp Counters		
Stereotypers		
Blacksmiths		
Gallerymen		
Roller Moulder	Government of India Press, Simla.	Labour Dept. letter No. A.-471, dated the 19th May 1940.

NOTE.—Also see Appendix 7-A of the Civil Service Regulations for other appointments.

Designation.	From.	Authority.
	Inferior.	
Apparatus (Tag and Re-washer).	Forms Press, Aligarh ...	Controller of Printing and Stationery, India, Memo. No. C. F. O. 15/43/30, dated the 19th August 1930.

16. **Arrangement of establishments.**—The establishment of the Government of India Presses at Calcutta, New Delhi, Simla and Aligarh is arranged by branches as under :—

I.—Administration and Accounts Branch

Receiving and despatching.
Correspondence.
Accounts.
Stationery and stores.
Computing.
Cash.
Timekeeping.
Sanitary and medical.
Publications.*

II.—Composing Branch.

Hand composing.
Linotype operating.
Linotype correcting.
Monotype operating.
Monotype casting.
Monotype correcting.
Type store distributing.
Standing forms.
Reading.

III.—Machine and Press Branch

Machine press printing.
Hand press printing.
Rotary machine printing.

IV.—Binding Branch.

Binding.
Finishing.
Envelope making.
Machine ruling.
Die stamping.

V.—Foundry Branch.

Stereotyping.
Type casting.
Nickel facing.

VI.—Mechanical Branch.

Mechanical repair.
Roller casting.
Carpentering.
Lorry.

17. **Piecework establishments.**—In the Government of India Presses the following sections are pieceworkers, the others being on salaries:

Calcutta.

Hand composing.
Imposing.
Type store (distributing).
Monotype correcting.
Linotype correcting.
Machine press printing.
Hand press printing.
Binding.
Finishing.
Envelope making.
Die stamping.

* Stamp Department.

New Delhi

Hand compositor.
Imposing.
Monotype correcting.
Linotype correcting.

Type done (distribution).
Hand press printing.
Machine press printing.

Simla

Hand press printing.

Allahabad

Machine press printing.

Hand press printing.

CHAPTER III

GENERAL RULES

Section (1).

18. Recruitment and promotion in the clerical establishments.—The rules reproduced below have special reference to the Calcutta Branches of the Stationery and Printing Department but are to be applied *mutatis mutandis* to the Simla, New Delhi and Aligarh Presses as well.

RULES FOR PROMOTIONS IN AND APPOINTMENTS TO THE CLERICAL ESTABLISHMENT OF THE BRANCHES OF THE GOVERNMENT OF INDIA, STATIONERY AND PRINTING DEPARTMENT, AT CALCUTTA.

These rules shall take effect from the 26th March 192[illegible]. In these rules the term "branches" includes the—

Government of India Central Stationery Office.

Government of India Press, Calcutta.

Government of India Central Forms Store, and Forms Press.

General

1. Each Branch, including the Stationery Stores, will [illegible] the date specified above, have its own clerical cadre and shall maintain a gradation list of its clerical establishment, separate lists being maintained for the Stationery Stores. An up-to-date copy of the list shall be forwarded to the Controller each April for record.

2. Character rolls shall be maintained for every individual in each cadre. In April of each year officers-in-charge shall record in each roll their opinion of each clerk, etc., who has worked under them during the previous year. Character rolls will be submitted to the Controller along with proposals for promotions which require his sanction.

3. The officers-in-charge of the Branches concerned are authorised to sanction increments as they fall due, provided that they are satisfied that the increments have been fully earned. If there are grounds to withhold an increment the procedure mentioned in rule 6 of the Rules to provide for the making of first appointments to subordinate services under the administrative control of the Governor-General in Council and for the discipline and rights of appeal of members of those services, should be followed before the case is submitted to the Controller for orders.

4. No member of the clerical establishment shall be permitted to cross the efficiency bar in the case of those appointments for which the Controller is the appointing authority without the sanction of the Controller. Such sanction shall be given only on a certificate from the officer-in-charge that the officer concerned is thoroughly efficient.

5. All leave should be sanctioned by the officer-in-charge in accordance with the rules laid down for this purpose.

6. The Controller shall exercise the power of transferring any member of the clerical establishment of one office to the clerical establishment of another office of the Stationery and Printing Department.

Promotions

7. Subject to the Controller's approval in each case the officers-in-charge of the Branches concerned are empowered to make all officiating promotions from within their own clerical cadres, provided that the duration of such appointments is less than three months.

8. All permanent or semi-permanent promotions including appointments not covered by rule 7 above in any of the Branches shall be made only with the prior sanction of the Controller. In sanctioning such appointments the fact that a permanent or semi-permanent vacancy occurs in a particular Branch shall not ordinarily give a member of the clerical establishment working in that Branch a preferential claim to the vacancy and the Controller shall, therefore, take into consideration the working of all those in the various offices mentioned above who

were in employ on the 26th March 1929. To enable the Controller to exercise an efficient check over proposals for promotions or appointments to permanent or semi-permanent vacancies—which in all cases should be submitted through the Deputy Controller, Stationery—the Deputy Controller, Stationery, shall maintain a consolidated gradation list of the clerical staff of the offices mentioned above employed in the Branches on 26th March 1929 and shall submit a revised and up-to-date list in the month of April each year to the Controller for record.

NOTE.—The Controller's approval under rule 7 or sanction under rule 8 above is not required in the case of such clerical appointments, the appointing authority for which is the officer-in-charge of the Branch.

9. In the absence of fully qualified men to fill any vacancy in any of the above constituted cadres, the Controller is authorised to fill the vacancy (a) by appointing a man with practical or technical qualifications from the industrial establishment, or (b) by appointing an outsider in accordance with rule 11.

NOTE.—Whenever an industrial hand is appointed to a clerical post, the reasons for such appointment shall be recorded by the Controller.

Recruitment

10. Recruitment to fill vacancies in any of the individual cadres shall be made by the Controller or the officer-in-charge of the Branch as the case may be.

11. Direct recruitment of outsiders to posts of assistants or higher posts (excluding stenographers) on an initial pay of Rs. 80 or more shall be made only from graduates, from experienced hands from other Government offices when considered necessary in the interests of efficiency, from duly qualified men who have passed the test of the Government of India, late Staff Selection Board or the Federal Public Service Commission examination. Recruits for posts of clerk and typist must have passed a matriculation or equivalent examination. No particular educational qualifications have been prescribed for recruits to lower grades.

12. The officer-in-charge of each Branch shall maintain lists of qualified candidates, arranged in order of merit for the various grades separately. The following procedure should be adopted for preparing and maintaining the list:—

(i) The names of applicants for appointment in the Branch concerned should be registered. If necessary, applications may be called for by advertisement.

(ii) A few candidates judged to be the best should be selected, declarations in the standard form No. Press 103 obtained from each and, subject to the rejection of those ineligible for service in the Branch, a test conducted by the Manager to assess their merits inter se. The names should then be listed in order of merit showing also the following details:—

(a) age;

(b) educational qualifications;

(c) community;

(d) relationship to persons, if any, in the Stationery and Printing Department; and

(e) nationality (i.e., whether a British subject or subject of an Indian State).

(iii) The names should be kept on the waiting list for a period of two years or until they cease to be eligible for appointment whichever is earlier.

13. The list of eligible candidates maintained under rule 12 shall be submitted to the Controller for his selection in respect of posts for which he is the appointing authority.

14. Recruitment shall be subject to such age limits as may be laid down by the Government of India from time to time and to the orders regarding communal representation. Other things being equal, preference may be given to sons (and daughters) of employees of the Stationery and Printing Department who have recently retired or are on the verge of retirement.

Recruitment to the Stores Cadres

15. Recruitment to the Stores Cadres shall be made by the Controller from nomination made by the Store Keepers. Such nominations must be made in accordance with rules 11 and 14.

Application to other Offices.

18. The above rules shall apply *mutatis mutandis* to promotion in, and recruitment of, the clerical establishment (including the computing staff) of the Simla, New Delhi and Aligarh Presses. Lists of suitable candidates should be prepared, maintained and submitted to the Controller in accordance with rules 12 and 13 above.

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19. Selection posts.—Certain posts in the Government of India Presses have been declared by the Government of India to be selection posts, vide letter from the Department of Labour No. A48, dated the 21st July 1938 (reproduced below). Appointments to these posts should be made in accordance with the principles laid down in the Government of India, Home Department letter No. F.-431-27-Ests., dated the 12th July 1928 (reproduced below), according to which selection should be made on merit, seniority only being regarded when other qualifications are practically equal.

Letter No. A48, dated the 21st July 1938, from the Dept. of Labour, to the C.P.&S.I.

I am directed to refer to your letter No. 2D/8/37-A.&F., dated the 7th April 1938, on the above subject, and to say that, for the reasons explained, the Government of India have decided that the posts in the Stationery and Printing Department as shown in the accompanying list should be created as selection posts. Promotion to these posts should be made in accordance with the principles laid down in the Government of India Home Department letter No. F431-27/Ests., dated the 12th July 1928.

List of selection posts in the Stationery and Printing Department.

CLASS I POSTS

(1) Controller of Printing and Stationery, India.
(2) First Grade Manager, Government of India Press, Calcutta.
(3) Second Grade Managers, Government of India Presses, Simla and New Delhi.
(4) Deputy Controller, Stationery.
(5) Deputy Controller, Printing.

CLASS II POSTS

(1) Manager of Publications, Delhi.
(2) Managers of the Forms Presses, Calcutta and Aligarh.
(3) Assistant Controller, Printing.
(4) Assistant Controller, Stationery.
(5) Store Examiner (Central Stationery Office, Calcutta).
(6) Assistant Managers in the Government of India Presses, Calcutta, New Delhi and Simla.
(7) Overseers in the Government of India Presses, Calcutta and New Delhi, and Assistant Manager (designation to be changed into Overseer when the post is not held by the present incumbent), Forms Press, Aligarh.

SUBORDINATE POSTS

Central Stationery Office, Calcutta.

(1) Superintendent.
(2) Head Assistants, Class I and Class II.
(3) Cashier.
(4) Assistants.
(5) Store Keeper.
(6) Deputy Store Keepers.
(7) Chemical Assistants.
(8) Typewriter Mechanic.

Government of India Press, Calcutta

(1) Head Assistant.
(2) Accountant.
(3) General Store Keeper.
(4) Cashier.
(5) Head Computor.
(6) Assistants.
(7) Head Reader.
(8) Senior Readers.
(9) Readers (on the old rate of pay of Rs. 200—10—250 and on the revised rates of pay drawing a salary of more than Rs. 150 p.m.).
(10) Head Mechanic.
(11) Foreman.
(12) Machine Foreman.
(13) Bindery Foreman.
(14) Press Foreman.
(15) Section-holders.
(16) Correction Checkers.
(17) Lorry Driver.
(18) Gestetner Operator.

Government of India Press, New Delhi

(1) Head Assistant.
(2) Accountant.
(3) General Store Keeper.
(4) Head Computor.
(5) Assistants.
(6) Cashier.
(7) Head Reader.
(8) Readers (on the old rate of pay of Rs. 200—10—250 and on the revised rates of pay drawing a salary of more than Rs. 150 p.m.).
(9) General Foreman.
(10) Machine Foreman.
(11) Bindery and Warehouse Foreman.
(12) Section-holders.
(13) Correction Checkers.

Government of India Press, Simla

(1) Head Clerk.
(2) Clerks (Upper Scale).
(3) Head Reader.
(4) Senior Readers (on the old rate of pay of Rs. 245—10—325 and on the revised rates of pay drawing a salary of more than Rs. 180 p.m.).
(5) Readers (on the old rate of pay of Rs. 150—10—230 and on the revised rates of pay drawing a salary of more than Rs. 180 p.m.).
(6) Head Mechanic.
(7) Section-holders.
(8) Press Jamadar.
(9) Binding and Warehouse Jamadar.
(10) Time Checker.

Forms Press, Aligarh

(1) Head Clerk.
(2) Head Assistant.
(3) Accountant.
(4) Store and Stationery Keeper.
(5) Cashier.
(6) Foreman (Machine and Press).
(7) Foreman (Bindery).
(8) Foreman (Composing).
(9) Foreman (Stereotyping).
(10) Head Mechanic.
(11) Power Station Engineer.
(12) Electrician.

Central Forms Store, Calcutta

(1) Superintendent.
(2) Head Assistant.
(3) Accountant.
(4) Assistants.
(5) Lorryman.
(6) Cashier (vide letter No. A41, dated 29th July 1948 from the Labour Department).

Forms Press, Calcutta

(1) Accountant.
(2) Stationery and Stock Keeper.
(3) Foreman.
(4) Machine Foreman.

Central Publication Branch

(1) Assistant Manager.
(2) Superintendent.
(3) Accountant.
(4) Assistants (including Assistant Stock Keeper).

Letter No. F.-431-27/Esty., dated 12th July 1928, from Home Department to all Local Governments and Administrations.

Memorials received from certain officers have once more brought into prominence the question of the principles which should govern the making of appointments by selection posts and in particular how far weight may reasonably be given to the fact of seniority in deciding the claims of various officers to selection. I am to invite attention to the Home Department letters of the 28th July 1912 and the 30th April 1925 which gave instructions as to the factors to be taken into consideration when appointments are made to posts of Commissioner, and to the letter of the Department of Education, Health and Lands, No. 1755, dated the 20th August 1925, which dealt with promotions to selection grade posts in the Indian Educational, Indian Agricultural, Indian Veterinary and Indian Forest Services. The main principle which for many years has been accepted as governing this matter is that laid down by the Decentralisation Commission in connection with appointments to Commissionerships, but applicable to all selection appointments. It is reproduced in paragraph 1 of the Home Department letter of the 28th July 1912 as follows:—

"Promotion to the offices of Commissioner of a division should be by selection from the list of executive officers of the province, seniority only being regarded where other qualifications are practically equal."

2. The Government of India desire once more to emphasise this principle. They recognise that in the case of selection for the post of Superintendent, for instance, it may happen that there are a number of officers who are equal to the duties of the post and that it may not be easy to assess with confidence the value of their varying qualifications and experience. In such cases, however much it may be desired to emphasise the principle of selection, seniority may come to be an element of importance. But there is always a danger that seniority may assume too great importance and that what should be a system of selection may degenerate into a mere selection of the senior. This is a development which must be guarded against carefully, and I am to emphasise the necessity that in each case a positive act of selection should be performed.

3. The Secretary of State has laid special stress on the importance of adhering to the principle of selection and has desired not only that it should be carefully maintained in practice, but also that it should receive full publicity. I am, accordingly, to request that, whenever it is necessary to make an appointment to a selection grade or post (whether officiating or substantive) in an All-India Service, the local Government will undertake a definite selection among the officers whose claims to promotion deserve consideration. I am at the same time to ask that they will take steps to see that officers of the Services under their control are aware of the principle governing the matter.

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20. (i) Recruitment of Apprentices.—Applications for the recruitment of apprentices are called for by advertisement every year. The press in which the apprenticeship is offered will be announced at the time. Candidates must be graduates with degrees not below the B. A. or B. Sc. The following are the rules for the recruitment of apprentices :—

RULES FOR THE RECRUITMENT AND TERMS OF SERVICE OF APPRENTICES IN THE GOVERNMENT OF INDIA PRESSES.

1. Applications for the recruitment of one apprentice every year will be called for by advertisement. The Press in which the apprenticeship is offered will be announced at the time.

2. Candidates must be in possession of a University degree. Preference will be given to applicants who have had practical experience of printing or who have been educated in a technical or engineering institute. Candidates must not be below 17 years or above 22 years of age and must produce a certificate of physical fitness from a Civil Surgeon or Presidency Surgeon. They must also produce certificates of respectability and character from two respectable persons not related to them as well as from the head of the institution in which they were educated.

3. A successful candidate before considered, must sign an agreement of service as an apprentice on Rs. 3 stamped paper, the cost being met by him. The agreement will be drawn up in the following form :—

"I ..... hereby agree to serve as an apprentice in the Government of India Press, ... for a period of five years and to be bound by the terms and conditions of service set forth in the rules appended to the letter from the Government of India, No. ..... dated ....."

4. The period of apprenticeship will be five years during which an apprentice will be paid Rs. 30 (Rupees fifty) per mensem as subsistence allowance. One-tenth of this amount will be deducted every month and will be deposited in the Post Office Savings Bank to the credit of the apprentice and the whole amount so deposited, together with interest, if any, will be paid to him on completion of the term of his apprenticeship; but will be liable to forfeiture in the event of his leaving the Press before the prescribed period of training is complete or if he fails to qualify in the final examination prescribed under rule 8 (20-2-35-A & F).

5. The selected apprentice will undergo practical training in the Press to which he is attached and will be recommended the study of certain prescribed books. He will be placed under the direction of the supervising officers in the various branches of the Press and when he has acquired sufficient practical knowledge, his studies in the theoretical side will be granted by the Press officers. Examinations to test his progress will be held from time to time.

6. The apprentice must attend the Press for the full normal working hours fixed for the Press and will in all other respects be subject to the disciplinary rules in force in the Press.

7. The apprentice will be eligible for 15 days' casual leave in each calendar year and will be allowed subsistence allowance for that period. Such allowance will not be granted for other absences on working days.

8. On the completion of the prescribed course the apprentice shall be required to appear for a final examination in both theory and practice which will be held under arrangements made by the Manager. A certificate will be granted to an apprentice who completes the prescribed course and qualifies in the final examination (29/2159-A. & F.).

9. The Government of India reserve to themselves the right to dispense at any time with the services of an apprentice who is proved to the satisfaction of the Manager of the Press to be unsuitable for retention on the ground of his conduct or inability to profit by the course of instructions.

10. An apprentice who passes the final test on completion of the period of apprenticeship will have no claim to an appointment under Government. (Letter from the Department of Industries and Labour, No. A-108, dated the 31st August 1931.)

(ii) **Recruitment of industrial staff.**—Appointments to the post of Head Reader are made by the Controller. All other appointments to the permanent or temporary industrial staff and transfers from the temporary to the permanent industrial staff are made by the Manager. *Women are disqualified for appointment to non-clerical services in the Government of India Presses.

A. Readers.—(1) An examination will be held annually in May for the New Delhi Press and in March for the Calcutta and Simla Presses for filling posts of readers in the lowest grade or class which are likely to fall vacant during the two ensuing years; if no vacancies are anticipated, no examination will be held.

(2) The subjects of the examination, the marks allotted and the time allowed for each subject will be as follows:—

	Marks	Qualifying Marks.
(a) Dictation in English. Time 1/2 hour.	100	60%
(b) English ... ... Time 1 hour.	100	60%

Candidates will be tested in the following:—

(i) Correcting mistakes in English.

(ii) Giving the meanings of ordinary phrases or quotations (French and Latin expressions in common use may be included).

(iii) Explaining accepted signs, abbreviations and contractions commonly employed.

(c) Proof correcting ... ... Time 1/2 hour.	100	75%

The paper will consist of two foolscap folio pages in pica type, full measure.

(2) The examination will be open to the men of the Reading Branch and other Branches of the Press and to outsiders, but the Manager may confine it to the Reading Branch only or to the Press including the Reading Branch, if he is satisfied that, having regard to the number of vacancies anticipated and to the number of departmental candidates likely to qualify, it would be superfluous to examine persons outside the Reading Branch or the Press as the case may be.

* Department of Finance and Education No. G.-51, dated the [illegible]

(4) Candidates, who fail to qualify in two successive examinations, will be ineligible to appear at any subsequent examination; provided that the Manager may permit an employee belonging to the Press to appear for the third time as a special case. The fee for the examination will be Rs. 4 in the case of outsiders and Rs. 2 in the case of press employees who are not in the Reading Branch. The fee should be sent along with the application. The fees of such candidates who are not permitted to appear for the examination, will be refunded as soon as possible.

(5) Waiting lists of candidates who have qualified by examination for readers' posts will be maintained in the Calcutta, New Delhi and Simla Presses, and such candidates will be offered posts of readers in the following order of preference :—

(i) men of the Reading Branch ;
(ii) other press employees ;
(iii) outsiders whose age does not exceed 25 years at the time of appointment.

(6) Qualified revisers and copyholders will be appointed or promoted as readers according to seniority and not according to position in the examination.

(7) As soon as the results of any examination are available, the names of any candidates other than those of the Reading Branch previously on the waiting list will be removed from the list unless they qualify again at that examination. (2D 25/40-A. & F.)

(8) Appointments of readers to grades above the lowest will be made by promotion and will be regulated by seniority and merit.

B. Copyholders and revisers.—(1) Copyholders will be recruited either from outside or from within the press establishment at the discretion of the Manager. Only persons who have passed at least a Matriculation or equivalent examination which is the minimum standard of educational qualification prescribed for all recruits to the Reading Branch will be eligible for appointment.

(2) Posts of revisers falling vacant will be filled by the promotion of copyholders according to their seniority and merit, if suitable candidates are available.

C. Special rule relating to appointment of readers and revisers to the Forms Presses.—Vacancies of readers and revisers in the Forms Presses at Calcutta and Aligarh, should, in the absence of qualified and suitable men in these presses, be filled from the Calcutta and New Delhi Presses, respectively.

D. Compositors.—Compositors are recruited only after trial before one of the supervising officers. Compositors recruited on a piece basis will be classified after 3 months' earnings on piece only, after which they will be entitled to an increase of class as provided in the Rules for Classification of Pieceworkers in the Government of India Presses (paragraph 26).

E. Learners on Linotype and Monotype machines.—A learner will ordinarily be appointed to the leave vacancy of a linotype or monotype operator. He may be appointed also to a permanent or semi-permanent vacancy at the discretion of the Manager. A candidate for the post of a learner should possess educational qualifications not lower than the Matriculation standard and may be required to pass a reading test before his candidature is accepted. The total period of training of a learner

should not be less than 6 months but not more than 1 year on the completion of which his suitability for retention will be judged by the Manager : Provided there is a vacancy, a learner may be appointed, on the expiry of his probationary period, as a regular operator if the Manager is satisfied that the learner is capable of producing the minimum stipulated outturn. (*L. & L. Dept. letter No. A431, dated 11th November 1934—C. P. & S. F. No. C. P. O. 11/9/31.*)

21. Declaration of personal details prior to appointment.—A declaration in the standard form Press 103 should be given by all persons prior to appointment whether to the superior or inferior establishment and in permanent, temporary or purely officiating vacancies. (*C. P. & S. Memo. No. 62/15/38-P., dated 28th February 1940.*)

22. Preference to relatives of employees in the matter of recruitment.—In the matter of recruitment preference may be given, other things being equal, only to sons and daughters of the employees of the Stationery and Printing Department, who have retired or are about to retire after having rendered loyal and faithful service in the Stationery and Printing Department. In the case of preference therefore to the sons and daughters of persons already in service the Manager should make certain that the latter are really on the verge of retirement and have not several years of service left. Care should also be taken to see that the condition "other things being equal" is not over-looked. (*C. P. & S. Memo. No. 2/55/35-A. & F., dated 19th May 1935, 31/47/35-A. & F., dated 15th October 1935, 2A/3/37-A. & F., dated 5th January 1938, 2D/31/40-A. & F., dated 7th January 1941 & Labour Dept. letter No. A350, dated 23rd January 1941.*)

23. High educational qualifications not necessary for low-paid appointments.—(i) In connection with the condition "other things being equal" mentioned in the preceding paragraph it should be borne in mind that for low-paid appointments high educational qualifications are not essential and a graduate should not be regarded as better qualified for the appointment than a person who has passed only the Matriculation and given preference over the latter solely by virtue of his superior educational qualifications. A suitable way of filling posts of this kind would be to hold a simple examination limited to persons of a suitable age, who should of course possess the minimum educational qualification prescribed, if any, to test their general intelligence and to give relatives preference over others who achieve much the same results in the tests. The orders regarding communal representation should of course be strictly adhered to in all cases. (*C. P. & S. Memo. No. 31/47/35-A. & F., dated the 15th October 1935*).

(ii) Matriculates or persons with equivalent or higher educational qualifications should not be appointed to the inferior establishment. It is also not desirable to appoint such persons to posts of binders and warehousemen. (*C. P. & S. Memoranda Nos. 2A/3/37-A. & F., dated 30th October 1937, and 2D/47/40-A. & F., dated the 1st August 1940*).

24. Undesirability of having too many relations in a press.—While preference may in certain circumstances be given to sons and daughters of employees it should be borne in mind that the presence of a large number of relations in a press is sooner or later liable to result in administrative inconvenience, favouritism, etc., and should be sedulously avoided. The relations to whom this objection applies are :—

Father, son, grandfather, grandson, brother, uncle, nephew, grand-uncle, grandnephew, first cousin, father-in-law, son-in-law, uncle-in-law, nephew-in-law and corresponding female relations.

There is ordinarily no objection to such a relation being appointed occasionally if the duties of the persons related are to be confined to different branches or sections and if the possibility of one coming under the control and supervision of the other is definitely remote but such appointments should be strictly limited. (*C. P. & S. Memoranda Nos. 31|36|34-A. & F., dated 21st June 1934, 2A|3|37-A. & F., dated 8th January 1938 and 2D|33|40-A. & F., dated 7th January 1941.*)

25. Elimination of nepotism in making appointments.—Before sanctioning an appointment or making any recommendation for appointment, the Manager should, as far as possible, satisfy himself that no undue influance is being exercised by any relation of the candidate whose appointment is under consideration. In recommendations for recruitment submitted to Controller, the relations in Government service and the Central Stationery and Printing Department in particular of the person recommended should be intimated in all cases. (*C. P.& S. Memo. No. 2|40|34-A. & F., dated the 12th April 1934.*)

Section (2)

CLASSIFICATION OF PIECEWORKERS

26. Classification of pieceworkers.—The classification of pieceworkers will be regulated in accordance with the following rules sanctioned by the Government of India in the Department of Industries & Labour letter No. A.-501, dated the 14th June 1928, as subsequently amended by their letters No. A.-501, dated the 15th May 1933, 3rd July 1933 and 3rd October 1936.

If any substantial alteration is made in the strength of the piece establishment of any press, proposals should be submitted for the sanction of the Government of India for increasing or decreasing the number of posts in the selection classes referred to in the rules.

RULES

1. Rules 2 to 6 are applicable to all pieceworkers except flyboys.

2. The time rates for the various classes of pieceworkers employed in the Government of India Presses, and numbers to be placed in each of the classes above the efficiency bar, are given in the schedule to these rules.

3. Every pieceworker will be entitled to go up one class biennially (a) up to the efficiency bar, and (b) beyond the efficiency bar, if, either before or after reaching it, he is promoted to the selection class immediately above it. Promotion to this class will depend on the number of vacancies. Seniority in service, quick and correct work, general conduct and regularity of attendance will be considered in promoting employees to the selection classes. Promotion from one selection class to another will also depend on the number of vacancies; but in cases where the number of selection classes is in excess of the number of men allotted to these classes in the schedules, the promotion of men from one selection class to the next vacant higher class will be given biennially.

4. Pieceworkers are liable to be relegated to a lower class for misconduct or irregular or late attendance. An increment due

under these rules may also be withheld by the Manager of the press on account of inefficiency or careless work.

5. An immediate promotion of two classes will be given to piece-workers who were in employment on the date of the last classification subject to the limitation imposed for promotion to the selection classes or for promotion from one selection class to another. Those engaged after the last classification who are at present employed in the presses will be given an immediate increase of one class only, subject to the same limitations. In the case of men whose existing class rates do not correspond to any stage in the new scale immediate promotions referred to above will count from the class rate in the new scale which is next above the class rate to which a worker is entitled.

6. (a) Newcomers will be first classified after three months' earnings on piece only, subject to class 5 in the case of compositors, impositors, distributors, binders, pressmen and machinemen, and class 4 in the case of inkers being the highest class attainable irrespective of the class earned. Thereafter promotion will be regulated in accordance with the above rules.

(b) Men appointed by departmental transfer, e.g., distributors appointed as compositors, will be classified after three complete months' earnings on piece in the same manner as newcomers, but in such cases the highest class attainable will be either the class mentioned in (a) above, or that class, the rate of which is next above his class in the category from which he is transferred, whichever is higher.

(c) Men transferred from the salaried to the piece establishment will be classified either after three months' earnings on piece or on the basis of their salary per hour, whichever is less, subject to the condition that the maximum class thus attainable shall not be higher than the class immediately below the efficiency bar.

NOTE 1.—The salary per hour is to be calculated by dividing the monthly salary by 200. If an hourly salary falls between two class rates, the rate nearer to the hourly salary will be taken. If hourly salary falls midway between two class rates, the higher class will be taken.

NOTE 2.—This rule has effect from the 15th May 1933 (I. and L. Department letter No. A.-501, dated the 2nd October 1937).

Administrative Instruction from C. P. & S. India—As a doubt exists as to whether the calculation of class pay referred to in 6 (c) is applicable only when the transfer takes place within the same superior or inferior establishment, the Manager is accordingly informed that there is no intention to restrict the classification in this manner. If a salaried inferior servant is transferred to the superior piece establishment he should be classified in the manner as laid down in the rule and similarly if a salaried superior servant is transferred to inferior piece establishment. The Department of Industries and Labour, to whom a reference on the subject was made, have accepted the above view. (31|15A|35-*A. & F.*)

7. The time rate for flyboys will become annas per hour.

Class rates for pieceworkers.—The class rates for pieceworkers working on time, are as follows :—

SCHEDULE

Class Rates for Compositors

Class	Present hour rates.	Revised hour rates.
	a. p.	a. p.
1	1 0	0 11
2	1 1	1 0
3	1 5	1 3
4	1 10	1 8
5	2 2	1 11
6	2 7	2 4
7	2 0	2 8
8	3 3	3 1
9	3 10	3 5
10	4 2	3 9
11	4 7	4 1
12	5 0	4 6
13	5 5	4 10
14	5 10	5 3
15	6 2	5 7
Efficiency bar		
16	6 7	5 11
17	7 0	6 4
18	7 5	6 8
19	7 10	7 1
20	8 0	7 2
21	8 7	7 9
22	9 0	8 1
23	9 5	8 6
24	9 9	8 9
25	10 2	9 2

Number of compositors in selection classes.

Class	Calcutta Press.	New Delhi Press.	Forms Press, Calcutta.
16	9	6	1
17	6	4	...
18	3	3	...
19	3	2	...
20	3	1	...
21	2	1	...
22	2	1	...
23	2	1	...
24	1	1	...
25	1	1	...

Class Rates for Binders, Machinemen and Pressmen

Class	Present hour rates. A. P.	Revised hour rates. A. P.
1	1 0	0 11
2	1 1	1 0
3	1 3	1 2
4	1 6	1 5
5	1 9	1 8
6	2 0	1 10
7	2 3	2 1
8	2 6	2 4
9	2 9	2 7
10	3 0	2 9
11	3 3	3 0
12	3 6	3 3
13	3 9	3 6
14	4 0	3 9
Efficiency Bar		
15	4 4	4 0
16	4 8	4 4
17	5 0	4 8
18	5 4	5 0

Number of Binders in selection classes

Class	Calcutta Press.*	Forms Press, Calcutta.
15	19	1
16	10	1
17	4	...
18	1	1

Number of Machinemen and Pressmen in selection classes.

Class	Calcutta Press.	New Delhi Press.	Simla Press.	Forms Press, Aligarh.	Forms Press Calcutta.
15	5	2	2	2	1
16	3†	1		1	...
17	1	1		1	1
18	1	1		1	...

*See also foot-note on page 8 regarding piece binders with reference mark §. On the reduction of the piece strength of binders to 127, the number of selection posts will be as follows :—

Class 15 ...	... 17
Class 16 ...	... 9
Class 17 ...	... 3
Class 18 ...	... 1

(C. P. & S. Memo. No. 2D/31/40-A. & F., dated 23rd December 1940.)

† To be reduced to 2 with effect from 1st July 1941. *(Dept. of Labour letter No. A.-501, dated 3rd October 1940.)*

Class Rates for Impositors and Distributors

Class	Present hour rates. A. P.	Revised hour rates. A. P.
1	1 0	0 11
2	1 1	1 0
3	1 2	1 1
4	1 4	1 3
5	1 6	1 5
6	1 8	1 6
7	1 10	1 8
8	2 0	10
9	2 2	0
10	2 4	2
11	2 6	4
12	2 8	5
13	2 10	7
14	3 0	2 9
Efficiency Bar		
15	3 3	3 0
16	3 6	3 3
17	3 9	3 5
18	4 0	3 8

Number of Impositors in selection classes

Class	Calcutta Press.	New Delhi Press.	Forms Press, Calcutta.
15, 16, 17, 18	2	1	1

Number of Distributors in selection classes

Class	Calcutta Press.	New Delhi Press.
15, 16, 17, 18	3	4

Class Rates for Inkers

Class	Present hour rates.	Revised hour rates.
1	1 0	0 11
2	1 1	1 0
3	1 2	1 1
4	1 4	1 3
5	1 6	1 5
6	1 8	1 7
7	1 10	1 9
8	2 0	1 11
Efficiency Bar		
9	2 2	2 0
10	2 4	2 2
11	2 6	2 4
12	2 8	2 6
13	2 10	2 8
14	3 0	2 10

Number of fakers in selection classes

Class	Calcutta Press.*	New Delhi Press.*	Simla Press.†	Forms Press, Aligarh.†	Forms Press, Calcutta.†
9	2	1	1	1	1
10	1	1		1	
11	1	1		1	1
12	2			1	
13	1	1	1		1
14	1			1	

*Letter No. A-501, dated the 3rd October 1948, from the Labour Department.

†Letter No. A-301, dated the 16th May 1957, from the Department of Industries and Labour. Letter No. A-308, dated the 20th July 1954, from the Department of Industries and Labour.

27. Class Reduction Register.—A register for "class reductions" in the form reproduced below, should be maintained and examined, revised and signed by the Manager every month before it is sent for action to the Accounts Section.

Register of Class Reductions

Serial No.	Name	Designation	Cause of reduction	When reduced	Former class	Reduced class	Initial of Manager	When reinstated	Initial of Manager	Remarks

ATTENDANCE AND OVERTIME

28. Working hours.—(a) The normal working hours for the clerical establishment are—

(i) on Monday, Tuesday, Wednesday, Thursday and Friday, 7 hours inclusive of a recess interval of half an hour;

(ii) on Saturdays, 4 hours, with no recess interval.

(b) The normal working hours for industrial workers are:—

in the Simla and Calcutta Presses—

(i) on Monday, Tuesday, Wednesday, Thursday and Friday, 8½ hours;

(ii) on Saturdays, 5½ hours;

in the New Delhi and Aligarh Presses—

8 hours on each week-day.

These hours are exclusive of rest intervals. Ordinary overtime may be worked in addition up to 6 hours during any week.

29. Arrival at work.—(a) On reaching office clerks will enter the time of their arrival and initials in a register kept for the purpose.

(b) Employees other than clerks or ticket holders will enter the time of their arrival and initials in a register kept on the time-keeper's table.

(c) Each ticket holder will take his ticket from the board and drop it in a box placed outside the time-keeper's room. The time-keeper will remove the box at the opening time and place another box for late comers. Those arriving after the time fixed for attendance will drop their tickets in the late box which will be emptied after a quarter of an hour for ascertaining cases of lateness up to 15 minutes and will be placed again outside the time-keeper's room for employees who are late from 15 to 30 minutes. The late box will be emptied a second time half an hour after the opening time and will be placed outside again for employees who are late from 30 to 45 minutes. Any employee taking a wrong ticket off the board or found with his ticket in his possession after the board is checked will be liable to disciplinary action. Any employee taking more than one ticket will be liable to removal from service. Where a breach of rules is committed to conceal the fact of absence disciplinary action may be taken as well as a deduction made for proved absence under section 9 of the Payment of Wages Act, 1936. Any ticket holder losing his ticket will be charged two annas for a new one. (*C. P. & S. Memo. No. 2D/59/39-A. & F., dated 6th December 1940*).

(d) Late attendance will be entered in red ink in the attendance registers.

(e) No employee will be allowed to enter the press more than three quarters of an hour after the opening time fixed without the special permission of the Manager.

(f) An employee neglecting to sign the attendance register or take his ticket off the board must make an application to do so on the same day failing which he will be marked absent and no subsequent application will be entertained.

(g) A pieceworker who arrives late should immediately on arriving in his section report to the Section-holder or other person incharge of the section and in his presence enter the time of his arrival (as shown by the section clock) and other particulars in the "late arrival" slip prescribed for the purpose. This slip will be used for the purpose of

computation of any time work done by the piece-worker. (C. P. & S. Memo. No. 2D/30/39-A. & F., dated 6th December 1940.)

30. **Late attendance.**—(a) *Definition.*—The term "late" means arrival after the opening time. Arrival within 30 minutes of the opening time will be treated as one "late"; arrival more than 30 minutes but not more than 45 minutes after the opening time will be treated as two "lates".

Late attendance after meal intervals shall be treated in the same way as late attendance at the opening time.

(b) *Power to excuse "lates".*—

(i) Lates may be excused at the Manager's discretion up to a limit of 4 per mensem. In exercising his discretion regarding the number of lates to be excused under this sub-paragraph either generally or for particular employees, the Manager shall have regard to the state of work in the press and may take into consideration the proximity of the employees' residences to the press.

(ii) When lates are due to unavoidable causes of a general and serious character such as a breakdown in transport, they may, on application from the persons concerned, be excused at the discretion of the Manager without regard to the limit mentioned in the preceding sub-paragraph.

(c) *Penalties for late attendance.*—One day's casual leave, if admissible, will be forfeited for every 4 unexcused lates. If casual leave is not admissible or has been exhausted, a corresponding deduction will be made from leave on average pay or full pay at the credit of the men concerned. If in the case of salaried industrial hands there is no leave at their credit, the Manager may either impose a fine equivalent to half an hour's proportionate salary for each late or make a deduction for absence under section 9 of the Payment of Wages Act, 1936.

(d) *Habitual late attendance.*—In the case of habitual late attendance, disciplinary action should be taken such as—(i) stoppage of increments, promotion, etc., (ii) reduction in grades or class rates, and (iii) removal from service. (C. P. O. 9/328, *dated the 29th December 1926, C. P. O. 12/5/27, dated the 7th October 1927 and 27th October 1927 and A. & F., 31/4/33, dated the 19th April 1934.*)

31. Eligibility for overtime allowance.—(1) Members of the industrial establishment are eligible for overtime allowance.

(2) Of the clerical establishment (including the computing staff) the only members entitled to overtime allowance are:—

Government of India Press, Calcutta.—Time Keepers and Paper Issuer.

Government of India Press, New Delhi.—Time Keeper, Assistant Time Keeper, one Clerk in the Stores Branch and Paper Issuer.

Government of India Press, Simla.—Two Clerks (Time Keeper and Assistant Stationery Keeper), Paper Issuer and Gazette Despatcher.

Government of India Forms Press, Calcutta.—Time Keeper and Report Writer.

Government of India Forms Press, Aligarh.—Time Keeper, Paper Issuers and Forwarding Clerk.

32. Classification for overtime.—(1) The following employees have been declared as persons holding positions of supervision and exempted from the operation of Chapter IV of the Factories Act, 1934, and are hereinafter referred to as '10-hour men':—

Government of India Press, Calcutta.—Head Reader, Foreman (Case room), Bindery Foreman and Section-holders.

Government of India Press, New Delhi.—Head Reader, General Foreman, Bindery and Warehouse Foreman and Section-holders.

Government of India Press, Simla.—Head Reader, Section-holders, Press Jemadar, Bindery and Warehouse Jemadar and Time Checker.

Government of India Forms Press, Calcutta.—Foreman.

Government of India Forms Press, Aligarh.—Foreman (Composing), Foreman (Machine and Press), Foreman (Bindery), Foreman (Stereo-typing) and Readers.

(2) Other employees eligible for overtime, excluding the senior readers of the Government of India Presses, Calcutta and Simla, are hereinafter referred to as "8-hour men".

33. Calculation of overtime.—8 hours men and the senior readers of the Government of India Presses, Calcutta and Simla, are eligible for both 'ordinary overtime' and 'special overtime'; and 10-hour men only for 'special overtime'. Ordinary overtime is work done—

in the Simla and Calcutta Presses, on Monday to Friday after 8½ hours and on Saturday after 5½ hours.

in the New Delhi and Aligarh Presses after 8 hours on each week-day.

Special overtime is work done—

by 8-hour men after 10 hours' work on any day of the week including Saturday;

by 10-hour men—

in the Simla and Calcutta Presses, after 10½ hours on Monday to Friday, and after 7½ hours on Saturday;

in the New Delhi and Aligarh Presses, after 10 hours on any week-day:

Provided that the senior readers of the Government of India Presses, Calcutta and Simla, work ordinary overtime when they work more than 54 hours a week excluding any period paid for as special overtime, and special overtime when they work more than 60 hours a week or 10 hours a day.

34. Deduction from overtime.—Overtime is not worked by an employee unless and until he has actually worked for the period prescribed as the normal working day. The actual time lost by him, if any in 'late attendance', 'early' or 'short' leave and 'prayer interval' should be deducted from the hours worked for the purpose of calculating overtime:

Provided that no deduction need be made for late attendance if the employee is less than 15 minutes late, and in other cases the deduction should be calculated as follows :—

	Period to be deducted from overtime.
(i) Late attendance.	
(a) Late by not less than 15 minutes but less than 30 minutes. ...	15 minutes.
(b) Late by not less than 30 minutes but less than 45 minutes ...	30 minutes.
(c) Late for 45 minutes or more	Actual period of absence.
(ii) Early or short leave	Do.
(iii) Prayer interval	1 hour.

35. Payment of overtime.—(1) Men on a salaried basis receive 1¼ times their hourly rate, for ordinary overtime and 1½ times their hourly rate for special overtime. The hourly rate is calculated on the basis of the monthly rate divided by the number of days in the month and divided again by 8, 9 or 10, as the case may be, for 8-hour men, the senior readers of the Government of India Presses, Calcutta and Simla, on 10-hour men.

(2) Pieceworkers, if employed on class rate, receive class rates plus 25% for ordinary overtime and class rates plus 50% for special overtime. Pieceworkers, if engaged on piece rates, receive piece rates plus 25% of their class rates for ordinary overtime and piece rates plus 50% of their class rates for special overtime.

(3) Every man working overtime will report the number of hours worked to the head of his branch or section who will send a list to the Time Keeper for note in the attendance roll. Readers will keep their outturn sheets, and their overtime will be certified by the Head Reader.

36. Obligation to work overtime.—The working of overtime, when required, is obligatory. Men who fail to attend for overtime after having been duly warned will be liable to disciplinary action, except in cases of sickness and emergent private affairs. [14 | 15-A. & F.]

37. A list of employees of the Government of India Presses who are entitled to overtime allowance is reproduced below :—

(1) GOVERNMENT OF INDIA PRESS, CALCUTTA.

Employees who are eligible for overtime.	Nature of work.
Clerical Establishment.	
Time-keeper and Assistant Time-keeper ...	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of paper required for each job.
Industrial—Salaried.	
Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and author's corrections.
Copyholder	Reads copy to Reader.
Case Foreman	Supervises and issues work to the case rooms.
Assistant to Foreman	
Section-holder	Supervises and issues work to compositors.
Assistant Section-holder	
Correction Clerks	Checks compositors' time-slips with corrected proofs.

Employees who are eligible for overtime.	Nature of work.
Indoor—Salaried—contd.	
Warehouseman (salaried)	Does miscellaneous work, *i.e.*, pasting, stitching, etc.
Binder (salaried)	Ditto.
Proof Freeman (including Galley and Forme Proof Pressman).	Pulls proofs from composed matter.
Forme Carrier	Carries Formes.
Standing Forme-keeper and Assistant Standing Forme-keeper	In charge of standing types, formes and pages and keeps record of same.
Type Storekeeper	In charge of types and materials and issues same.
Type Suppliers	Supplies types and materials to compositors.
Mono Operator	Operates Monotype Key-board Machines.
Mono Caster	Operates Monotype Casting Machines.
Metal Melter	Melts metal and prepares ingots of metal for Linotype and Monotype Machines.
Line Operator	Operates Line Machine.
Machine Foreman	Supervises and issues work to Machinemen.
Machine Jamadar	
Press Foreman	Supervises and issues work to Pressmen.
Report-writer	Writes reports of Machinemen and Jokers.
Draftsman	Prepares wood-cuts and writes on stones for litho work.
Litho Pressman	Prints copies from stones.
Bindery Foreman	Supervises and issues work to binders.
Bindery Assistant Foreman	
Bindery Jamadar	
Bindery Despatcher	Despatches work done in Bindery.
Paper Counter	Counts paper received from Press before binding.
Paper Supplier	Supplies paper to Machines and Pressmen.
Material Supplier	Supplies materials to the binders.
Paste Supplier	Prepares and supplies paste and glue to the binders.
Hand Ruler	Does the ruling of skeleton forms by hand.
Examiner	Examines books, etc., before despatch.
Numberer	Puts numbers on the pages by hand.
Finisher (Bindery branch)	Does gold lettering on books after binding.
Labourer (including the Litho labourer) ...	Coolies.
Mechanic (including Mono and Line mechanic).	Looks after machines.
Head Mechanic	Same as Engineer, in charge of all machines.

Employees who are eligible for overtime.	Nature of work.
Industrial—Salaried—contd.	
Carpenter	Does wood work, *e.g.*, repairing of office furniture and type cases, etc.
Roller Moulder	Manufactures printing rollers.
Lorry Driver	Drives lorry which brings paper and materials from stationery office and delivers printed matter and takes and receives consignments to and from Railway station.
Stereotyper	Prepares stereos for printing.
Finisher (Stereo Branch)	Finishes and mounts stereos.
Rotary Machineman ... ... } Machine Inker ... ... }	Works Rotary Machines.
Industrial—Piece.	
Compositor.	Pressman.
Distributor.	Inker.
Inspector.	Fly Boy.
Machineman.	Binder.
Line Corrector.	
Micro Corrector.	

(Vide Dept. of Industries & Labour letter No. A-112, dated 14 September 1926.)

(2) GOVERNMENT OF INDIA PRESS, NEW DELHI.

Clerical Establishment.

Time Keeper and Assistant Time Keeper	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of paper required for work-orders.
Clerk (Upper Scale) Stores Branch	Clerical Work.
Industrial—Salaried.	
Head Reader and Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and reader's corrections.
Copyholder	Reads copy to Reader.
General Foreman	Supervises and issues work in the composing room.
Section-holder and Assistant Section-holder	Supervises and issues work to compositors.
Correction Checker	Checks compositor's line slip with corrected proofs.
Warehouseman	Does miscellaneous work in pasting, stitching, folding, etc.
Binder	Does miscellaneous work in pasting, stitching, folding, etc.
Proof Pressman (Galley)	Pulls proofs from composed matter.
Forme Carrier	Carries formes.
Standing Forme Keeper and Assistant Standing Forme Keeper.	In charge of standing types, formes and pages and keeps record of same.

Employees who are eligible for overtime.	Nature of work.
Industrial—Salaried—contd.	
Type Store Keeper	Incharge of types and materials and issues same.
Paper Supplier	Supplies paper to Machine and Pressman.
Type Supplier	Supplies type and materials to compositors.
Mono Operator	Operates Monotype Keyboard Machine.
Mono Caster Attendant	Operates Monotype Casting Machine.
Mono Sorts Caster	Operates MonotypeCasting Machine.
Mono and Lino Distributor	Distributes type in Mono and Lino.
Metal Moulter	Melts metal and prepares ingots of metal for Lino and Mono machines.
Lino Operator	Operates Lino machines.
Machine Foreman	Supervises and issues work to machinemen.
Press and Machine Jamadar	Supervises and issues work to machinemen.
Report Writer (Machine and Bindery) ...	Writes report of machinemen and inkers and binders, etc.
Bindery and Warehouse Foreman	Supervises and issues work to binders and warehousemen.
Bindery Jamadar	Supervises and issues work to binders and warehousemen.
Bindery Examiner	Examines books, etc., before despatch.
Assistant Mechanic (Bindery)	Looks after Binders machines.
Mechanic (including Lino and Mono) ...	Looks after machines.
Mechanic and Assistant Mechanic	Same as Engineer in charge of all machines.
Machinemen	Operates printing machines.
Machine Inker	Operates printing machines.
Carpenter	Repairs office furniture and prepares printing wooden materials and also does packing, etc.
Roller Moulder	Manufactures printing rollers.
Stereotyper	Prepares stereos for printing.
Electric Mistry	Attends to all electrical equipments.
Electric Labourer	Attends to all electrical equipments.
Packer	Packs consignments, etc.
Labourer	Cooly.
Industrial—Piece	
Compositor.	
Distributor.	
Impositor.	
Machineman.	
Pressman.	
Inker.	
Flyboy.	

(3) GOVERNMENT OF INDIA PRESS, SIMLA.

Employees who are eligible for overtime.	Nature of work.
Clerical Establishment.	
Clerk (Assistant Stationery-keeper)	Keeps ledgers of receipts and issues of stores.
Clerk (Time-keeper)	Records attendance of employees.
Paper Issuer	Calculates and issues paper to Machine and Pressmen.
Gazette Despatcher	Keeps an account of all issues, etc. of Gazette and India Army Orders, etc., and despatches same.
Duftry	Helps the Gazette Despatcher in weighing parcels and affixing stamps on the packets of publications supplied to out-stations and undertakes ruling work of the office.
Industrial—Industrial.	
Section-holder and Assistant Section-holder	Supervises and [illegible] work to operatives.
Binding and Warehouse Jamadar ...	Supervises and distributes work to Binders and Warehouse [illegible].
Press Jamadar and Assistant Press Jamadar	Supervises and distributes work to Machine and Pressmen.
Compositor	Composes and carries out corrections in the proofs.
Keyboard Operator	Operates Monotype Keyboard Machine.
Caster Attendant	Operates Monotype Casting Machine.
Line-Operator	Operates Line Machine.
Randomman	Makes [illegible] pages Line Composed matter and changes slugs in corrected proofs.
Impositor	Imposes the composed matter.
Machineman ... ... } Machine Inker ... ... }	Operates Printing Machine.
Binder	Does Binding work.
Warehouseman	Does folding, stitching and pasting, etc.
Time Checker and Assistant Time Checker ...	Checks time slips of compositors and correctors with corrected proofs.
Forme and Galley Proof Pressman	Pulls proofs of composed matter.
Stereotyper	Prepares stereos, etc.
Supplier	Supplies types and other furniture to compositors.
Clerk (Press Report-writer)	Writes Machine and Pressmen's report and checks readers' outturn sheets.
Head Mechanic ... ... } Mechanic ... ... }	Attends all machines in the press and carries out petty repairs.
Motor Attendant	Attends electric motors.

Employees who are eligible for overtime.	Nature of work.
Industrial—Salaried—contd.	
Head Reader	Supervises Readers, distributes works to the Readers and examines proofs.
Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and author's corrections.
Copyholder	Reads copy to Reader.
Standing Forme-keeper	In charge of standing types, forms and pages and keeps account of same.
Assistant Standing Forme-keeper	
Roller Moulder	Casts Rollers for Printing Machines and Hand Presses.
Forme Carrier	Carries formes.
Carpenter	Repairs office furniture and prepares printing wooden materials and also does packing, etc.
Blacksmith	Carries out petty repairs and assists Head mechanic.
Coolly	Assists Blacksmith.
Setal Melter	Melts metal and prepares ingots for Mono and Lino machines.
Storekeeper (Type Store-keeper)	In charge of types and materials and issues same.
Industrial—Piece.	
Pressmen.	
Inkers.	
Flyboys.	

(*Vide* Dept. of L. & L. letters No. A.-712, dated 17th September 1928, and 18th February 1930.)

(4) FORMS PRESS, ALIGARH

Office Establishment.	
Time-keeper	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of papers required for each job.
Labourer	Carrying papers, formes, etc.
Forwarding clerk	
Industrial—Salaried.	
Foreman—Compositor	Supervises and distributes work to compositors.
Compositor	Composes type matters.
Foreman—Printer	Supervises and distributes work.
Machine Jamadar	Assists Foreman Printer.
Rotary Printer	Operates Rotary Printing Press.
Rotaryman	Works as Assistant to Operator of Rotary Presses.
Tag machineman	Works as operator on tag machine.
Re-winder	Works on re-winding machine.
Assistant Tag and Re-winder	Assistant to above.
Galley Proof Pressman	Pulls proofs.
Bindery Foreman	Supervises and distributes work to binders.
Assistant Foreman	Assists Bindery Foreman.

Employees who are eligible for overtime.	Nature of work.
Industrial—Salaried—contd.	
Binder	Does book binding, punching, pasting, stitching, numbering, folding, etc.
Boy	Does pasting, counting of formes and miscellaneous work to the Binding Branch.
Envelope maker	Prepares envelopes.
Stereo-Foreman	Supervises and distributes work to Stereo Branch.
Stereo-typer	Casts and prepares Stereo plates.
Standing Forme-keeper	Keeps standing type formes and maintains a record of them.
Roller Moulder	Manufactures rollers for machines and presses.
Reader	Proof reading.
Vernacular Compositor	Composing and reading.
Copyholder and Reviser	Copy holding and proof-reading.
Copy-holder	Holds copy to readers.
Mechanic	Repairs work, fitting, and general metal work.
Carpenters	Carpentry and mounting stereos, plates.
Blacksmith	Blacksmith.
Electrician	Attends to all electrical equipment.
Engine driver	Driving of engine.
Switch-board attendant	Attending the switch-board.
Lines-man	Attending the electrical cable lines.
Impositor	Imposition and making up and locking up of composed matter in chases.
Distributors	Distribution of type matter.
Forme Carrier	Carrying type formes.
Folders	Folding of printed formes and miscellaneous work.
Lead and Quotation Caster...	Casting of leads and Quotations.
Head Mechanic	Supervision and important repairs work.
Fitters	Fitting work.
Lorry Driver.	
Cleaner Driver.	
Industrial—Piece.	
Pressman	Printing on hand presses.
Machineman	Printing on Flatbed machines.
Inker	Assist in work of above.
Flyboy	Assist in work of above.

(*Vide* Dept., of Industries and Labour letters No. A-712, dated the 17th September 1928, 13th February 1930, 27th February 1934, 7th April 1936 and C. P. & S. I. No. 27/2/37-A. & I., dated the 4th May 1936.)

FORMS PRESS, CALCUTTA

Employees who are eligible for overtime.	Nature of work.
Office Establishment.	
Time Keeper and Report Writer	Records attendance of employees.
Industrial—Salaried.	
Reader	Examines and corrects proofs.
Copyholder	Reads copy to readers.
Foreman (Composing Branch)	Supervises and issues work to compositors and passes clean sheets and checks the report files of machines, etc.
Machine Foreman	Supervises and issues work to machinemen.
Forme Proof Pressman	Pulls proofs from composed matter.
Forme Carrier	Carries formes.
Standing Forme-Keeper	In charge of standing type, formes and pages and keeps records of same.
Mechanic	Looks after machines.
Labourer	Cooly.
Belt-man	Attends to the belts of machines.
Motor Attendant	Attends to motors.
Paper-supplier	Supplies paper to Machine Department.
Industrial—Piece.	
Compositors	Compose or set up type pages from manuscripts or typescripts.
Impositors	Impose or lock up type pages in chases.
Machinemen	Produce printed sheets on Printing Machine.
Inkers	Supply ink to machine rollers and take off printed paper.
Ruling Machinemen	Rule paper with lines to guide the hand in writing or for classification.
Feeder (Ruling Machine)	Feeds or supplies ink to the pens and also arranges paper ruled off.
Binder Daftries	Fold the sheets of a book, secure them together, affix boards or side thereto and cover the whole with leather or other binding material.
Guillotineman and Guillotine Machineman ...	Cut papers or edges of books to size.

(*Vide* Dept. of L. & L. letter No. A-[illegible], dated the 24th September 1929).

Section (4)

HOLIDAYS

38. **Holidays.**—(1) Employees of the Government of India Presses, Calcutta, New Delhi and Simla and of the Forms Presses, Calcutta and Aligarh will, subject to the following conditions, be granted holidays as mentioned below against each press.

(2) If the total number of holidays determined in the manner indicated in the schedule to this paragraph does not exceed 23 days, all these holidays will be treated as closed holidays for purposes of special payments. (*See* paragraph 39 below).

(3) If the number exceeds 23 days, then 23 days will be selected as closed holidays for all purposes of special payments (*vide* paragraph 39 below) and the remainder will be treated as "non-closed" holidays. The men may be allowed to be absent if the state of work permits on "non-closed" holidays and no special payment will be allowed for work on such days.

(4) The holidays to be selected under sub-paragraph 3 as closed holidays should be fixed in consultation with the Works Committee, if it exists, and the possibility of so arranging them that they do not fall in the busy season in each press, should be considered.

(5) Compensation leave will not be allowed to industrial employees for attendance on gazetted holidays, not falling on Sundays, on which the press is closed.

SCHEDULE

I. **Calcutta Press and Forms Press, Calcutta.**—Holidays as announced by the Government of Bengal including local holidays, subject to a maximum of 42 days.

II. **New Delhi Press.**—(i) Holidays as announced by the Chief Commissioner including local holidays during the five months May to September and last Saturdays during those months provided (1) these are treated as holidays by the Government of India Offices permanently located in New Delhi, and (2) the state of work permits.

(ii) Government of India closed holidays during the five months October to April.

(iii) Six communal holidays in the year if the state of work permits.

III. **Simla Press.**—(i) Holidays as announced by the Government of the Punjab including local holidays during the seven months October to April.

(ii) Government of India closed holidays during the five months May to September and last Saturdays during those months provided (1) these are treated as holidays by the Government of India offices in Simla, and (2) the state of work permits.

(iii) Two communal holidays in the year if the state of work permits.

NOTE.—Communal holidays may be granted to the press employees not only on the holidays notified by the Local Government but also on any local holidays or any other days considered sacred by any community provided the state of work permits. (*F. No.* 42/19/40-*A. & F.*)

IV. Forms Press, Aligarh.—Holidays as announced by the Government of the United Provinces including local holidays subject to a maximum of 40 days. (31/36/35-*A. & F.* and 42/19/40-*A. & F.*)

39. Special payments for holidays.—Twenty-five per cent. over the ordinary rates will be paid to all industrial employees eligible for overtime, whether on a monthly rate of pay or at piece rates, for attendance on "closed" holidays. This allowance will be paid irrespective of the total number of hours worked during the rest of the week, and that the hours worked on gazetted holidays will not be taken into account in calculating ordinary overtime. The extra payment in the case of piece-workers will be made at class rates.

40. Sunday attendance.—Men on the industrial establishment required to work on any Sunday will be stood off work on one or other of the three days preceding or succeeding that Sunday, in order to comply with the provisions of the Factories Act. No extra payment will ordinarily be made for attendance on such days. In the rare cases in which the compensatory leave for attendance on Sunday has to be withheld, payment will be made at 50 per cent. over the ordinary rates. This allowance will be paid irrespective of the total number of hours worked during the rest of the week, and that the hours worked on Sundays will not be taken into account in calculating ordinary overtime. Compensatory holidays for Sundays can be withheld only when an exemption has been secured from the provisions of Section 35 of the Factories Act. Compensatory holidays allowed to press employees for attendance on Sundays should be on days other than closed holidays. (*Dept. of Labour letter No. A332, d. 10-5-39.*

41. Option of remaining under existing rules.—Salaried industrial employees in service on 1st July 1928 of the Government of India Presses are allowed the option of remaining under the existing rules in regard to holidays (i.e., they may continue to get compensation leave instead of the special payments as defined in para. 39), if they so desire, but all existing piecework employees, as well as all future salaried and piece hands who may be employed in the presses, will not be allowed to exercise this option.

(Dept. of I. & L. No. A-667, dated 19-6-28, reproduced below.)

Letter No. A-462, dated 19th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

I am directed to say that the Government of India have had under consideration the question whether any special payment should be allowed to the industrial employees of the Government of India Presses for attendance on gazetted holidays and Sundays, and have decided that some extra payment should be made to them for attendance on such days, provided the existing practice of granting compensation leave is discontinued. They are accordingly pleased to sanction the introduction with effect from the 1st July 1928, of the following rules in their presses at Calcutta, Simla, Aligarh and Delhi :—

(a) Compensation leave for attendance on gazetted holidays not falling on Sundays, on which the press is closed, will be entirely abolished.

(b) Twenty-five per cent. over the ordinary rates will be paid to all Industrial employees eligible for overtime, whether on a monthly rate of pay or at piece rates, who are required to attend on "closed" holidays as explained in paragraphs 2 and 3 below.

(c) For attendance on Sundays no extra payment will be made but a compensatory holiday will be allowed as required by the Indian Factor.es Act.

(d) In the rare cases in which the compensatory holiday for attendance on a Sunday has to be withheld, payment will be made at 50 (fifty) per cent. over the ordinary rates. (Compensatory holidays for Sundays can, of course, be withheld only when an exemption has been secured from the provisions of Section 22 of the Factories Act.)

(e) The extra payment allowed under (b) and (d) above will be made irrespective of the total number of hours worked during the rest of the week and the hours worked on gazetted holidays or on Sundays

will not be taken into account in calculating ordinary overtime. The extra payment in the case of piece-workers will be made at class rates.

2. In the Government of India Presses, Simla and Delhi, ten "closed" holidays in a year are observed on the analogy of the practice in the Government of India Secretariat Offices and each man is allowed, in addition, six communal holidays in a year. This arrangement will be continued but the possibility of re-arranging the list of gazetted holidays for the Government of India Press, Delhi, so as to ensure that they do not fall in the busiest season, should be considered. Winter leave which is at present allowed to the piece-workers in the Government of India Press, Simla, in lieu of attendance on gazetted holidays will be discontinued with effect from the date from which these rules are introduced.

3. The number of gazetted holidays in the Presses at Calcutta and Aligarh, is, it is understood, 42 and 40 respectively. This number will not be reduced, but only 23 (twenty-three) days out of the total number of holidays will be regarded as "closed" holidays for purposes of the special payment referred to in paragraph 1 above and the remainder as non-closed holidays. In the case of the latter class of holidays the men may be allowed to be absent if the state of work permits, but no extra payment will be allowed, nor will any compensation leave be granted for work on such holidays. Attendance on closed holidays will be paid for at the special rates referred to above. The holidays which will be treated as closed in these presses should be fixed in consultation with the Works Committees of the respective presses, and the possibility of so arranging the holidays that they do not fall in the busy season in each press should be considered.

4. The existing salaried industrial employees of the Government of India Presses will be allowed the option of remaining under the existing rules if they do not desire to come under the rules referred to in the preceding paragraphs. But these rules will apply to all the existing piece-work employees as well as to all future salaried and piece hands who may be employed in the various Government of India Presses.

5. The extra expenditure involved should be met from within the grant under the head "Stationery and Printing" for 1928-29.

Letter from the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery, India, No. A-648, dated the 10th January 1930.

With reference to your letter No. C. P. O. 1962/27-29, dated the 28th November 1929, I am directed to convey the sanction of the Government of India to payments being made at their respective class rates to the piece-workers of the Government of India Presses for the period they were absent from duty on the 11th November 1929 to observe Armistice Day.

2. The Government of India are also pleased to authorise you to sanction similar payments on all future occasions of the celebration of Armistice Day.

Section (5)

LEAVE

42. General.—Leave cannot be claimed as of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it (F. R. 67). Applications for leave should ordinarily be submitted in advance, and if the state of work permits, leave should be granted. The practice of taking leave piecemeal is administratively inconvenient and should be discouraged as far as possible. The maximum amount of leave required should be applied for and granted at the outset. No employee of the press should leave the station without first obtaining permission from the Manager to do so and leaving his outstation address with the management. *C. P. & S. I. Memo. No. 2B/4/37-A. & F., dated the 27th October 1937.)*

43. Casual Leave.—This leave cannot be claimed as a matter of right and may be granted only if the state of work permits and also on the condition that no substitute will be engaged when an employee is allowed the leave. Casual leave cannot be combined with any other

kind of leave and allowed for more than ten consecutive days at a stretch. This leave is admissible to the administrative and the clerical staff and such of the industrial hands, as are entitled to it. The maximum number of days for which casual leave may be allowed in all the Presses is 15 in a calendar year.

44. Leave on average pay, etc.—The following leave rules are applicable :—

Category	Leave rules applicable or the amount of leave admissible.
Sakrlad—Superior.	
I.—*Permanent*—	
(*i*) Clerical establishment employed—	
(*a*) prior to 16th July 1931 ...	Fundamental Rules.
(*b*) On or after 16th July 1931 ...	Revised Leave Rules, 1933.
(*ii*) Industrial establishment employed—	
(*a*) prior to 6th September 1928 ...	Fundamental Rules.
(*b*) from 6th September 1928 to 15th July 1931.	Annexure I to the Leave Rules issued with the Resolution No. F. 119-R. I/28, dated the 6th September 1928, from the Government of India, Finance Department. (Reproduced below).
(*c*) on or after the 16th July 1931 ...	Schedule I to Revised Leave Rules for Press employees issued with the Notification No. F. 7 (55)-R. L-35, dated the 3rd October 1935, from the Government of India, Finance Department. (Reproduced below.)
II.—*Temporary*—	
(*i*) Clerical establishment employed—	
(*a*) prior to 16th July 1931 ...	Supplementary Rule 285.
(*b*) on or after 16th July 1931 ...	Revised Leave Rules, 1933.
(*ii*) Industrial establishment employed—	
(*a*) prior to 22nd May 1929 ...	Supplementary Rule 285.
(*b*) from 22nd May 1929 up to 15th July 1931.	Orders issued in letter No. A-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour as subsequently amended. (Reproduced below.)
(*c*) on or after the 16th July 1931 ...	
Piece—Superior.	
III.—*Permanent*—	
(*i*) Those employed—	
(*a*) prior to 16th July 1931 ...	Annexure II to the Leave Rules referred to at I (*ii*) (*b*) above.
(*b*) on or after the 16th July 1931 ...	Schedule II to the Revised Leave Rules for press employees referred to at I (*ii*) (*c*) above.
IV.—*Temporary*—	
Both old hands and new entrants ...	16 days in a year, *vide* letter No. A-382, dated the 30th May 1922, from the Department of Industries and Labour. (Reproduced below.)

Category.	Leave rules applicable or the amount of leave admissible.
Inferior—Salaried.	
V.—*Permanent*—	
(i) employed prior to 16th July 1931 ...	Fundamental Rules. (2/11ths of the period spent on duty. Leave salary is subject to the condition as laid down in Fundamental Rules 2, 71 and 87.)
(ii) employed on or after the 16th July, 1931.	Revised Leave Rules, 1931. (Earned leave up to 1/22nd of the period spent on duty subject to a maximum of 30 days at a time.)
VI.—*Temporary*—	
(i) employed prior to 16th July 1931 ...	Supplementary Rule 285. (Provided no substitute is employed leave on average pay up to 2/11th of the period spent on duty subject to a maximum of 4 months at a time and leave on average pay on medical certificate up to 2/11ths of the period spent on duty subject to a maximum of 3 months at a time. See also the decision contained in Controller's Memo. No. C. F. O. 14/26/28, dated 24-6-29, reproduced below.)
(ii) employed on or after the 16th July 1931.	No earned leave is admissible. Extraordinary leave without pay up to 3 months at any one time.
Inferior—Piece.	
VII.—*Permanent and temporary*—	
Both old hands and new entrants ...	16 days in a year, with the orders referred to at IV above.

Resolution No. F. 119-R. 1/28, dated the 6th September 1928, from the Government of India, Finance Department.

The Governor General in Council is pleased to issue, under Fundamental Rule 2, the rules in Annexure I to this Resolution to regulate the leave of permanent salaried industrial employees below the grade of Overseer or Assistant Manager and under Fundamental Rule 161 (c), the rules in Annexure II to regulate the leave of permanent pieceworkers employed in the Government of India Presses. The rules apply only to Government servants whose service is classed as Superior under Article 306, Civil Service Regulations.

2. Such permanent salaried industrial employees now serving in the Government of India Presses as are at present in the enjoyment of the benefits of the leave rules in the Fundamental Rules will retain their existing privileges.

ANNEXURE I

Leave Rules applicable to permanent salaried industrial employees in the Government of India Presses below the grade of Overseer or Assistant Manager who are not classed as "inferior".

1. Leave on average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods, one day's leave for every eleven days' duty, provided that no such leave can be earned by any employee who has four months' leave on average pay to his credit.*

NOTE.—Duty rendered during the period of continuous service prior to confirmation will count for leave under Rule 1, the leave taken on each occasion

during that service being deducted from the leave earned in respect of duty rendered prior to such occasion. [F. D. Resolution No. F. 7 (20)-R.I.|34, dated the 16th May 1934.]

2. On the production of a medical certificate, to the leave due under the preceding rule, there may be added, subject to rule 4, leave on half average pay up to three months, and a further extension of leave on half average pay not exceeding three months may be granted on the production of a fresh medical certificate granted by the officer in chief medical charge of the district in which the employee is residing.

3. Leave without pay may be granted when no other leave is admissible.

4. The total amount of leave on medical certificate admissible to any employee during his service shall not exceed two years.

5. Injury leave at half pay rates may be granted to a permanent salaried industrial employee below the grade of Overseer or Assistant Manager, who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

ANNEXURE II.

Leave Rules applicable to permanent pieceworkers employed in the Government of India Presses who are not classed as "inferior".

1. (a) Leave on average pay will be granted to pieceworkers, according to their service as shown below:—

Length of Service	Leave admissible
Less than 10 years	16 days in each calendar year
10 years but less than 15 years	23 days " " "
15 years and above	31 days " " "

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a pieceworker up to the date of his being brought on to the permanent establishment as well as continuous inferior service rendered up to the date of his promotion to superior service shall be taken into account. [F. D. Resolution No. F. 11(22)-R.I.|33, dated the 20th October 1933.]

(b) This leave will be non-cumulative, i.e., any leave not taken during the year will lapse without any monetary compensation.

(c) Gazetted holidays actually enjoyed may, at the option of the pieceworker, be counted against any leave admissible to him under sub-rule (a), and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as a right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from pieceworkers who have been irregular in attendance.

2. Leave on medical certificate on half average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods one day's leave for every eleven days' duty. It will be cumulative and will be granted only when no average pay leave is admissible.

NOTE.—Duty during a period of continuous employment in a temporary post prior to confirmation and duty in a permanent post, whether before or after the 6th September 1923 (excluding periods of inferior service, if any), shall count for leave under this rule subject to the condition that no leave without allowances granted on medical grounds prior to that date or the date of transfer to the permanent piece establishment, whichever is later, will be commuted to leave on medical certificate on half average pay, nor will any leave taken before such date be treated as leave on medical certificate on half average pay for determining the leave due under the rule. [F. D. Resolution No. F. 7 (40)-R.I.|35, dated the 6th August 1935.]

3. Leave without pay may be granted when no other leave is admissible.

4. No continuous period of leave with pay shall exceed one year ; any extension over one year shall be leave without pay.

5. Injury leave at half pay rates may be granted to a pieceworker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rules 2 and 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a pieceworker's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of a pieceworker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

[F. D. Resolution No. 7 (9) R.I.|39, dated the 15th February 1939.]

Note (1).—Pay or average pay means remuneration at class rates at the time of taking leave.

Note (2).—For the purpose of determining the classification of service of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate. (Finance Dept. Resolution No. F. 32-R.I.|30, dated the 10th July 1930.)

Government of India, Finance Department Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935.

In exercise of the powers conferred by sub-clause (d) of rule 44 of the Civil Services (Classification, Control and Appeal) Rules and in supersession, in their application to the employees to whom these rules apply, of the rules published with the resolutions of the Government of India in the Finance Department Nos. F. 119-R.I.|28, dated the 6th September 1928 and F. 24-R.I.|30, dated the 27th January 1930, the Governor General in Council is pleased to make the following rules, namely :—

Rules

1. The rules in Schedules I and II to these rules may be called the Revised Leave Rules for Press Employees.

2. The rules shall apply respectively (with retrospective effect where necessary from the commencement of service counting for leave) to the following press employees whose service is classified as superior and who belong to the classes of persons enumerated in Rule 2 of the Revised Leave Rules, 1933 :—

(1) Schedule I—to permanent salaried industrial employees below the grade of overseer in the Government of India Presses and below the rank of Manager or Superintendent in—

(i) Private Secretary to His Excellency the Viceroy's Press,

(ii) The Hyderabad Residency Press,

(iii) The Mysore Residency Press, and

(iv) The Central India Agency Press.

(2) Schedule II—to permanent pieceworkers in the Government of India Presses.

3. In the case of a permanent industrial employee transferred from the salaried to the piece establishment or vice versa credit shall be allowed for 'earned leave' or 'leave on full pay' due at the date of transfer under rule 1 in schedule I or rule 1 in schedule II, as the case may be.

4. 'Leave on medical certificate' and 'injury leave' admissible under the rules in schedules I and II are not cumulative, i.e., an employee cannot have 'leave on medical certificate' for more than 12 months or 'injury leave' exceeding 5 years during his whole service.

SCHEDULE I.—*Permanent Salaried Employees.*

1. Earned leave will be admissible at the rate of 1/11th of the period spent on duty, provided that when the earned leave due to an employee amounts to 90 days, he ceases to earn such leave.

NOTE.—Duty rendered during the period of continuous service prior to confirmation will count for leave under Rule 1, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such occasion.

2. To the leave due under the preceding rule, there may be added, subject to the provisions of rule 3, leave on medical certificate up to three months, and a further extension of such leave not exceeding three months may be granted on the production of a fresh medical certificate granted by the officer in chief medical charge of the district in which the employee is residing.

3. The total amount of leave on medical certificate admissible to an employee during his service shall not exceed twelve months.

4. Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the employee applies in writing for this leave. An employee on extraordinary leave is not entitled to any leave salary.

5. Any kind of leave under these rules may be granted in combination with, or in continuation of, any other kind of leave.

6. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the public service.

7. Injury leave at half pay rates may be granted to a permanent salaried industrial employee who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (*a*) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 3. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section (4) of that Act. [*F. D. Resolution No. F. 7(9)-R.I.*/39, *dated the 18th January* 1939.]

8. 'Earned leave' means leave earned in respect of periods spent on duty.

'Earned leave due' means the amount of earned leave calculated as prescribed in rule 1 diminished by the amount of earned leave taken. During earned leave and leave on medical certificate an employee is entitled to leave salary in accordance with rule 16 and the Explanation thereunder of the Revised Leave Rules, 1933.

SCHEDULE II.—*Permanent Pieceworkers.*

1. (a) Leave on full pay will be granted to pieceworkers according to their service as shown below:—

Length of service	Leave admissible
Less than 10 years	16 days in each calendar year.
10 years but less than 15 years	23 days in each calendar year.
15 years and above	31 days in each calendar year.

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a pieceworker up to the date of his being brought on to the permanent establishment, as well as continuous inferior service rendered up to the date of his promotion to superior service, shall be taken into account.

(b) This leave will be non-cumulative, *i.e.*, any leave not taken during the year will lapse without any monetary compensation.

(c) Gazetted holidays actually enjoyed may, at the option of the pieceworker, be counted against any leave admissible to him under sub-rule (a), and if so counted, will be paid for.

(d) Leave under these rules cannot be claimed as of right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from pieceworkers who have been irregular in attendance.

2. Leave on medical certificate on half pay may be granted up to 2 months when no leave on full pay is admissible and a further extension of such leave not exceeding 3 months may be granted on the production of a fresh medical certificate from the officer in chief medical charge of the district in which the pieceworker is residing. The total amount of leave on medical certificate admissible to a pieceworker during his service shall not exceed 12 months.

3. Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the pieceworker applies in writing for this leave. A pieceworker on extraordinary leave is not entitled to any leave salary.

4. Injury leave at half pay rates may be granted to a pieceworker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 2. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a pieceworker's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of a pieceworker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act. [*F. D. Notification No. F. 7(9)-R.I.[39, dated the 15th February 1939.*]

NOTE (1).—'Pay' means remuneration at class rates at the time of taking leave.

NOTE (2).—For the purpose of determining the classification of service of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate. [*F. D. Resolution No. F. 92-R.I.[30, dated the 10th July 1930.*]

Letter No. A.-433, dated the 22nd May 1929, from the Department of I. & L., to the C. P. & S. I.

I am directed to refer to the Resolution of the Government of India in the Finance Department, No. F. 119[R.I.[28, dated the 8th September 1928, promulgating a set of revised leave rules applicable to the permanent industrial employees of the Government of India Presses who are in superior service. When these rules were under consideration it was brought to the notice of the Government of India that the existing practice of granting casual leave to the salaried industrial employees was administratively inconvenient. Casual leave is not a recognised form of leave under the Fundamental Rules and the Government of India have decided that in future the grant of such leave to the permanent salaried industrial hands employed in their presses on or after the 6th September 1928 should be discontinued. Those employed before the 6th September 1928, will, however, continue to enjoy the privilege of casual leave sanctioned in para. 19 of the Resolution of the Board of Industries and Munitions, No. A.-71, dated the 15th July 1920.

2. The Government of India have also decided that casual leave should be withdrawn from the temporary salaried industrial hands employed in their presses. Such employees are at present eligible for leave under Supplementary Rule 285. But in view of the restriction imposed by this rule, the leave cannot often be availed of when required. The *Governor-General-in-Council has accordingly decided that Supplementary Rule 285 should not apply to future temporary industrial hands who should in lieu be granted leave on full pay for 10 days in a year. This leave will be non-cumulative, i.e., any leave not taken during the year will lapse. The temporary men employed before the date of these orders will, however, be allowed the option of taking either the leave as indicated above or to continue to take casual leave at present allowed in the different presses and leave under Supplementary Rule 285. The option once exercised will be final. But as soon as they are made permanent, they will automatically come under the rules applicable to permanent salaried industrial employees recruited on or after the 6th September 1928.

3. The orders contained in the preceding paragraphs will not affect the grant of leave which is admissible to press employees (including pieceworkers) under this Department letter No. A.-640, dated the 20th October 1928, on the occurrence of infectious diseases in their houses or on their detention in plague

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* Letter No. A.-433, dated the 29th June 1939, from the Department of I. & L.

camps. Such leave will be granted on full pay for a period not exceeding thirty days under the following conditions :—

(i) When there are infectious diseases such as small-pox, etc., in the house of any employee and he is compelled to absent himself from office, not on account of his own sickness but on account of the occurrence of an infectious disease in his house. A medical certificate as to the occurrence of an infectious disease should be submitted and leave of absence from office should be obtained until another medical certificate is produced that all danger of infection has ceased. Employees in whose houses there are cases of infectious diseases will, if they attend office, be liable to be suspended from work.

(ii) When an employee on returning from leave is detained in plague camps on the way to rejoin his post.

This leave shall not be taken into account in calculating the limit laid down in rule 4 of the rules in Annexure I and rules 2 and 4 of the rules in Annexure II to the Finance Department Resolution No. F. 119(R.I.)28, dated the 8th September 1928. If the period of absence on this account exceeds thirty days, the leave may be combined with leave on average pay or half average pay whichever may be due to an employee under the rules referred to above, and thereafter with leave without pay to cover the excess period of absence. Pay in the case of piece-workers will mean remuneration at class rates.

Memo. No. 18|6|36-A. & F., dated the 4th March 1937, from the Controller of Printing and Stationery, India.

The attention of the Manager is invited to paragraph 2 of letter No. A-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour, in which 16 days' non-cumulative leave on full pay in a year was sanctioned for temporary superior salaried industrial employees of the Government of India Presses recruited on or after the above date. A question has arisen whether the above leave should be treated as casual leave or as regular leave.

2. According to the note under rule 1 of the special leave rules applicable to permanent salaried industrial employees (superior) duty rendered during the period of continuous service prior to confirmation will count for leave under the above rule, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such confirmation. This requires that some record should be maintained showing the amount of leave actually taken by them during their continuous temporary or officiating service in order to give them credit of leave earned on account of such service on their confirmation as permanent hands. No regular leave account need be maintained for the purpose. Casual leave is not a recognised form of leave, and should the 16 days leave on full pay be regarded as such the question of adjustment stipulated in the above note cannot arise. The leave in question should therefore be treated as regular leave and the leave accounts of all employees concerned reviewed with retrospective effect.

3. The Accountant General, Central Revenues, New Delhi, who was consulted in the matter, has concurred in the above views.

Memo. No. 18|4|36-A. & F., dated the 22nd October 1936, from the C. P. & S. I., to all the Government of India Presses.

In order to remove any possible doubt the Manager is informed that officiating salaried industrial hands (superior), whether on the permanent or temporary establishments, who have no liens on permanent posts, should be granted leave in accordance with the orders contained in paragraph 2 of letter No. A.-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour.

Memo. No. C. P. O. 14|26|28, dated the 24th June 1929, from the Controller of Printing and Stationery, India.

Under rule 285 of the Supplementary Rules, leave may be granted to a Government servant without a lien on a permanent post while officiating in a post or holding a temporary post, provided that the grant of the leave involves no extra expense to Government. Employees of the Government of India Presses are granted leave in accordance with the above rule. As some doubt appears to exist as to whether the payment of overtime allowance to other employees of the Press engaged in similar work should be regarded as extra expenditure mentioned

in the rule quoted above, the officers-in-charge of the Government of India Presses are informed that it has been held by the Examiner, Government Press Accounts, and the Government of India have agreed with him that any payment made for overtime to carry on the ordinary work of an absentee who is allowed leave with pay would amount to extra expenditure to Government. But any overtime payments made for urgent work done by them after office hours will not be considered as extra expenditure.

Letter No. A.-382, dated the 30th May 1922, from the Department of I. & L., to the C. P. S. & S.

I am directed to refer to paragraph 11 of the Resolution of the Board of Industries and Munitions No. A.-31, dated the 15th July 1920, and to say that after reconsideration of the matter the Government of India have decided that with effect from the 1st April 1922 piece and daily paid workers in their printing presses may be paid at class rates for 16 days (including the King Emperor's Birthday) each year, to cover absences on account of holidays, sickness or leave, provided that the worker has been in regular employment for the previous 12 months. "Regular employment" should be interrupted as not less than 90 per cent. of the required working hours, regard, however, should be had to absence in case of sickness.

Note (1).—This leave on class rates being of the nature as casual leave, the period spent on such leave will consequently count as service qualifying for pension, and the allowances paid to the men during this leave will be taken into account in calculating the average emoluments for pension, but acting arrangements are not admissible in the places of the absentees. (*Fin. D. letter No. 150-C. S. R.-26, dated the 18th May 1926*).

Note (2).—A temporary or inferior pieceworker on transfer to the permanent superior piece establishment should be allowed, irrespective of the date of his transfer, the full credit of leave on average pay (or leave on full pay in the case of new entrants) admissible under rule 1 (a) of the leave rules applicable to permanent pieceworkers in superior service less the leave with pay already enjoyed by him, if any, during the calendar year in which the transfer takes place. Any leave with pay at his credit before transfer will lapse. (*I. & L. Department letter No. A.-433, dated the 15th July 1937.*)

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45. Early leave or leave for short periods.—This leave may be granted only in special circumstances. It should not ordinarily be allowed on days which are half-holidays. Early leave up to one hour on a particular day should not be deducted in the case of salaried industrial staff and such members of the clerical establishment as are entitled to overtime. When, however, the period exceeds one hour it should be set off against casual leave, if admissible, leave on average pay or full pay leave at the credit of the man concerned. When no leave of any kind is due the actual period of absence should be treated as leave without pay. So far as members of the clerical establishment, who are not entitled to overtime, are concerned, early leave up to two hours in a working-day may be allowed without deduction. If the period exceeds two hours it should be deducted in the manner indicated above. Leave during office hours may be granted by the heads of the respective branches or sections. On returning to office men must report themselves to the time keeper; otherwise they will be marked absent.

46. Medical leave to permanent superior salaried industrial employees.—Those employed between the dates 6th September 1928 and 15th July 1931 (both dates inclusive) are allowed medical leave under rules 2 and 4 of the Leave Rules in Annexure I issued with the Finance Department's Resolution No. F. 119-R.I.|28, dated the 6th September 1928.

Those employed on or after the 16th July 1931 are granted medical leave under Rules 2 and 3 in the Schedule I of the Revised Leave Rules for Press Employees issued with the Finance Department's Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935.

Medical leave is not earned. It is entirely independent and is given, subject to the permissible maximum. Medical leave may be granted in continuation of leave on average pay.

47. Medical leave to permanent superior piceworkers.—Those governed by the Leave Rules issued with the Finance Department's Resolution No. F. 119-R.I.|28, dated the 6th September 1928 are allowed medical leave under rule 2 in Annexure II, ibid. Those governed by the Revised Leave Rules for Press Employees issued with the Finance Department's Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935, are allowed medical leave under rule 2 in Schedule II, ibid.

NOTE.—Leave on average pay set off against gazetted holidays should be deducted in working out the period of duty for the purpose of calculating the amount of medical leave on half average pay. (18|2|35-A. & F.)

48. Injury leave to permanent superior salaried industrial employees and piceworkers.—This leave at half-pay rates is granted in accordance with rule 5 in Annexures I and II of the Leave Rules promulgated with the Finance Department Resolution No. F. 119|R.I.|28, dated the 6th September 1928, and rules 7 and 4 in schedules I and II respectively to the Revised Leave Rules for Press Employees issued with that Department's Notification No. F. 7(55)-R.I.|35, dated the 3rd October 1935. Leave on average pay can also be granted instead of injury leave, where admissible at the express request of the employee concerned. In such cases injury leave can also be granted in continuation of leave on average pay where necessary. Where leave on average pay instead of injury leave is granted, no deduction should be made from leave salary on account of compensation paid under the Workmen's Compensation Act (*C. P. & S. Memo. No. 18|2|39-A. & F., dated the 29th July 1939, reproduced below.*)

Memo. from the C. P. & S., India, No. 18|2|39-A. & F., dated the 29th July 1939.

A question having been raised by one of the Government of India Presses whether the permanent industrial press employees (both salaried and piece) who are subject to the special leave rules promulgated with the Finance Department Resolution No. F. 119|R.I.|28, dated the 6th September 1928 (vide pages 53-55 of the Press Handbook), can, if they so desire, obtain leave on average pay instead of injury leave under rule 5 of the rules applicable in their case, the matter was referred to the Government of India and it is hereby ruled with their concurrence that there is no objection to the grant of such leave at the express request of the employee concerned. In such cases, injury leave can also be granted in continuation of leave on average pay where necessary.

2. In instances of the type referred to above, no deduction should be made from leave salary in respect of leave on average pay on account of compensation paid under the Workmen's Compensation Act, as that leave, unlike injury leave, is not granted by way of compensation for disablement.

3. The above ruling should be applied *mutatis mutandis* to the press employees subject to the Revised Leave Rules for Press Employees which were promulgated with the Finance Department Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935.

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49. Hospital leave.—Permanent superior industrial employees (salaried and piece) of the Government of India Presses suffering from lead poisoning who are governed by Leave Rules issued with the Government of India, Finance Department Resolution No. F. 119-R.I.|28, dated the 6th September 1928 and Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935, are not eligible for hospital leave provided for under S. R. 269 but should be granted injury leave (which is a substitute for hospital leave) admissible under the Leave Rules mentioned above.

Hospital leave under S. R. 269 is admissible to permanent superior employees who are governed by the leave rules in the Fundamental Rules, permanent inferior (salaried and piece) and temporary salaried and piece (superior and inferior) industrial employees of the Government of India Presses.

Appointment of substitutes in place of absentees granted hospital leave or injury leave is permissible. (*C. P. & S. I. Memo. No. 2|71|34-A. & F.,*

59. Leave on the occurrence of infectious diseases.—Men in whose houses there are cases of infectious diseases, such as small-pox, etc., should submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be produced that all danger of infection has ceased. Failing this, they will, if they attend office, be liable to be suspended from service. Diseases declared by the respective local Governments as infectious should be regarded as such in Calcutta, Simla and Aligarh. In New Delhi, the list of infectious diseases published by the Government of India should be followed. Employees, compelled under the above orders, to absent from office not on account of their own sickness, but on account of the occurrence of infectious diseases in their houses, may be allowed casual leave for the period, not exceeding thirty days, during which they are prevented from attending. Casual leave up to 30 days will also be admissible to press employees returning from leave, who are detained in plague camps on the way to rejoin. During casual leave salaried workers will receive full pay. If the period of absence exceeds 30 days, employees may be allowed leave with leave salary of any kind which may be due to them, and thereafter leave without leave salary.

The Controller of Printing and Stationery, India, in respect of employees appointed by him, may sanction a substitute for an absentee who is prohibited from attending his duties on account of detention in plague camps on the way to rejoin, or on account of some infectious disease in his house and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

In the case of pieceworkers pay or salary should be taken to mean remuneration at class rates. *(Dept. of I. & L., No. A.-640, dated the 20th October 1926, reproduced below, and 2-37/35-A. & F.)*

Letter No. A.-640, dated 20th October 1926, from the I. & L. Dept., to the C. P. S. & S.

I am directed to enclose for your information a copy of the Resolution of the Government of India, Finance Department, No. F. 273-C.S.R.|26, dated the 3rd September 1926, authorising you under certain conditions to employ substitutes in place of employees appointed by you who are obliged to be absent from their duty on account of detention in plague camps or the presence of an infectious disease in their houses. In this connection I am to enclose for your information a set of rules framed by the Government of India for the grant of leave to press employees in these circumstances. These rules supersede the existing rules and are applicable both to the salaried hands and pieceworkers, whether permanent or temporary, with effect from the 3rd September 1926.

Extract from Finance Department Resolution No. F. 273-C.S.R.|26, dated the 3rd September 1926.

The Governor-General in Council is pleased to add the following as Notes 3 and 4 under part V (2)—Leave—of the rules which were published in Finance Department Resolution No. 205-C.S.R., dated the 8th February 1924:—

Note 3.—The Controller of Printing, Stationery and Stamps, in respect of employees appointed by him, may sanction a substitute for an absentee who is prohibited from attending to his duties on account of detention in plague camps on the way to rejoin, or on account of some infectious disease in his house and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

In the case of pieceworkers pay or salary should be taken to mean remuneration at class rates.

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1. *Infectious Diseases.*—Men in whose houses are cases of infectious diseases, such as small-pox, etc., should submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be

produced that all danger of infection has ceased. Men whose houses have cases of infectious diseases will, if they attend office, be liable to be suspended from work.

2. Employees compelled under the above orders to absent themselves from office not on account of their own sickness, but on account of the occurrence of infectious diseases in their houses, may be allowed casual leave for the period, not exceeding 30 days, during which they are prevented from attending. Casual leave up to 30 days will also be admissible to press employees returning from leave who are detained in plague camps on the way to rejoin.

3. During casual leave salaried workers will receive full pay and piece-workers will be remunerated at class rates.

4. If the period of absence exceeds 30 days employees may be allowed leave with leave salary of any kind which may be due to them and thereafter leave without leave salary.

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51. Grant of leave to pieceworkers appointed as Learners on Linotype and Monotype Machines.—Until confirmation, a pieceworker, appointed as a learner should be granted leave exactly in the same manner as a pieceworner appointed to officiate as a salaried hand is allowed leave. As regards payment for Sundays and holidays he should be treated—

(i) as a pieceworker so long as his outturn is less than the prescribed minimum, *vide* paragraph 402 of the Handbook; and

(ii) as a salaried hand when his outturn reaches the prescribed minimum.

(2-D/46/40-A. & F.)

52. Grant of leave and holidays to inferior servants paid from contingencies.—At the discretion of the Manager inferior servants paid from contingencies may be allowed non-cumulative casual leave with full pay up to a maximum of 15 days in a calendar year, provided that they have rendered two years' continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed and should not ordinarily exceed a week at a time. If an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

Inferior servants paid from contingencies may also be allowed leave with pay for Sundays and other holidays at the discretion of the heads of offices. (*Labour Dept. letter No. A.-431 dated the 19th July 1940, reproduced below.*)

NOTE.—A question has been raised as to whether a labourer, who is paid from contingencies and granted leave without allowance for one month after a period of less than 2 years' service—say, 16 months—could be allowed, under the above order the casual leave after a further 8 months' service or whether it would be necessary for him to put in another 24 months' service before he could be granted casual leave.

Authorised leave of absence without pay does not constitute an interruption in service and a contingency labourer in the example cited may be allowed the casual leave after 7 months' further service on return from the 1 month's leave without pay. (31/11/39-A. & F.)

Letter No. A.-431, dated the 19th July 1940, from the Dept. of Labour, to the C. P. & S., India.

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2. I am also to convey the sanction of the Governor-General in Council to the grant, at the discretion of the heads of the offices concerned of non-cumulative casual leave with full pay up to a maximum of fifteen days in a calendar year to the labourers and other Inferior servants paid from "Contingencies" and employed in the presses and branches of the Stationery and Printing Department and in the Reserve Stamp Depot, Calcutta, provided that they have rendered two years' continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed. It should ordinarily not

exceed a week at a time and, if an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

3. The Governor-General in Council is also pleased to approve the present practice of the grant of leave with pay to the above-mentioned staff on Sundays and other holidays at the discretion of the heads of the offices concerned.

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53. Leave during the month of Ramzan.—Mohammadan employees of the Government of India Presses may be allowed to leave their work half an hour before sunset during the month of 'Ramzan'. No payment for this period should be made to pieceworkers. *(Dept. of Industries letter No. A.-240, dated the 29th July 1921, and Dept. of I. & L. letters No. A.-734, dated the 4th February 1930 and 15th January 1931, reproduced below.)*

Letter No. A.-240, dated 29th July 1921, from the Dept. of Industries to the C. P. S. & S.

In continuation of my telegram No. A.-240, dated the 23rd April 1921, I am directed to say that after careful consideration the Government of India have decided that in future Mohamedan employees of the Government Central Presses, Calcutta and Delhi, should be allowed to leave their work half-an-hour before sunset during the month of *Ramzan*. No payment for this period will, however, be made in the case of pieceworkers.

Letter from the I. & L. Dept., to the C. P. & S. I., No. A.-734, dated the 4th February 1930.

With reference to your letter No. C. P. O. 13-5/30, dated the 29th January 1930, I am directed to convey the sanction of the Government of India to the grant to the Muhammedan employees of the Government of India Press, Simla, of early leave half-an-hour before sunset during the month of *Ramzan*. No payment for this period will be made to the pieceworkers employed in this press.

Letter No. A.-734, dated the 15th January 1931, from the I. & L. Dept., to the C. P. & S. I.

With reference to your letter No. C. P. O. 13/56/30, dated the 5th January 1931, I am directed to convey the sanction of the Government of India to the grant to the Muhammadan employees of the Government of India Press, Aligarh, of early leave half-an-hour before sunset during the month of *Ramzan*. No payment for this period will be made to the pieceworkers employed in this press.

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54. Absence without leave.—Absence without leave makes the absentee liable :—

(a) *If a salaried hand*, to a deduction of one day's pay for each day's absence without leave previously obtained or without medical certificate, the latter to be in accordance with paragraph 45 ;

(b) *if a pieceworker*, to a fine of two annas for each day's absence in the case of compositors, one anna for distributors, pressmen and others. Leave previously applied for may be granted to pieceworkmen by the Assistant Manager.

Frequent absence and absence without leave for more than fifteen consecutive days will render the employee liable to be suspended from duty, and if the irregularity continues he will be removed from service, in which case the procedure laid down in the rules governing the making of first appointments, etc., framed by the Governor General in Council under the Civil Services (Classification, Control and Appeal) Rules should be followed.

55. Counting of periods of leave without pay towards increments in class rates of pieceworkers.—The principle contained in the proviso to Fundamental Rule 26 (b) will apply in granting such increments. The discretion to allow the concession will rest in the appointing authority. *(Dept. of I. & L. letter No. A.-501, dated the 14th September 1933, reproduced below.)*

Letter No. A.-501, dated the 14th September 1933, from the I. & L. Dept., to the C. P. & S. I.

I am directed to refer to your letter No. A. & F. 2/59/32, dated the 21st April 1933, in which you raise the question whether periods of leave without pay granted to pieceworkers should be taken into account for the purpose of granting biennial increments in the class rates of pieceworkers. In reply I am to say that the Governor General in Council has been pleased to decide that the principle contained in the proviso to Fundamental Rule 26 (b) should be applied in granting such increments. The discretion to allow the concession will vest in the appointing authority.

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56. Setting off holidays enjoyed by pieceworkers against leave on average pay.—Under rule 1 (c) (both old and revised) of the Leave Rules applicable to permanent pieceworkers, gazetted holidays including gazetted local holidays (whether or not they are treated as closed holidays) actually enjoyed may, at the option of the pieceworkers be counted against leave on average pay, and if so counted will be paid for. Sundays or holidays falling within a period of leave should be treated as leave. Non-gazetted closed holidays enjoyed by pieceworkers cannot be set off against leave on average pay. The following examples are given below to remove misapprehensions, if any, in the matter :—

Leave applied for	How it should be treated
(1) 3 days leave from Saturday to Monday in the ordinary course.	(1) Leave on average pay may be granted for all the 3 days.
(2) 3 days leave from Saturday to Monday when Saturday or Monday is a gazetted closed holiday.	(2) Leave on average pay may be granted for the one working day, viz., Monday or Saturday, as the case may be. The closed holiday on Saturday or Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Sunday.
(3) 3 days leave as above when Saturday or Monday is a non-gazetted non-closed holiday or a non-gazetted local holiday.	(3) Leave on average pay may be granted for the one working day, viz., Monday or Saturday as the case may be. No payment will be admissible for Sunday and the local holiday.
(4) 4 days leave from Friday to Monday when Friday is a non-gazetted non-closed holiday and Monday a gazetted closed holiday.	(4) Leave on average pay may be granted only for Saturday. The closed holiday on Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Friday and Sunday.
(5) 4 days leave from Friday to Monday when Friday and Monday are gazetted closed holidays.	(5) Leave on average pay may be granted only for Saturday. The closed holidays on Friday and Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Sunday.

(18/2/40-A. & F.)

57. Counting of fractions of a day in calculating the amount of leave earned by permanent superior salaried industrial employees.—The procedure laid down in the audit instruction under Fundamental Rule 76, should be followed in the case of those who are governed by the leave rules in the Fundamental Rules.

In respect of those who are governed by the Annexure I of the 1928 rules, leave accounts are to be maintained in form F. R. 9-C., under paragraph 33 of the instructions issued by the Auditor General under Fundamental Rule 74 (Appendix 8 to the Posts and Telegraphs Compilation of Fundamental Rules and Supplementary Rules, Volume II). In their cases, the fraction of a day should be treated as laid down in the Audit Instruction under Fundamental Rule 76.

In the case of employees who are governed by the rules contained in the Finance Department Notification No. F. 7 (55)-R.I.|35, dated the 3rd October 1935, no leave accounts are required to be maintained. In their cases, fractions of a day should not be rounded off under the Auditor General's decision below Rules 9 nad 10 in Appendix 7-A of the Posts and Telegraphs Compilation of Fundamental Rules and Supplementary Rules. In these cases, all leave granted on or after the date of the Notification should be revised where necessary. *(C. P. & S. I. Memo. No. 18-3-38-A. & F., dated the 27th September 1938.)*

58. Leave salary of Linotype Operators.—Under rule 87 of the Fundamental Rules, the average pay of non-gazetted officers, whose pay is less than Rs. 300 a month, shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave. But as the pay of the linotype operator fluctuates on the basis of outturn his leave salary will be regulated in the following manner :—

"The pay which he would draw in the permanent post held substantively by him at the time of taking leave" should be taken as meaning the monthly rate of pay. Thus if a linotype operator proceeds on leave on the 16th of September and for the period from 1st to 15th September draws pay at Rs. 85 per mensem, this rate of pay, i.e., Rs. 85 per mensem, should be taken as the basis for the determination of his leave salary. Again if an operator draws pay for the month of September at the rate of Rs. 100 per mensem and takes leave with effect from the 1st October, Rs. 100 should be taken as the basis for the determination of his leave salary. *(Finance Dept. Letter No. F. 295-C. S. R. 26, dated the 20th September 1926, reproduced below.)*

Letter No. P. Mis.|7453, dated 27th March 1926, from the Pay and Accounts Officer, Miscellaneous Central Departments, to the Finance Department.

I have the honour to invite a reference to Government of India, Department of Industries and Labour letter No. A-421, dated the 30th June 1924, in which sanction was accorded to the proposals made by the Controller of Printing, Stationery and Stamps, regarding the pay of Linotype operators in the Government of India Press, Delhi, and to state that under Rule 87 of the Fundamental Rules, the average pay of non-gazetted officers, whose pay is less than Rs. 300 a month, shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave.

As the Linotype operators have no fixed pay I would enquire whether their average pay may be taken to be the pay for the month immediately preceding that in which leave is taken.

Letter No. F.|295-C. S. R.|26, dated 20th September 1926, from the Finance Department, to the Pay and Accounts Officer, Miscellaneous Central Departments.

In reply to your letter No. P. Mis.|7453, dated the 27th March 1926, I am directed to say that in applying the proviso to Fundamental Rule 87 in the case of Linotype operators, "the pay which he would draw in the permanent post held substantively by him at the time of taking leave" should be taken as meaning the monthly rate of pay which he would have drawn by duty for the whole of the month in which he proceeds on leave. Thus, if a Linotype operator proceeds on leave on the 16th of September, and for the period from the 1st to

the 15th September draws pay at Rs. 85 per month, this rate of pay (i.e., Rs. 85 per month) should be taken as the basis for the determination of his leave salary. Again, if an operator draws pay for the month of September at the rate of Rs. 100 per month and takes leave with effect from 1st October, Rs. 100 per month should be taken as the basis for the determination of his leave salary.

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59. Inclusion of bonus earned by Linotype and Monotype Operators for the purpose of leave salary.—With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by the Lino and Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the leave salary. (*Labour Dept. letter No. A.-350, dated the 2nd May 1940, and C. P. & S. I., No. 13-25-36-A. & F.*)

60. Counting of previous service of re-employed pieceworkers towards leave.—In the case of pieceworkers discharged from service on account of reduction of establishment and subsequently re-employed, the previous service rendered by them, which is taken into account for purposes of pension or Contributory Provident Fund, should also be taken into account in determining the amount of non-cumulative leave admissible to them subject to the discretion of the authority sanctioning their re-employment as to the extent to which this concession should be allowed. (*I. & L. Dept. letter No. A.-433, dated the 24th July 1933.*)

61. Leave Reserves.—The leave reserve of clerks where sanctioned at present exists for the entire clerical establishment and outsiders cannot therefore be appointed in leave vacancies of Superintendents, Head Assistants, Assistants, Cashiers, etc. Officiating promotion from a lower to higher grade may, however, be made where such an arrangement is otherwise permissible.

In the case of the Government of India Press, New Delhi, the sanctioned leave reserve does not exist for the Caretaker and Transit Clerk. The posts of Accountants in the Government of India Presses, Calcutta, New Delhi and the Forms Press, Calcutta, have been specially excluded from the sanctioned leave reserve. (*C. P. & S. I. U. O. L. No. 2/11/37-A. & F., dated 19th April 1938.*)

Section (6)

PENSION AND CONTRIBUTORY PROVIDENT FUND

62. Pension and Gratuity.—All employees of the Government of India Presses, whether salaried or piece, including clerks and inferior servants who were in employment before the 15th July 1920, and who have rendered 25 years' continuous and approved service, whether such service be classified as permanent or temporary, shall be eligible for pension or gratuity, under the rules laid down in the Civil Service Regulations. The term "continuous and approved service" should be taken to mean "total uninterrupted service including periods of leave without allowance, underage and inferior service". In calculating the amount of pension admissible in each case periods of leave, which are not allowed to count for pension, should be omitted and the underage and inferior service treated as non-qualifying for superior pension.

Superannuation or invalid pensions will also be granted to press employees taken into service before the 15th July 1920, provided they either have been permanent from the start, or are absorbed in permanent service before retirement. In the latter case, credit will be given for temporary service prior to confirmation and the ordinary pension rules

will apply. Those who are not absorbed in the permanent establishment, if obliged to retire before qualifying for pension after 25 years' continuous service, will be granted a bonus on the same terms as the Government of India have permitted to exacted to a press employee recruited on or after the 15th July 1920, on provident fund terms. *(Department of Industries No. A-371, dated 30th November 1921, A-371, dated 14th June 1922, Department of I. and L. No. A-220, dated 7th September 1923, A-220, dated 28th May 1924, A-220, dated 20th October 1925, A-220, dated 6th October 1926, A-220, dated 31st October 1928 and A-220, dated 4th March 1929, reproduced below.)*

Resolution No. A-371, dated 30th November 1921, from the Department of Industries, to the C. P. S. & S.

Government of India has decided to recast the first sub-paragraph of paragraph 20 of their Resolution in the Board of Industries and Munitions No. A-51, dated the 15th July 1920, as follows:—

"All press* employees on the permanent establishment, who were in employment on the 15th July 1920 and who have rendered 25 years' continuous and approved service, whether such service be classified as permanent or temporary, shall be eligible for pension."

*Include all workmen, clerks, menials and others employed in the Government of India Presses. *(Dept. of Industries letter No. A-371, dated the 14th June 1922, to the Government of Bombay.)*

Extract from letter No. A-220, dated 7th September 1923, from the Department of Industries and Labour, to the C. P. S. & S.

With reference to your letter No. 1656-Pg., dated the 5th April 1923, I am directed to say that the Government of India are pleased to sanction the grant of the following pensionary concessions to temporary employees of their Presses at Calcutta, Delhi and Simla:—

(1) Under paragraph 3 (2) of the Department of Industries letter No. A-380, dated the 2nd February 1923, piece workers employed in the Government of India Presses are eligible for pension after putting in 25 years' continuous and approved service, whether permanent or temporary. This ruling is now made applicable to salaried employees of these presses. A temporary hand who has put in 25 years' continuous and approved service at the time of discharge will accordingly be entitled to pension or gratuity under the ordinary rules.

Letter No. A-220, dated 28th May 1924, from the Department of Industries and Labour, to the C. P. S. & S.

As it is understood that some misunderstanding exists as to the correct interpretation of the term "Continuous and approved service" used in the orders cited below, I am directed to say that the terms should be taken to mean "total uninterrupted service excluding periods of leave without allowances but including underage and inferior service". The underage and inferior service should, however, be treated as non-qualifying in calculating the amount of superior pension admissible in each case:—

Department of Industries Resolution No. A-371, dated the 30th November 1921.

Department of Industries letter No. A-380, dated the 2nd February 1923.

Department of I. & L. letter Nos. A-413 and A-220, dated the 23rd July and 7th September 1923, respectively.

Letter No. A-220, dated 20th October 1925, from the Department of Industries and Labour, to the C. P. S. & S.

A modification of the orders contained in this Department's letter No. A-220, dated the 28th May 1924, I am directed to say that the Government of India have decided that, for the purpose of determining the eligibility for pension of

employees of the Government of India Presses under the orders noted below, periods of leave without allowances should, in accordance with past practice, continue to be taken into account in calculating their total continuous and approved service. The amount of pension admissible in each case should, of course, be calculated as usual, omitting those periods of leave which, under the rules, are not allowed to count for pension :—

Government of India, Department of Industries Resolution No. A-371, dated the 30th November 1921.

Department of Industries letter No. A-389, dated the 2nd February 1923.

Department of Industries and Labour letter Nos. A-413 and A-220, dated the 22rd July and 7th September 1923, respectively.

Letter No. A-220, dated the 6th October 1926, from the Department of Industries and Labour, to the A. G. C. R.

In reply to your letter No. P. N.-505-BPR-310-25-26, dated the 21st May 1926, addressed to the Finance Department, I am directed to say that the word "uninterrupted" occurring in this Department letter No. A-220, dated the 28th May 1924, should be interpreted as contemplated in Article 420 of the Civil Service Regulations.

2. I am to add that the special pensionary concessions sanctioned for press employees should be allowed even in cases in which interruptions are condoned under Article 422 of the Civil Service Regulations.

Extract from letter No. A-350, dated the 18th August 1930, from the Department of Industries and Labour, to the C. P. & S. I.

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2. In reply I am to invite attention to the orders contained in this Department's letter No. A-220, dated the 6th October 1926, and to say that the employees of the Government of India Presses who were retrenched at the time of the reduction of establishment and were subsequently re-employed in the press are entitled to the benefit of Article 420 (d) of the Civil Service Regulations. The memorialists may be informed accordingly.

Letter No. A-220, dated 31st October 1928, from the Department of Industries and Labour, to the C. P. & S. I.

I am directed to say that the Government of India are pleased to sanction the grant of the following further pensionary concessions to the employees of the Government of India Presses :—

(1) Superannuation or invalid pensions will in future be granted to press employees taken into service before the 15th July 1920 as well as the retiring pensions after 25 years' continuous and approved service for which they are now eligible, provided that the employee either has been permanent from the start or is absorbed in permanent service before retirement. In the latter case credit will be given for temporary service prior to confirmation and the ordinary pension rules will apply.

(2) Press employees who were recruited for temporary service before the 15th July 1920 and are not absorbed in the permanent establishment before they retire will, as hitherto, be granted pensions if they have 25 years' continuous and approved service. But if such an employee is obliged to retire before he qualifies for pension after 25 years' continuous service, he will be granted a bonus on the same terms as the Government of India have promised to concede to a press employee recruited on or after the 15th July 1920 on provident fund terms. The bonus will be allowed in anticipation of the introduction of a contributory provident fund for the employees of the Government of India Presses.

2. I am to add in this connection that it should be observed as a definite rule that the senior men on the temporary establishment in the Government of India Presses should be absorbed in future permanent posts in preference to junior men unless they are found to be inefficient.

Letter from the Department of Industries and Labour, to the A. G. C. R., No. A-220, dated the 4th March 1929.

With reference to your letter No. P.N. 26-28-29|3710, dated the 17th December 1928, I am directed to say that the words "retiring pensions" in paragraph 1 (1)

of this Department's letter No. A-220, dated the 31st October 1928, were used in terms of Article 424, Civil Service Regulations. Retiring pension to an employee of the Government of India Press like other employees belonging to the subordinate services postulates 30 years' qualifying service. The intention of the orders referred to above is not that a press employee can retire optionally after 25 years' service, but that he will be eligible for pension after 25 years' service. He can retire only under the ordinary rules.

63. Average Emoluments.—The sixteen days leave at class rates allowed to inferior piecework and temporary piecework (superior), vide letter No. A-382, dated the 30th May 1922, from the Department of Industries and Labour (reproduced below), is in the nature of casual leave and the allowances paid to the men during this leave should be taken into account in calculating their average emoluments. (Vide letter No. 150-C. S. R. 26, dated the 18th May 1926, from the Government of India, Finance Department, re-produced below.)

Extract from letter No. A-382, dated 30th May 1922, from the Department of Industries and Labour, to the C. P. S. & S.

I am directed to refer to paragraph 11 of the Resolution of the Board of Industries and Munitions No. A-31, dated the 15th July 1920, and to say that after reconsideration of the matter the Government of India have decided that with effect from the 1st April 1922 piece and daily paid workers in their printing presses may be paid at class rates for 16 days (including the King Emperor's Birthday) each year, to cover absences on account of holidays, sickness or leave, provided that the worker has been in regular employment for the previous 12 months. "Regular employment" should be interpreted as not less than 90 per cent. of the required working hours, regard, however, should be had to absence in case of sickness.

Letter No. Pn.-3014/BPR-189-24-25, dated 29th January 1925, from the A. G. C. R., to the Finance Department.

I have the honour to invite a reference to the Department of Industries letter No. A-382, dated 30th May 1922, under which, subject to prescribed conditions, a piece or daily paid worker in a Government of India Press may be paid at class rates for 16 days each year to cover absences on account of holidays, sickness or leave. Such absence for 16 days each year counts as service qualifying for pension, vide Department of Industries letter No. A-389, dated the 2nd February 1922, but there are no orders of the Government of India on the treatment of the allowance paid in respect of the absence for the purpose of calculating average emoluments under Article 487, Civil Service Regulations.

2. As the absentee allowance is not earnings, this office has acted on the view that it should not be taken into account in calculating average emoluments. The Examiner, Government Press Accounts, however, suggests that it should be taken into account. In the circumstances I submit the matter for the decision of the Government of India.

Letter No. 150-C.S.R./26, dated 18th May 1926, from the Finance Department, to the A. G. C. R.

With reference to your letter No. Pn.-3014/BPR.-189-24-25, dated the 29th January 1926, I am directed to say that 16 days' leave which is granted to piece or daily paid workers every year to cover absences on account of holidays, sickness or leave, is in the nature of casual leave and the allowances paid to the men during this leave should be taken into account in calculating their average emoluments for pension.

64. In the case of salaried hands overtime earnings and payments for holiday attendance are excluded when calculating average emoluments for pension.

In the case of pieceworkers, however, the extra allowance of 25 or 50 per cent. over the ordinary rates granted for overtime work or work done on closed holidays or Sundays is excluded in calculating the average

emoluments for pension. (Notes 2 and 3 to Rule 4 below Article 487 of the C. S. R. and Labour Dept. letter No. A-23, dated 11th November 1933. F. No. 16/3/40-A. & F.)

With effect from 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino and Mono Operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the amount of their pension. (*Labour Dept. letter No. A-350, dated 2nd September 1940. F. No. 13/25/36-A. & F.*)

65. In the case of all Government servants for whom service rolls are maintained, pensions may be sanctioned by competent authority before submission of pension papers to the audit office, provided the claim in each case is for the period of continuous and verified service, and the pension is clearly admissible under the strict letter of the rules, all claims which admit of doubt being kept pending until they have been certified to be admissible by the audit office. In all cases service rolls should always be submitted with the pension papers to the audit office. (Letter No. 502-C. S. R., dated the 29th May 1917, from the Government of India, Finance Department.)

Extract from Letter No. 502-C.S.R., dated the 29th May 1917, from the Finance Department, to all Local Governments and Administrations.

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I am directed to say that the Government of India have decided:—

(i) That service rolls instead of service books should be maintained for all inferior servants.

(ii) That in the case of all Government servants for whom service rolls are maintained, pensions may be sanctioned by competent authority before submission of pension papers to the audit office, provided the claim in each case is for the period of continuous and verified service, and the pension is clearly admissible under the strict letter of the rules, all claims which admit of doubt being kept pending until they have been certified to be admissible by the audit office.

(iii) That in all cases in (ii) above, service rolls should always be submitted with the pension papers to the audit office.

2. I am to add that a rule is also being inserted in the Civil Service Regulations describing the procedure to be followed both in the administrative and audit offices in dealing with pension applications of officers for whom service rolls are maintained.

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66. Contributory Provident Fund (India).—This fund has been established in pursuance of the following announcement made in paragraph 21 of the Resolution of the Board of Industries and Munitions No. A-31, dated the 15th July 1920:—

"21. *Institution of a Provident Fund.*—A Provident Fund on the general lines of the Provident Funds of State Railways will be established for all regular employees of the Government of India Presses. The rules regarding the Provident Fund will be announced later. No person entering the service in future will be eligible for pensions; and, with the exception of the day-extra men, all men who join the Government of India Presses will be required to join this Fund."

The Contributory Provident Fund Rules (India) were published with the Finance Department Notification No. F. 23-P.E./28, dated the 25th March 1931 and came into force from the 1st April 1931. (Pending the issue of these rules a special Provident Fund was instituted by the

Government of India in 1930, vide letter No. A-204, dated the 5th August 1930, from the Department of Industries and Labour, reproduced below.]

Letter No. A-204, dated 5th August 1930, from the I. & L. Dept., to the C. P. & S., I.

I am directed to invite reference to paragraph 21 of the Resolution in the Board of Industries and Munitions No. A.-31, dated the 15th July 1920, in which the Government of India announced the establishment of a Provident Fund on the general lines of the Provident Funds of State Railways for all regular employees of the Government of India Presses who were recruited on or after the 15th July 1920, with the exception of day-extra men.

2. It was subsequently decided with the approval of His Majesty's Secretary of State for India that the rules of the Contributory Provident Fund whenever made should apply to those employees of the Government of India Presses, with effect from the 15th July 1920, with the exception of day-extra men and inferior servants or other employees whose pay is drawn on a bill for contingencies and that on the opening of the Fund sums representing contributions by Government and the interest thereon should be credited to each man's account with effect from that date. It has been brought to the notice of the Government of India that some of the employees of the various Presses who were recruited on or after the 15th July 1920 have since been invalided or have died and the question has arisen as to what amount representing Government contribution with interest thereon should be paid to these men or their families.

3. The Government of India have decided that pending the issue of the rules regulating the proposed Contributory Provident Fund, the following concessions should be granted with effect from the 15th July 1920:—

(1) Government contributions should be paid at the rate of 1/16th of a press employee's pay or earnings month by month and should be credited annually.

(2) The interest payable on Government's contributions should be calculated annually at the rate of 5½ per cent. up to the 31st March 1927, 4¾ per cent. from the 1st April 1927 to the 31st March 1930 and 5 per cent. from the 1st April 1930. The rate may be varied from time to time under the orders of Government.

4. These concessions will apply to all employees of the Government of India Presses (including the clerical Staff) recruited on or after the 15th July 1920, with the exception of day-extra men, inferior servants and persons whose pay is drawn on bills for contingencies. In view of the combined clerical cadre for the Central Stationery Office, the Central Forms Store, the Central Publication Branch, and the Government of India Press, Calcutta, sanctioned in paragraph 2 of this Department's letter No. A-431, dated the 27th December 1924, and subsequently abolished with some reservations in this Department's letter No. A.-431, dated the 26th March 1929, only the following members of the clerical staff of the Calcutta Press will be eligible to the benefits of the Provident Fund:—

(a) those recruited in that Press on or after the 26th March 1929;

(b) those recruited and confirmed in that Press before the 26th March 1929; and

(c) those recruited temporarily in any of the other offices mentioned above and confirmed in the Calcutta Press before the 26th March 1929.

The members of the combined cadre who were confirmed in offices other than the Calcutta Press, while employed in that Press, will continue to remain on a pensionable basis.

Similarly, the men referred to in (b) and (c), while employed in the other offices will continue to subscribe to the Provident Fund.

5. The cases of the Press employees recruited on or after the 15th July 1920, who have since died or have been invalided from service may be disposed of in accordance with these orders. If in any such case invalid or compassionate gratuity has already been granted, and it is found that the concession now sanctioned is more favourable to the recipient than that previously allowed, the difference may now be paid.

6. I am to request that pending the institution of the Contributory Provident Fund, subscriptions at the rate of 1/12th of the monthly pay or earnings of the employees who are eligible to subscribe to the Fund should be recovered with effect from the 1st April 1930, and credited monthly to their accounts in the Fund. The interest payable to the subscribers' contributions should be calculated at the rate of 5 per cent. or such other rate as may be prescribed from time to time.

In cases of doubt as to whether an individual employee is in inferior service and hence ineligible to join the Provident Fund, the decision should be deferred until his classification has been made and accepted by Government.

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67. Eligibility of employees to the Contributory Provident Fund (India).—(i) The benefits of the Contributory Provident Fund are applicable to all employees of the Government of India Presses (including the clerical staff) recruited on or after the 15th July 1920, with the exception of day-extra men, inferior servants and persons whose pay is drawn on bills paid from contingencies. Person employed in the Government of India Presses for less than three months either substantively in temporary posts or officiating vacant posts on which no other persons hold a lien are not eligible for the benefits of the above funds.

(ii) Day-extra employees of the Government of India Presses transferred on the 15th July 1920 to the regular superior establishment, or regular inferior establishment and promoted thereafter to the superior establishment should exercise the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The option once exercised is final. *(I. & L. Dept. letters No. A204, dated the 21st November 1933 and 26th October 1934.)*

(iii) Employees of the Forms Press, Aligarh, recruited on the regular superior establishment on a pensionable basis between the 15th July 1920 and 31st March 1924 (both days inclusive) should exercise the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The option once exercised is final. *(I. & L. Dept. letter No. A204, dated 24-8-1936.)*

(iv) Persons eligible to subscribe to the Contributory Provident Fund are not eligible to subscribe to the General Provident Fund.

(v) Assistant Managers and Overseers of the Government of India Presses and the compounders attached to the Dispensary in the Government of India Press, Calcutta, are not eligible for the benefits of the Contributory Provident Fund. *(I. & L. Dept. letters No. A204, dated the 4-5-1934 and 23-8-1934.)*

(vi) Inferior servants of the Government of India Presses irrespective of the date of their appointment are not eligible to subscribe to the Contributory Provident Fund. But those recruited on or after the 15th July 1920 and transferred thereafter to the superior establishment will count their inferior service towards gratuity under the Civil Service Regulations and from the date of their promotion to the superior service they would be admitted to the benefits of the Contributory Provident Fund.

(vii) Persons employed on or after the 15th July 1920, who were retrenched and have subsequently been re-employed, are eligible for the benefits of the Contributory Provident Fund.

(viii) An employee once pensionable should ordinarily remain pensionable throughout his service. If, however, he is transferred from a pensionable establishment to a Government of India Press, he may, at his option, be allowed in lieu of pension, the benefits of the Special Provident Fund and of the Contributory Provident Fund. In the case of an employee, who, prior to his transfer to a Government of India Press, was employed on a pensionable basis under a Provincial Government the benefits may be granted provided that that Government agree to meet the cost of Government contribution to the Fund and interest thereon for the period of his service under them in lieu of their share of his ultimate pension. *(I. & L. Dept. letter No. A204, dated the 5th September 1932.)*

Letter No. A704, dated the 18th September 1931, from the Dept. of I. & L., to the Pay and Accounts Officer, Secretariat, New Delhi.

I am directed to refer to the following communications received from and on the above subject and to convey orders on the various points raised therein :—

I. * * * * * * * * *

(a) The orders contained in this Department's letter No. A204, dated the 5th August 1930 apply to all persons referred to in paragraph 4 of that letter employed in the Government of India Presses for not less than three months either substantively in temporary posts or officiating vacant posts on which no other persons hold a lien. "Daily-rate" men are those engaged on daily wages as members of a fluctuating and varying establishment which is liable to increase or decrease as the exigencies of work may demand and which is paid from the lump grant at the disposal of the Press administration.

(b) The orders in question do not apply to the employees of the Press of the Private Secretary to H. E. the Viceroy.

(c) The Contributory Provident Fund accounts should be opened for—

(i) those eligible employees from whom subscriptions are to be recovered from the 1st April 1930 in accordance with paragraph 6 of this Department's letter No. A204, dated the 5th August 1930 ; and

(ii) those of the eligible employees who have died or have been invalided from service or have retired on superannuation. These cases should be reviewed under paragraph 5 of the letter quoted above. No account need be opened for other persons who have left the Government of India Presses in the interval as they may have forfeited their claim for Government contribution for some reason or other. Their applications may be dealt with individually as they arise.

(d) Subscriptions for the fund should be recovered from the pay or earnings for March 1930, payable on the 1st April 1930.

(e) and (f) The employees of the Government of India Presses, who are eligible to subscribe to the Contributory Provident Fund are not entitled to subscribe to the General Provident Fund. Those who have been allowed to subscribe to the latter fund should no longer be allowed to do so. Their accounts in the General Provident Fund should be closed with effect from the 31st March 1930, and the balance on that date and any subsequent subscriptions paid by them should be transferred to their Contributory Provident Fund Account. The amount thus transferred will continue to bear interest at the rate of interest for balances in the General Provident and other Government Funds prescribed from time to time.

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II. * * * * *

(i) The monthly pay or earnings referred to in paragraph 6 of this Department's letter No. A204, dated the 5th August 1930, includes officiating, personal and special pay. Fines and deductions from pay for short outturn should be excluded in recovering subscriptions for the Contributory Provident Fund or for calculating Government contribution. But income tax and the amount recovered in the past on account of subscription to the General Provident Fund should not be deducted from pay or earnings for the purpose of calculating subscription or Government contribution to the Fund.

(ii) Subscription during leave will be optional, *vide* Instruction 2 of the Instructions published with the Finance Department letter No. 1093 F. E., dated the 28th August 1918.

(iii) A press employee transferred on probation to a pensionable post in another Department should continue to subscribe to the Contributory Provident Fund until he is confirmed. The treatment of his past service and deposits in the Fund in the event of his confirmation will be governed by rule 29 of the Contributory Provident Fund Rules (India).

IV. * * * * *

Inferior servants in the Government of India Presses who were recruited on or after the 15th July 1926 and transferred thereafter to the superior establishment should count their inferior service towards

gradually under the Civil Service Regulations and from the date of their promotion to the superior service they would be admitted to the benefits of the Contributory Provident Fund.

V. * * * * * * * * * *

(1) Government contribution will be paid only for the period for which subscription is paid and will be 1/16th of the actual emoluments, i.e., actual pay and actual leave salary drawn during the year. In respect of the period from the 15th July 1920 to the 28th February 1930 for which no subscription was realized from the employees, actual leave salary must be included in pay or earnings for the calculation of Government contribution. No contribution will be allowed for periods of leave without pay.

(2) The final payments of deposits of the men who have died while in service in the Government of India Presses will be governed by rule 7 (i) of the Instructions regulating the Special Provident Fund referred to in paragraph II (b) above. As the instructions do not provide for payment to dependants, nor for the making of nominations, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section 1 of Section 4 of the Provident Funds Act are applicable.

(3) Interest on Government contribution will be compound interest calculated and credited annually.

VI. * * * * * * * * * *

As persons employed in the Government of India Presses before the 15th July 1920 who were brought under reduction and were subsequently re-employed after that date are entitled to the benefits of Article 420 (d) of the Civil Service Regulations, they will continue to remain on a pensionable basis and will be eligible for the pensionary concessions sanctioned for the press employees. Similarly persons employed in the Government of India Presses on or after the 15th July 1920, who were retrenched and have subsequently been re-employed, will be eligible for the benefits under the Contributory Provident Fund sanctioned in this Department's letter No. A204, dated the 5th August 1930. The Government contribution for service between the date of their entering qualifying employment and the date on which they were retrenched together with interest up to that date should be their initial credit in their Contributory Provident Fund Accounts on the date from which they were re-engaged in qualifying employment.

2. I am to add that as the Contributory Provident Fund Rules (India) came into force on the 1st April 1931, the provisions of those rules govern, from that date all questions which come within their Scope.

C. P. & S. I. Memo. No. A. & F.-53/1/31, dated the 1st February 1933.

Some doubt appears to exist as to whether the orders issued in the Office Memorandum from the Government of India, Finance Department, No. 566-R-II, dated the 11th August 1932 (copy forwarded to Presses and Branches with this office endorsement No. A. & F.-53/22/32, dated the 6th September 1932) have superseded the orders in paragraph 4 of the letter No. A.-204, dated the 5th August 1930, from the Department of Industries and Labour. The orders contained in the Finance Department's Office Memorandum, dated the 11th August 1932, have been issued with reference to rule 4 (1) (b) of the Contributory Provident Fund Rules (India) and are intended to apply to those classes of Government servants who were not entitled to the benefits of any Provident Fund prior to 1st April 1931. The press employees, however, were as a class admitted to the benefits of a Provident Fund analogous to the Contributory Provident Fund long before the rules relating to the latter Fund came into force and are not, therefore, whether they were recruited before or after the 1st April 1931, affected in any way by the orders contained in the Finance Department Office Memorandum referred to above.

Letter No. A204, dated the 21st November 1933, from the Dept. of I. & L. to the C. P. S. & S. I.

I am directed to say that the Government of India have been pleased to decide that the day-extra employees of the Government of India Presses who were transferred to the regular superior establishment, whether permanent or temporary, on the 15th July 1920, should be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g., one month, to decide and should be warned that the option now exercised will be final.

Letter No. A204, dated the 24th August 1936, from the Dept. of I. & L. to the C. P. & S. I.

In continuation of this Department's letter No. A204, dated the 21st November 1933, I am directed to say that the day-extra employees of the Government of India Presses who were transferred to the regular interior establishment, whether permanent or temporary, on the 15th July 1920 and are promoted thereafter to the superior establishment, should on their promotion be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g., one month, to decide and should be warned that the option once exercised will be final.

Letter No. A204, dated the 24th August 1936, from the Dept. of I. & L. to the C. P. & S. I.

With reference to your letter No. 51/43/35-A. & F., dated the 3rd February 1936, I am directed to say that the Government of India are pleased to decide that the employees of the Forme Press, Aligarh, who were recruited on the regular superior establishment on a pensionable basis between the 15th July 1920 and the 31st March 1924 (both days inclusive) and who have been admitted to the benefits of the Contributory Provident Fund should be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g., one month, to decide and should be warned that the option now exercised will be final.

2. I am to add that those employees of the Press who elect to remain on pensionable basis should be given a refund of their contributions to the Contributory Provident Fund plus interest thereon. None of the contributions of these employees should be retained in the Fund, but refunds in the case of men who have any debits outstanding against them should be in accordance with the orders issued in this Department's letter No. A204, dated the 24th August 1936, to the Accountant General, Central Revenues, a copy of which has also been forwarded to you.

Letter No. A204, dated the 6th May 1931, from the I. & L. Dept. to the C. P. & S. I.

I am directed to refer to your letter No. A. & F. [illegible], dated the 8th December 1932, and to say that the benefits of the special provident fund sanctioned for all employees of the Government of India Presses in this Department's letter No. A204, dated the 5th August 1920, were intended to be applied to the subordinate staff only. The supervising staff of the Government of India Presses of or above the rank of overseer are to remain in pensionable service. Messrs. A. N. Sen and M. K. Mazumdar, Overseers in the Government of India Press, Calcutta, are therefore not eligible to subscribe to the Contributory Provident Fund (India).

2. If any officer of or above the rank of overseer has already been allowed to join the Contributory Provident Fund, he should cease to subscribe to the fund and his accumulations in the fund should be disposed of in accordance with the procedure laid down in Rule 28 (1) (b) of the Contributory Provident Fund Rules (India) in consultation with the audit officers concerned.

Letter No. A204, dated the 23rd June 1934, from the Dept. of I. & L. to the C. P. & S. I.

I am directed to refer to your letter No. 51/1/33-A. & F., dated the 24th January 1934, on the above subject.

2. In this Department's letter No. A560, dated the 18th June 1928, sanction was accorded to the establishment of a dispensary for the exclusive use of the

staff employed in the different branches of the Stationery and Printing Department at Calcutta. Although the dispensary is located in the building occupied by the Government of India Press, Calcutta, the two compounders attached to it cannot be regarded as regular Press employees to whom the concession of provident fund was granted in this Department's letter No. A204, dated the 5th August 1930. Besides, in view of the principle laid down in the Finance Department's Office Memorandum No. 588-R. II, dated the 11th August 1932, the benefits of the Contributory Provident Fund (India) cannot be extended to the compounders. As they are permanent Government servants they should be classed as pensionable like the compounders employed under the Government of Bengal.

Extracts from letter No. A204, dated the 5th September 1932, from the I. & L. Dept., to the C. P. & S. I.

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2. The general policy of the Government of India is that an employee once pensionable should ordinarily remain pensionable throughout his service. They have, however, been pleased to decide that a person who is transferred from a pensionable establishment to the establishment of a Government of India Press may, at his option, be allowed in lieu of pension the benefits of the Special Provident Fund, sanctioned in this Department letter No. A204, dated the 5th August 1930, and of the Contributory Provident Fund (India), with effect from the date from which his service would have qualified for pension had he remained on pensionable terms. In the case of an employee who, prior to his transfer to the Government of India Press, was employed on a pensionable basis under a Provincial Government, these benefits may be granted to him subject to the condition that that Government agree to meet the cost of Government contribution to the Provident Fund and interest thereon for the period of his service under them in lieu of their share of his ultimate pension.

3. If a press employee elects to join the fund under these orders, subscription for the fund should be recovered from him from such date not earlier than the beginning of his pensionable service as the Controller of Printing may consider reasonable, provided that it is not later than the first month after the date on which he is given the option to join the fund. The reason why it is expedient to effect some retrospective recovery is because of the inadequate family protection which a contributory provident fund affords in the earlier years of service. There is therefore good reason for requiring a Government servant so admitted to subscribe initially as much as he reasonably can to supplement Government contribution. The arrears of subscription for earlier months, if any, may, however, be recovered in easy instalments.

4. These orders do not in any way modify those relating to the clerical staff of the combined cadre, conveyed in paragraph 4 of this Department's letter No. A204, dated the 5th August 1930.

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58. Classification of service of pieceworkers for the purpose of subscribing to the Contributory Provident Fund.—The monthly earnings or emoluments of a pieceworker who may be in superior service in one and in inferior service in another month on account of fluctuations in earnings shall be taken as equivalent to 200 times his hourly class rate. (*I. and L. Department letter No. A204, dated the 23rd September 1937.*)

I. & L. Department letter No. A204, dated the 23rd September 1937.

I am directed to say that the Governor-General in Council has decided that in determining the classification of service for the purpose of subscribing to the Contributory Provident Fund of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly earnings or emoluments shall be taken as equivalent to 200 times his hourly class rate. These orders will have effect from the 1st October 1937.

2. If as a result of the new classification the service of a pieceworker becomes inferior, such service will count towards gratuity under Article 461 of the Civil Service Regulations. The period of his previous service during which he subscribed to the Contributory Provident Fund will not count for gratuity. The amount already at his credit in the Fund will be retained in the fund and will bear interest.

69. Subscription, Government **Contribution and Interest.**—The amount of subscription shall be fixed in whole rupees by the subscriber himself. It may be any sum so expressed, not less than 6¼ per cent. of his emoluments (i.e., one anna in the rupee and not more than 15-5/8, i.e., 2½ annas in the rupee) [Rule 8 (1) of the Contributory Provident Fund Rules (India)]. In the case of pieceworkers the term "emoluments" shall be deemed to be 200 times the hourly class rate admissible for the month of March of preceding year. The amount of Government contribution is 6¼ per cent. of the actual emoluments drawn on duty by the subscriber during the year. Interest on subscription and Government contribution will be credited annually to the account of the subscriber at the rate announced by Government from time to time. *(I. & L. Dept. letter No. A204, dated the 4th September 1931.)*

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work, by Lino and Mono Operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the amount of subscription and Government contribution to the Contributory Provident Fund (India). *(Labour Dept. letter No. A350, dated 2nd September 1940, and C. P. & S., I. No. 13/25/36-A. & F.)*

Letter No. A204, dated the 4th September 1931, from I. & L. Dept. to the C. P. & S., I.

I am directed to say that the Governor-General in Council has decided with reference to the third proviso to Rule 8 (1)(b)(ii) [now proviso to rule 8 (2)(b) of the Rules corrected up to December 1935] of the Contributory Provident Fund Rules (India) that in the case of pieceworkers employed in the Government of India Presses whose emoluments are of a fluctuating nature the term "emoluments" shall be deemed to be 200 times the hourly class rate admissible for the month of March of the preceding year.

2. The Government of India have also decided with reference to Rule 10 (2) of the Rules referred to in paragraph 1 above that in the case of the employees of the Government of India Presses the amount of Government contribution shall be 6¼% of the actual emoluments drawn on duty by the subscriber during the year.

I am to request that these orders may be intimated to all the press employees concerned.

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70. **Advances.**—Advances are allowed and recoveries made in accordance with rules 12—14 of the Rules governing the Contributory Provident Fund. In the case of pieceworkers the terms "emoluments" and "pay" mentioned in Rule 12 shall be deemed to be 200 times the hourly class rate of pay for the month of March of the preceding financial year. *(Finance Dept. O. M. No. F. 33-(1)-R. II/38, dated the 31st March 1938.)*

Office memorandum No. F. 33-(1)-R. II/38, dated the 31st March 1938, from the Finance Department to the Labour Department.

With reference to Rule 12 of the Contributory Provident Fund Rules (India), the undersigned is directed to state that in case of pieceworkers in the several Government of India Presses the terms 'emoluments' and 'pay' shall be deemed to be 200 times the hourly class rate of pay for the month of March of the preceding financial year.

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71. Deductions.—Deductions from Government contribution are made in accordance with rule 26 of the Contributory Provident Fund Rules. This rule does not apply to cases of removal or discharge from service. *(Dept. of I. & L. letter No. A204, dated 13th September 1932—extract reproduced below.)*

Extracts from letter No. A234, dated the 23th September 1932, from the Department of I. & L. to the C. P. & S. I.

* * * * * * * * * * * *

2. In this connection a question has been raised whether in view of the provision of **Rule 26 (a)** of the Contributory Provident Fund Rules (India), M. Mubarizuddin, who was discharged from service for unauthorized absence should be paid the full amount of Government contribution with interest thereon. I am to point out that this rule gives power to the Governor-General in Council to withhold payment if a subscriber has been dismissed from the service for grave misconduct and does not apply to cases of removal or discharge from service which is different from dismissal, vide Rule 49 of the Civil Services (Classification, Control and Appeal) Rules.

Section (7)

FINE FUND

72. Fines and Deductions.—Fines and deductions may be imposed by the Manager on the industrial staff in accordance with the provisions laid down in this Handbook but it must be ensured in each case that the requirements of the Payment of Wages Act, 1936, and the rules made thereunder, are duly complied with.

73. Fines and the Fine Fund.—All fines realised from the workmen will be shown in the establishment pay bills under the head "Fines credited to the Fine Fund".

The accounts have to be submitted to the Controller of Printing and Stationary, India, half-yearly (see *Rule 7 of Fine Funds*), and they must show :—

	Rs.		Rs.
Opening Balance ...	...	Expenditure (i) ...	...
Receipts from Interest...	...	" (ii) ...	...
Receipts from Fines ...	...	" (iii) ...	...
		Closing Balance ...	...
Total ...		Total ...	

(Dept. of I., No. A240, d. 24-3-22 and C. P. O. Pg.-17, d. 15-1-25, reproduced at the end of the section.)

RULES RELATING TO FINE FUNDS IN THE GOVERNMENT OF INDIA PRESSES.

1. All fines realised from workmen, will be credited to the fine fund of a press in pursuance of section 8 (8) of the Payment of Wages Act, 1936. This fund will be, in all respects, separate and distinct from the general provident fund, or any special provident fund established specifically for press workers.

2. The assets of the fund will be applied to the relief of distress among workmen or their families. For example, grants may be made to sick workmen, or to the families of workmen left in impoverished circumstances by the death of the bread-winner.

3. Clerks, or members of the supervising or other staff, from whom fines are not ordinarily levied, will not be eligible to participate in the benefits of the fund.

4. No grants will be made except upon the recommendation of the Manager of the press, and with the sanction of the Controller of Printing and Stationery, India. It will be open to the works committees of presses to bring to the notice of the Manager any special cases which they may consider deserving of relief from the fund.

5. The amount of any such grant will be fixed with reference to the rate of pay of the workman affected, and the length of his service, and having regard to the balance available in the

6. Recoveries on account of fines will be deposited in the post office savings bank, as soon as they are realised each month, to the credit of the Manager of the press.

7. Regular accounts of receipts and expenditure will be maintained by the press in the prescribed form, half-yearly accounts being submitted to the Controller of Printing and Stationery, India.

8. The accounts of the fund will be audited by the authority which audits the accounts of the press concerned.

9. If a fine is remitted after it has been drawn in the establishment bill and credited to the fine fund in the post office savings bank, it should be withdrawn from the savings bank under the sanction of the Controller previously obtained, and paid to the party concerned.

Fine Fund account of the Press

Credit				Debit							Balance
Date of receipt	Month for	Bill No.	Amount	Date of deposit in Savings Banks	Date of withdrawal	Name of workman to whom paid	Date of payment	Amount paid	No. and date of Controller's sanction	Acquittance with date and stamp if required	

(Memorandum from the C. P. & S., India No. 23|17|33-A. & F., dated the 7th December 1933.)

(*Dept. of I. and L. No. A240, d. 24-3-22, A461, d. 27-3-24 and d. 3-2-25, reproduced at the end of the section.*)

74. **Fine register.**—A fine register in the form reproduced below should be maintained and examined, revised and signed by the Manager every month before it is sent for action to the accounts section.

Fine Register

Fines imposed during——————————19 .

Serial No.	Date.	Name and cause.	Amount.	Manager's initial.
			Rs. A. P.	

Letter No. A240, dated 24th March 1922, from the Dept. of Industries to the C. P. S. & S.

I am directed to say that the Government of India have decided, on the representation made by the Works Committee of the Government Monotype Press, Simla, at its meeting on the 16th May 1921, to institute, with effect from the 1st April 1922, a Fine Fund, for each of their Presses. To this fund will be credited all fines realised from workmen excluding pyc and such other fines as are levied for neglect or bad work entailing loss or extra expenditure on Government. The assets of the fund will be applied to the relief of distress among workmen or their families in accordance with the rules.

2. I am to request that in order to avoid confusion in the accounts instructions may be issued to the officers in charge of the Presses to sub-divide the fine column in the pay-bill of their establishment to show separately—

(a) fines that will be credited to the Fine Fund, and

(b) fines that will be deducted from the bill.

The total of (a) will be drawn by the Officer-in-Charge of the Press and deposited in the Post Office Savings Bank to the credit of the Fine Fund.

Letter No. A481, dated 27th March 1924, from the I. & L. Dept. to the C. P. S. & S.

With reference to your letter No. Pg.-17, dated the 8th March 1924, I am directed to say that the Government of India approve of the addition of the following new rule to the Fine Fund Rules issued with the letter from the Department of Industries, No. A-240, dated the 24th March 1922:—

"9. If a fine is remitted after it has been drawn in the establishment bill and credited to the Fine Fund in the Post Office Savings Bank, it should be withdrawn from Savings Bank under the sanction of the Controller previously obtained, and paid to the party concerned."

Memorandum No. Pg.-17, dated 15th January 1925, from the Deputy Controller, Printing, Central Printing Office, to the Managers, Government of India Presses, Simla, Delhi, Calcutta and Aligarh.

The Controller of Printing, Stationery and Stamps, observes that the accounts of the Fine Fund are not being submitted in proper form. Will the Managers please note that these accounts should show—

Opening Balance ...	...	Expenditure	(i)	...	...
Receipts from Interest ...	...		(ii)	...	...
Receipts from Fines ...	...		(iii)	...	...
		Closing balance		...	...
TOTAL					

Letter No. A481, dated 3rd February 1925, from the Dept. of I. & L. to the C. P., S. & S.

With reference to your letter No. Pg.-17, dated the 15th January 1925, I am directed to convey the sanction of the Government of India to the deletion of the words "half-yearly accounts being submitted to the Government of India through the Controller of Printing" from Rule 7 of the Fine Fund Rules issued with the letter from the Department of Industries, No. A-240, dated the 24th March 1922.

Memo. No. 21|1|37-A. & F., dated the 3rd February 1937, from the C. P. & S. I., to all the Government of India Presses.

In connection with the administration of the Fine Funds of the Government of India Presses, the Manager is informed that the undersigned is not prepared to consider any application for relief from the Fund in the following circumstances.

(a) If the press employee retired on a pension and drew or has drawn it for six complete months or more from the date of retirement.

NOTE.—This limit applies to an application from the employee himself or to those from his relatives whether the employee is alive or deceased.

(b) In the case of an application from the widow or other relation of a deceased employee, if the application is not submitted within one year from the date of death of the employee.

The above time-limits should be strictly adhered to in all cases.

Memo. No. 9/6/39-G., dated the 9th May 1940, from the C. P. & S. I., to the Manager, G. I. P., Calcutta.

Reference U. O. I. No. 21-Accts., dated the 3rd April 1940, from the Manager, Government of India Press, Calcutta, forwarding the accounts of the Fine Fund.

It is noticed from the figures given under the head 'Disbursements' that the Money Order Commission on the grants sanctioned from the Fine Fund to applicants, is charged to the Fine Fund. It is requested that in future, when payment has to be made through the post office, the money order commission should always be deducted from the amount to be remitted to the payee.

Memo. No. 9/6/40-G., dated the 16/19th August 1940, from the C. P. & S. I., to all the Government of India Presses.

The Manager is requested to mention, in the case of all applications which may be submitted to this office hereafter, for assistance from the Fine Fund, the net amount of assets in the Fund after deducting therefrom the amounts remaining to be paid of grants already sanctioned.

Section (8)

WORKS COMMITTEE

75. Works Committee.—Works committees have been established in the Calcutta, Simla, New Delhi and Aligarh Presses to afford the employees regular opportunities of discussing with the supervising staff inequalities and difficulties which may arise under working conditions. (*B. of I. and M., Res. No. A-31, d. 15-7-20, reproduced in Appendix*)

RULES FOR WORKS COMMITTEE

1. The Committee will consist of the Manager, the Assistant Manager, one special member chosen by the section-holders and heads of branches and five ordinary members elected by ballot by—

(a) the reading section;

(b) the line and mono operators;

(c) the hand-compositors, line and mono correctors and store sections;

(d) the machine and press branch and standing formes section;

(e) the binding, mechanical and stereotyping branches.

The term of office of the special member and the elected members should be one year.

2. The members will elect one of their members as secretary; his appointment shall be subject to the approval of the Manager.

3. The Committee will hold general meetings at least once a month on the dates fixed by the Manager, who will preside.

4. A special meeting of all the members of the Committee (other than the Manager and Assistant Manager) will be held at least three days before each general meeting. At this meeting the members will prepare and submit to the Manager a list of the subjects which they desire to be discussed at the ensuing general meeting.

5. Meetings may be held during working hours and treated as working time up to a limit of four hours monthly.

6. The subjects to be discussed by the Committee shall include:—

(1) Allocation of holidays } within the limits prescribed by Government.
(2) Fixation of working hours }
(3) Rest intervals }

(4) Recommendations regarding grants from the fine fund or compassionate fund.

(5) Distribution of work by section-holders and heads of branches.

(6) Questions relating to the means for the prevention of accidents and first-aid.

(7) Questions relating to the cutting of time, etc., by the checkers.

(8) Questions regarding computing.

(9) Questions affecting the general welfare of the employees such as—

(a) Sanitation of the work rooms.

(b) Medical aid.

(c) Sports and entertainments.

(10) Questions relating to safety in working of machinery, etc.

(11) Questions regarding classification of pieceworkers.

(12) Punishments and individual grievances.

(13) Suggestions as to promotions (excluding heads of branches—the suggestions not to be in any way binding on the Manager).

(14) Vacancies and transfers.

(15) General questions regarding leave or late attendance.

(*C. P. O. No.* 13-5965, *d.* 8-10-25 *and* 22/7/39-*A. & F.*)

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76. Conduct of Works Committee.—The object of the Works Committee is to secure closer contact by the management with the workers by the discussion and settlement of matters affecting their interests with a view to avoid industrial unrest and the Manager should make every effort to make the Committee a success. He should see that the employees get opportunities of discussing with the supervising staff inequalities and difficulties which may arise under working conditions, that harmonious relations are established between the workers and the management and that the employees do not lose their faith in the efficacy of the Works Committee. The subjects to be discussed by the Works Committee are mentioned in rule 6 of the rules for Works Committee, but it is not essential to adhere strictly to those subjects. At the discretion of the Manager, the subjects may be supplemented where it is to the benefit of the management and the employees. No discussions concerning policy or general administration should, however, be permitted.

In conducting the proceedings of the Works Committee, the following instructions should be observed :—

(i) The employees should be given the opportunity to bring to the notice of the Manager their grievances for discussion in the Works Committee where such discussion falls within the scope of the Committee. If the grievance is found to be genuine, the Manager should deal with it where it lies within his competence to act and where it is not possible for him to do so, a reference should be made to the Controller of Printing and Stationery, India.

(ii) Meetings should always be held at least once a month no matter whether there is any agenda or not. In the event of there being no business to transact, the Secretary should make a report to this effect in the meeting to all those present including the Manager. This will give an opportunity to the Manager to ascertain from the members the reason for which no business has been brought forward. If there is reason to believe that the absence of agenda is due to the lethargy or slackness of the members, the members should be made alive to their duties towards their constituency.

(iii) The Manager should explain clearly to the employees the functions of the Works Committee and satisfy himself that the employees understand that they are at liberty to submit to the

Works Committee their grievances and such matters as affect them and for which they are in any doubt and [illegible] Committee, the Manager and the Controller of Printing and Stationery, India, will be prepared to do what is legitimate and reasonable in solving their difficulties and redressing their grievances.

(iv) The Manager should bring home to all employees that their grievances, if any, which he has no power to deal with, will be brought to the notice of the Controller of Printing and Stationery, India, who in his turn, if he is unable to settle the matter, will be prepared to refer it to Government, should he consider it desirable and necessary to do so.

(v) General questions regarding pay, leave, status, etc., may be discussed by the Works Committee, but the Manager should not commit Government in any way to any liability in giving replies to such questions. If he considers that the employees have a just grievance in any such matter, he should refer it to the Controller of Printing and Stationery, India, separately with his remarks, together with relevant extracts of the Works Committee proceedings. In such a case separate representations need not be insisted on from the employees.

What is really desired is that the employees should feel that it is possible within the press, particularly within the scope of the Works Committee, to deal with all reasonable difficulties and grievances and that no legitimate representations will be ignored either by the Manager or the Controller or Government. They should be made to understand, however, clearly that all representations must be submitted through the proper channel and that the submission of representations direct to the Controller of Printing and Stationery, India, or the Government of India will not be permitted.

(22/7/39-A. & F.)

CHAPTER IV

MISCELLANEOUS ADMINISTRATIVE INSTRUCTIONS

77. Discipline (penalties, *e.g.*, suspension, removal, dismissal, etc.) and rights of appeal.—Manager may, for good and sufficient reason, impose on such employees as they have power to appoint the penalties mentioned in rule 3 of the rules governing the making of first appointments, etc., framed by the Governor-General in Council under the Civil Services (Classification, Control and Appeal) Rules (*vide* G. I. H. D. Notification No. F. 9-19|30-Ests., dated 27th February 1932, as subsequently amended), in accordance with the rules on the subject. For convenience, extracts from the rules are reproduced below :—

" Discipline. "

" 3. The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon members of Subordinate Services, namely :—

(i) Censure.

(ii) Withholding of increments or promotion, including stoppage at an efficiency bar.

(iii) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.

(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(v) Suspension.

(vi) Removal from the civil service of the Crown, which does not disqualify from future employment.

(vii) Dismissal from the civil service of the Crown, which ordinarily disqualifies from future employment.

Explanation.—The discharge—

(a) of a person appointed on probation, during the period of probation,

(b) of a person appointed, otherwise than under the contract to hold a temporary appointment, on the expiration of the period of the appointment,

(c) of a person engaged under contract, in accordance with the terms of his contract,

does not amount to removal or dismissal within the meaning of this rule ".

" 6. (i) Without prejudice to the provisions of rule 55 of the Civil Services (Classification, Control and Appeal) Rules, no order imposing a penalty specified in rule 3, other than an order of censure or suspension or an order based on facts which have led to his conviction in a criminal court, shall be passed against a member of a subordinate service unless the officer concerned has been given an adequate opportunity of making any representation that he may desire to make and such representation, if any, has been taken into consideration before the order is passed :

Provided that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and they can be waived without injustice to the officer concerned.

(ii) The authority imposing any penalty under these rules shall maintain a record showing—

(a) the allegations upon which he proceeded against the officer punished,

(b) the officer's representation, if any, and the evidence taken, if any,

(c) the finding and grounds thereof."

(iii) Where the officer to be punished has been lent to the punishing authority—

(a) the power to remove or dismiss shall not be deemed to have been delegated to any authority and shall not be exercised by any authority other than the lending authority; the borrowing authority shall, in a case where he considers that the punishment of removal or dismissal should be imposed, complete the enquiry and revert the officer concerned to the lending authority for such action as that authority may consider necessary; and

(b) the punishing authority shall consult the lending authority before imposing any lesser penalty (except suspension), and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

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"*Rule 55 of Rules for (Classification, Control and Appeal) Rules*—Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a Service (other than an order based on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral inquiry shall be held. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged".

Employees shall not ordinarily be removed or dismissed from service for minor offences unless they are incorrigible and until all lesser punishments, such as fine or withholding increments or promotion including

stoppage at the efficiency bar or reduction to a lower grade has failed. When the decision is one of removal or dismissal, the proceedings should be forwarded to Controller for perusal after the orders have been passed. Every subordinate on whom punishments are imposed has the right of appeal to the Controller of Printing and Stationery, India.

78. Age limit for appointment.—Except in cases where age at the time of first entry in the temporary establishment did not exceed 25 years and service in that establishment counts for pension, no one above the age of 25 years will ordinarily be transferred to the permanent establishment. When the age of an employee exceeds 25 years Controller's sanction should be obtained to the transfer. Similarly, in the case of press employees who were recruited on or after the 15th July 1920 and who are subject to the Contributory Provident Fund Rules the above procedure will be followed. Before transfers are made from the temporary to the permanent establishment quick and correct work, as well as general conduct and attendance will be considered. A health certificate will ordinarily be required to be produced before such transfers take place. No one will be sent for medical examination until the employee's record is approved in all respects. (See also *paragraph 2 of Industries and Labour Department No. A.-220, dated the 30th October 1928.*)

NOTE.—The exception mentioned in the beginning of this paragraph does not apply to cases of promotion from the inferior to the superior establishment. In such cases if the age of the inferior servant, whether permanent or temporary, exceeds 25 years at the time of his promotion to the permanent superior establishment, the sanction of the Controller to his admission into the latter establishment is necessary. The production of a medical certificate of health required ordinarily under F. R. 10 of a person appointed to the permanent superior establishment, however, is not necessary in the case of a permanent inferior servant promoted to the permanent superior establishment, vide Note 2 below S. R. 4-A (P. & T. Compilation of Fundamental and Supplementary Rules). (*Memo. No. 2-D.|28|37-A. & F., dated the 11th September 1937.*)

The practice of employing men whose age exceeds the ordinary age limit of 25 years should be resorted to only when special circumstances justify such a course and that persons exceeding the specified age should not ordinarily be recruited to the permanent superior establishment unless there are special reasons for doing so. In approaching the Controller for the submission of such men to permanent superior service the circumstances attending their appointment should be explained, and unless the reasons advanced are of a substantial nature the admission of persons to the superior service is not likely to be sanctioned. (*C. P. & S. I. Memo. No. 2-D.|23|37-A. & F., dated the 13th May 1937.*)

No person whose age exceeds 25 years should be admitted into the inferior pensionable service without the sanction of the Controller of Printing and Stationery, India. (*Cf. Finance Dept. Resolution No. F. 6 (23)-R. II|40, dated 8th May 1940 and Appx. 3 to the P. & T. Compilations of F. Rs. and S. Rs., Volume II.*)

79. Acting Allowance.—Acting allowances are permissible to both the clerical and industrial establishments of presses. It should be allowed in all cases in which an officer is appointed to act in an appointment carrying a higher salary than his own as all such arrangements involve the assumption of duties or responsibilities of greater importance or of a different character. No acting allowances should, however, be given in the following cases:—(a) Computors unless they act as head computor or as clerks; (b) Readers unless acting as head reader; (c) Revisers; (d) Standing forme-keepers; and (e) Binders. (*Dept. of I. & L. Memo. No. A-369, d. 10-9-23, reproduced below.*) Compositors, Type Suppliers, Warehousemen, Impositors, Forme Carriers, Galley or Forme Proof Pressmen and Peons acting as such in higher grades should not be allowed

acting allowances. A compositor in the Forms Press, Alipore, acting as a Vernacular compositor should however be allowed acting allowance. A binder acting as either Foreman Binder or Assistant Foreman Binder in the above press should also be allowed acting allowance. (*C. P. O. 100/4/30, dated the 1st June 1933 and 27th September 1934 and 2178/34-A. & ., dated the 10th July 1934.*)

Provided the above conditions are fulfilled acting arrangements are permissible during the absence on compensation leave of salaried industrial employees. (*Dept. of I. & L. Memo. No. A.-369, dated 10-9-23, Dept. of C. & I. No. 7300, dated 26th June 1917, para. 3, reproduced below, and No. A.-469, dated 11th June 1927.*)

Unofficial Memorandum No. A-369, dated the 10th September 1923, from the I. & L. Dept. to the A. G. C. R.

The undersigned is directed to say that in the case of both the clerical and industrial establishment of (1) Government Central Presses, Calcutta and Delhi, (2) Government Central Branch Press, Simla, and (3) Government Monotype Press, Simla, acting allowances should be allowed in all cases in which an officer is appointed to act in an appointment carrying a higher salary than his own as all such arrangements involve the assumption of duties or responsibilities of greater importance or of a different character. No acting allowances should, however, be given in the following cases :—

(a) Computors unless they act as Head Computor or as clerks,

(b) Readers unless acting as Head Reader,

(c) Revisers,

(d) Standing Formekeepers, and

(e) Binders.

Extract from letter No. 7300, dated the 26th June 1917, from the Department of Commerce and Industry to the C. P. S. & S.

In forwarding, for information and necessary action, a copy of Mr. C. A. G. Riva's Report No. 15, dated the 1st May 1916, on the audit and inspection of the accounts of the Government Central Press, Calcutta, for the years 1913-14 and 1914-15, I am directed to communicate the following remarks and orders of the Government of India on the points raised by the Examiner.

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3. *Paragraph 4.*—It has been decided that the existing practice should be continued under which substitutes appointed to act in the place of salaried men on compensation leave are paid for at a fixed rate of wage per month for the entire period for which the permanent incumbent may be absent, provided that such leave should not be allowed to be prefixed or affixed to holidays of more than three days' duration.

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80. Disbursement of pay.—Each industrial employee will receive a pay slip before payment, to enable him to see the total amount earned, the nature and extent of the deduction made, and the net amount to which he is entitled. This slip must be produced before the cashier when the employee goes to receive his wages.

81. Disbursement of pay of absentees and deceased employees.—The pay of an absentee should be drawn by a man on the permanent establishment, with not less than ten years' service, but only on the production of a receipt, stamped, if necessary, from the absentee in Form Sy. 277 suitably amended for the purpose.

As regards pay and other dues or allowances claimed on behalf of a deceased officer, the procedure laid down in Article 39(b) of the Civil Account Code, Vol. I, should be followed.

82. **Secrecy to be observed regarding work.**—Although the employees are not under oath, it is a part of the professional honour of a printer not to disclose wantonly, or from venal motives, the nature of the work upon which he is employed. If an employee should be questioned by an unauthorised person regarding the work of the office, he should know nothing. In the case of confidential work he should see and hear, but be mute. Employees are, therefore, warned against communicating anything, however, trivial regarding the work of the press to any person who is not engaged on the work, or to any person who is not employed in the press. Men found guilty of this offence will be dismissed, and debarred from future employment under Government.

83. **Lending or borrowing money,** or signing security bonds for each other, is strictly forbidden among employees. Men found guilty of any of these offences are liable to be dismissed.

84. **Bribes.**—Persons having authority to distribute work are warned against taking bribes from the workmen, or from any person on their behalf, either in money or any valuable thing, as a motive or reward for the distribution of an extra and unfair share of advantageous work, or for any other consideration. Workmen are also warned against offering bribes, or from employing any person to offer such bribes on their behalf, either in money or any valuable thing, to such persons having authority to distribute work, as a motive or reward for an extra or unfair share of advantageous work, or for any other consideration. Written complaints regarding the above offences, which must give full particulars of specific cases, will be made over to the person accused, who at the discretion of the Manager may be suspended from duty until he can exonerate himself from the charges made against him. The complainant may similarly be suspended until the case has been decided. No attention will be paid to anonymous letters, which will be destroyed.

85. **Obedience to orders.**—Men having a grievance should first carry out orders, and afterwards represent their case.

86. **Conduct.**—The employees should abstain from holding unnecessary conversation with each other, from talking in a loud voice, and from doing anything which may cause annoyance to their fellow-workmen. Disciplinary action will be taken against men quarrelling and causing a disturbance. Smoking in the work-rooms is strictly prohibited.

No one is allowed to loiter about the premises after his work is done. Any man not being booked, found on the premises after office hours, is liable to be searched, and dealt with.

87. **Pass-out.**—No man, having once left the premises for the day, is allowed to return, unless he has a pass from the head of his department, which the durwan shall demand and hand over to the time-keeper the following morning. No man is allowed to leave the press premises during working hours without a pass-out, signed by the head of the branch.

88. **Service Books.**—Every non-gazetted Government servant employed on the superior permanent establishment must have a service book, which should be kept in safe custody in the office. The entries in the first page of the service book should be renewed or re-attested at least every five years, and the signatures in lines 9 and 10 should be dated. The entries in the service books should also be attested by the Manager.

89. **Service Rolls.**—Records of service of all inferior servants (both permanent and temporary) and of all temporary employees (superior) should be maintained in the form of Service Rolls (S. Y. 282) prescribed under rules 204 and 205 of the Supplementary Rules.

When a temporary employee (superior) is brought on to the permanent establishment the particulars of his temporary service need not be copied in the service book which has then to be opened for him ; it will be sufficient to attach his service roll to the service book. (*Govt. of India Finance Department letter No. 502-C. S. R., dated the 29th May 1917 and I. & L. Dept. letter No. A-695, dated the 12th May 1927.*) .

90. Character Rolls.—Character rolls for all the clerical establishment should be maintained. Character rolls at least for the following members of the industrial establishment should also be maintained :—

Assistant Manager.

Overseer.

Senior Readers.

Foremen (all Foremen including Bindery Jemadar and similar heads of sections).

Assistant Foremen.

Section Holders.

Assistant Section Holders.

Head or Senior Mechanics.

Power Station Engineer (Aligarh Press).

Any other responsible officials regarding whom the manager considers that Character rolls might be necessary should be added to the list.

The Character rolls should be entered up regularly every year. The work should be completed by the 15th of April and the Character rolls of all senior officials down to the Heads of Sections should be submitted to the Controller of Printing and Stationery, India, each year on his first visit to the press after the 15th April. (*C. P. & S. Memoranda No. 42-16|36-A. & F., dated the 21st March, 15th April and 30th April 1936.*)

91. Transfer of services to other offices.—The transfer of a Government servant from one Government office or Department to another is regulated by the "Government Servants' Applications for Posts (Central Services) Rules", relevant portions of which are reproduced below :—

"An applicant for appointment to a Central Service or to any post in a Central Service shall not be eligible for appointment if he is in the service of the Crown in India and has applied without the consent of the Head of the Office or Department of the Government of India under whom he is employed or, if he is employed under a local Government, without the consent of the local Government or the authority empowered by the local Government to accord such consent.

Permission to a Government servant employed in a Central Service to submit an application for a post, to appear for an examination for a post, or to transfer his services to a post, in another office (or Department of the Government of India) or under a local Government, shall ordinarily be granted unless the Head of the Office or Department in which he is employed considers that the grant of permission would not be consistent with the interests of the public service."

The power of the Head of an Office mentioned in the above rule may be exercised by the Manager of a Government of India press or Forms press in respect of the staff employed under him including the clerical hands.

The Manager of a press shall not employ, either temporarily or permanently, an official whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the Head of the Office or Department in which he is employed. In the rare cases in which for reasons which appear satisfactory to the new employer, an official cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officials on leave, whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment, other than work of a purely casual nature. [2C|2|38-A. & F.]

92. Transfers from one branch to another.—Men may be transferred from one branch to another whenever necessary at the discretion of the Manager.

93. Special concessions.—Applications for special concessions which do not come within these rules should be made to the Manager.

94. Redressing of grievances through non-official persons.—The employees of the Government of India Press should be informed that they should not seek redress for their grievances through non-official persons, as such a practice usually entails the disclosure of information which has been obtained from official sources or has come into the possession of the employee in the course of his official duties. Such a disclosure is a breach of rule 17 of the Government Servants Conduct Rules and will be severely dealt with. The proper course in the case of a legitimate grievance is to proceed through the Works Committee or to submit an appeal or petition to the proper authorities. The employees, however, should be made to feel that the authorities are prepared to do what is legitimate and reasonable in solving their difficulties and redressing their grievances. *(C. P. & S. Memo, No. 31-28|35-A. & F., dated the 25th April 1935.)*

95. Memorials.—Copies of memorials addressed to the Secretary of State, or to the Government of India are not to be forwarded direct. Such action is in contravention of the Memorial Rules.

The direct submission to the Controller of petitions or memorials or duplicate copies thereof is also forbidden. *(C. P. O. Nos. H. Q.-10|156, dated 16th July 1927, H. Q.-4|134, dated the 17th March 1928, and H. Q.-4|70|30, dated 6th October 1930).*

The memorial rules contemplate the submission of memorials and petitions to the Governor-General in Council. Such memorials may be addressed to His Excellency the Viceroy or to the Secretary to the Government of India in the department concerned, and must be submitted through the official superior of the memorialist. The rules do not contemplate the submission of memorials which are addressed to the Hon'ble Member in charge of the department or to the Secretary by name.

No attention will be paid to memorials which are submitted direct and are addressed to the Hon'ble Member or to the Secretary by name. Memorials which are submitted through the usual channel but are improperly addressed should be returned for correction before they are forwarded. *(I. & L. Dept. letter No. G-70, dated 29th July 1932.)*

96. Anonymous representations.—No action will be taken on the allegations made in anonymous and pseudonymous representations. *(C.P. & S. No. 2-D.|49|39-A. & F., dated the 9th October 1939, reproduced below.)*

Memorandum No. 2-D/49/39-A. & F., dated the 9th October 1939, from the Controller of Printing and Stationery, India.

In forwarding herewith a copy of a letter from the Government of India, Department of Labour, No. A-48, dated the 3rd October 1939, regarding anonymous representations submitted by employees of the Stationery and Printing Department, it is requested that the orders issued therein may kindly be made known to all members of the establishment. They should also be informed that while no action will be taken on the allegations made in anonymous and pseudonymous representations addressed to the Government of India or the Controller of Printing and Stationery, India, the person or persons found to be responsible for sending such communications will be severely dealt with.

The Managers of the Government of India Presses, Calcutta, Simla and New Delhi and the Forms Press, Aligarh, are also requested to refer to the matter in the next meeting of the Works Committee and to instruct the members thereof to make certain that their constituents are acquainted with the observations made in this memorandum.

Letter No. A-48, dated the 3rd October 1939, from the Government of India, Department of Labour.

I am directed to say that the Government of India have noticed a tendency among certain industrial employees of the Printing and Stationery Department to address anonymous representations to the Honourable Member and Secretary to the Government of India in this Department. It should be made plain to all concerned that Government are not prepared to take action on any anonymous representation, but that they and the Controller are always ready to consider representations including those from the Works Committee, which are submitted through the authorized channels. No case, however small, will be ignored if it is submitted in the correct manner nor need bona fide complaints fear victimisation.

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97. Scrutiny of petitions or memorials.—As the responsibility for seeing that a petition or memorial has been properly worded and addressed and states the facts correctly rests with the head of the office forwarding it each individual petition or memorial should be subjected to a careful scrutiny before it is forwarded to the Controller by the Managers. Particular care should be taken to give effect to these instructions when submitting batches of memorials, etc., expressed in similar terms. Whenever possible the inaccuracy should be rectified by the petitioner in the petition, otherwise suitable remarks should be made on the point in the forwarding communication. *(C. P. & S. I. Memo. No. 13/9/37-A & F., dated the 30th June 1937.)*

98. Submission of advance copies of petitions.—No advance copies of petitions, etc., should be submitted direct to the Controller of Printing and Stationery, India, by the employees of the Government of India Presses, as such a practice is in contravention of the Memorial Rules. Disciplinary action will be taken against the individuals concerned for any infringement of the rule. *(C. P. & S. Memo. No. 42/56/34-A. & F., dated 24th September 1934.)*

99. Signing on blank sheets attached to petitions, etc.—The practice of signing names on petitions or on blank paper to be attached to petitions, by the employees of the Government of India Presses, without taking the precaution of finding out to what they are committing themselves, is irregular and may result in situations fraught with grave consequence, for the person concerned. The employees should, therefore, be advised that while they have every right to ventilate their legitimate grievances through the proper channel, they should refrain from signing any petition, document, etc., without first reading it carefully or having it read and translated by a trusted person. In no case should any one sign on a blank sheet of paper. Every signatory to a petition will be regarded as expressing, or concurring with, all that has been stated in that petition and if it is eventually proved that the contents thereof either

in whole or in part are false, defamatory, etc., disciplinary action will be taken against the person or persons concerned. (*C. P. & S. I. Memo. No. 2-165/35-A. & F., dated the 25th November 1935.*)

100. Idle time.—Idle time sanctioned in *B. of I. and M., No. A-31, d. 15-7-20*, is not paid to pieceworkers who were recruited, subsequent to the 16th July 1925. (*Dept. of I. & L., No. A-528, d. 16-7-25, reproduced below.*) **The supervising staff should exercise a careful check over payments made to pieceworkers for the time during which they remain idle on account of lack of work.**

Letter No. A-528, dated 16th July 1925, from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to paragraph 10 of the Board of Industries and Munitions Resolution No. A-31, dated the 15th July 1920, in which sanction was accorded to pieceworkers in the Government of India Presses being paid according to their class rates if during normal working hours they had to remain idle for lack of work. Arrangements for the supervision and regulation of work in the Presses have since been improved and the Government of India are of opinion that the need for the concession has ceased to exist. They have accordingly decided that pieceworkers, who may be recruited in future in the Government of India Presses, should not be paid for the time during normal working hours for which they may have to remain idle for lack of work. This should be made clear to all future recruits.

2. In view of the previous decision the Government of India are unable to accept your proposal that payment for idle time should now, in the case of pieceworkers already in service, be restricted to periods of one hour and over. For such men the existing arrangements may be allowed to continue.

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101. Hours of attendance.—Ordinary hours of attendance in a press should be decided in consultation with the Works Committee. [*Vide paragraph 2(7) of the Department of Industries and Labour letter No. A.-389, dated the 2nd February 1923, reproduced in Appendix.*]

102. Opening and closing time.—The existing opening and closing time, etc., of the various presses is given below. No change should be made in the times shown without the approval of the Controller of Printing and Stationery, India.

Press	General		[illegible]	
	Monday to Friday	Saturday	Monday to Friday	Saturday
Government of India Press, Calcutta.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 6 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Government of India Press, New Delhi.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	8 A.M. to 4-30 P.M. Rest interval from 12 noon to 12-30 P.M.	8 A.M. to 4-30 P.M. Rest interval from 12 noon to 12-30 P.M.
Government of India Press, Simla.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 6 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Pagan Press, Calcutta.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 6 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Forms Press, Aligarh.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 5-30 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3-30 P.M. Rest interval from 1-30 P.M. to 2 P.M.

103. **Payment for refreshment and prayer intervals.**—Managers are instructed to see that no pieceworkers is allowed to work during refreshment intervals. Payment for refreshment intervals will not be made to any pieceworker engaged on time work from 1st July 1928. Prayer interval will be allowed to Mohammedan pieceworkers, but no payment will be made for the period. *(Dept. of I. & L., No. A.-350, d. 21-6-28.)*

104. **Liveries.—(i) New Delhi and Simla.**—The supply of liveries to the inferior servants of the Government of India Presses at New Delhi and Simla should be regulated according to the scales of liveries and other articles prescribed in the Government of India, Home Department Office Memorandum No. F. 291|24-Public, dated the 18th December 1924, as subsequently amended. *(I. & L. Dept. letter No. A-242, dated 28th April 1930, reproduced below.)*

In the case of peons, chaukidars and durwans of the Government of India Press, New Delhi, however, special orders contained in the Department of Industries and Labour letters No. A-242, dated the 28th April 1930 (reproduced below) should be followed.

Letter from the Department of Industries and Labour, Simla, to the Controller of Printing and Stationery, India, No. A-242, dated the 28th April 1930.

In reply to your letter No. C. P. O.-14|79|28, dated the 8th November 1929, I am directed to say that it has been decided that the scale of liveries and other articles laid down in the Home Department office memorandum* No. F.-291|24-Public, dated the 18th December 1924, as subsequently amended for the staff of the Government of India Secretariat offices and their attached and subordinate offices located at Simla and Delhi, shall apply on the same terms and conditions to the similar classes of men employed in the Government of India Presses at Simla and Delhi.

2. Special orders regulating the supply of summer and winter liveries to the peons, choukidars and durwans of the Government of India Press, Delhi have been issued in the letters from this Department Nos. A-242, dated the 28th September 1927 and 5th March 1929.

Letter from the Department of Industries and Labour to the Controller of Printing and Stationery, India, No. A-242, dated the 5th March 1929.

With reference to your letter No. C. P. O. 14|79|28, dated the 14th September 1928, I am directed to say that the Government of India sanction the supply of summer liveries to the chowkidars and durwans employed in the Government of India Press, Delhi, on the scale laid down in item (b) (xvi) of the Home Department memorandum* No. F.-291-24-Public, dated the 18th December 1924, as subsequently amended. They also agree to coats being substituted for chapkans.

2. It is understood that the above menials have hitherto been supplied with winter liveries. In the absence of specific orders, the supply of liveries to chowkidars and darwans of the above Press was irregular. The Government of India now confirm your action in having incurred the expenditure in this connection, and are also pleased to sanction the supply of winter liveries to these menials in future on the scale laid down in item (a) (vi) of the Home Department memorandum referred to above subject to the condition that the winter liveries will be renewed after every three years as in the case of peons of that Press.

Letter from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps, No. A.-242, dated the 28th September 1927.

With reference to your letter No. C. P. O.-14|20|27, dated the 11th August 1927, I am directed to say that the Government of India sanction the grant, to the peons employed in the portion of the Central Printing Office located permanently at Delhi and in the Government of India Press, Delhi, of winter and summer

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* Since superseded by Home Department Office Memo. No. 14|0|39-Public, dated 31st July 1940 (reproduced in Appendix).

liveries on the scale laid down in items (a) (xi) A and (b) (xvi) of the Home Department [illegible] No. [illegible] Public, dated the 18th December 1921, as subsequently amended, and in item 7, column 1 on page 3 of the Schedule attached thereto.

2. The extra expenditure incurred during the current financial year should be met from within your budget grant for 1927-28.

(ii) Calcutta and Aligarh.—The supply of liveries, etc., will be regulated according to scales prescribed by the local Governments, vide I. and L. Department letter No. A-344, dated the 3rd May 1928 (reproduced below).

Letter from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps, No. A-344, dated the 3rd May 1928.

I am directed to refer to this Department letter No. A-249, dated the 24th December 1924, in which a provisional scale of liveries for the menials employed in the Calcutta offices under your control was sanctioned pending the introduction of a general scale of liveries for the menials employed in offices located elsewhere than at the headquarters of the Government of India. The Government of India have now decided that the provisional scale of liveries sanctioned for the menials under your control should no longer remain in force and that the grant of liveries should be regulated in accordance with the general rule mentioned in paragraph 5-1 (c) of Appendix 3 to the Civil Account Code, Volume I. Under this rule the menials employed in the offices at Calcutta under your administrative control will in future be entitled to the scale of liveries laid down from time to time by the Government of Bengal for menials of corresponding status employed in the provincial Secretariat. The Jemadars employed in the Calcutta offices will receive the scale sanctioned for "officers' orderlies" in the provincial Secretariat.

2. The menials employed in the Aligarh Press should get the scale of liveries sanctioned by the Government of the United Provinces for menials of corresponding status employed under them.

3. The above orders will have effect from the 1st April 1928 and the expenditure involved should be met from the sanctioned grant under "Contingencies" in the budget estimates of the Stationery and Printing Department for 1928-29.

(iii) The Lorry Driver of the Government of India Press, Calcutta, and also the two chaukidars are supplied with one rain coat and a cap and a hood each, respectively. These articles may be renewed every third year at a total cost not exceeding Rs. 30. (I. & L. Dept. letter No. A-622, dated the 6th January 1930, reproduced below).

Letter from the Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-622, dated the 6th January 1930.

With reference to your letter No. C. P. O. 12/79-23, dated the 20th November 1929, I am directed to say that the Government of India are pleased to sanction the expenditure of Rs. 9-6 and Rs. 19 respectively incurred by the Manager, Government of India Press, Calcutta, on account of the supply of one rain-coat to the Lorry driver and a 'Cape and a hood' to each of the two chowkidars of his Press. These articles may be renewed every third year at a total cost not exceeding Rs. 30.

105. The following instructions should be observed for handling Secret, Security and Confidential work in the Government of India Presses :—

INSTRUCTIONS FOR HANDLING SECRET, SECURITY AND CONFIDENTIAL WORK IN THE GOVERNMENT OF INDIA PRESSES

1. (a) "Secret", "Security" and "Confidential" work should be handled in the same manner in accordance with these instructions for the due observance of which the Manager is responsible.

[illegible] Home Department Office Memo. No. 14-[illegible]-Public, dated the [illegible] (reproduced as Appendix).

(b) The Manager will receive and sign for all "Secret", "Security" and "Confidential" work and keep it in safe custody until it is to be put in hand when he will hand it personally to the Assistant Manager or Overseer or send it to him locked in a special box kept for the purpose and of which only the Manager and Assistant Manager or Overseer should have keys. In the absence of the Manager the Assistant Manager will receive and sign for all "Secret", "Security" and "Confidential" work, arrange for its execution and report the fact to the former on his arrival. The Assistant Manager or Overseer will be held responsible for the production of the job throughout and for seeing that everything pertaining to it, such as the manuscript proofs and composed type, is locked up in the almirah or racks specially set apart for Secret, Security or Confidential work or any other secure place specially selected for the purpose. Should the bulk of the work be such as to require the services of more supervisory officers than are provided in these instructions, the Assistant Manager or Overseer should immediately report the matter to the Manager who will be responsible for the provision of sufficient and reliable supervision for the purpose of securing absolute secrecy of the work.

2. Whilst the work is in progress, the following precautions are necessary in addition to any other written or verbal directions from the Manager all of which must be strictly observed without deviation or slackness. The Assistant Manager or Overseer will make over the work to the Secret Section-holder and arrange for it to be put in type under the latters direct supervision. In those cases where it is essential for the work to be composed in the Linotype or Monotype sections it will be so composed under the direct supervision of the Section-holders of those sections who will be held responsible for the safe custody of the manuscripts, spools, composed matter, etc., until made over to the Secret Section-holder. The Secret Section-holder will supervise all subsequent operations and will see that only one proof is pulled unless more are specified by the Department. He will see to the safe custody of the type while the matter is being read and while the proofs are out, the galleys, or formes to be locked in a rack or almirah of which he will retain the key or any other secure place specially selected for the purpose. Imposition and Press reading will be carried out under his supervision as well as printing and binding. In those cases where it may be necessary for printing to be done in the machine room and binding in the bindery, the Assistant Manager or Overseer will personally supervise those operations or, with the approval of the Manager, arrange for their supervision by a foreman or other responsible officers. The Secret Section-holder will issue the exact quantity of papers necessary to comply with the indent. The Assistant Manager, Overseer, Secret Section-holder or the supervising officer deputed for the purpose, as the case may be, will see that not more than the exact number of copies required is printed. The Secret Section-holder will take charge of and destroy by burning in the incinerator provided for that purpose all files, spoiled sheets and proofs, etc., and when necessary, after a verification by Assistant Manager or Overseer will issue the requisite number of sheets to replace those spoiled in printing and binding operations. He will also see that the type formes are washed, made over to the distributor, and broken up in his presence in the Secret section.

3. Secret, Security or Confidential work, when transferred from one branch or section to another, must be accompanied by a transit register.

4. Printed file proofs are not to be used for issues of paper to the Pressmen or Machinemen but a blank slip is to be used giving all size

particulars and numbers of copies required to be printed. It is of the utmost importance that no impression is left on the press tympan or machine cylinders.

5. When the work is ready for despatch it will be enclosed in double covers, the inner being marked "Secret", "Security" or "Confidential", while the outer should be addressed to the Departmental Officer by name with no indication of the contents. When the work is bulky it should be sent in a packing box securely packed and properly sealed.

6. Charge files of "Secret", "Security" or "Confidential" work will be computed in the Secret section from the appropriate proofs under the direct supervision of the Secret Section-holder and entered in the computation form over the Assistant Manager's or Overseer's initials to be eventually transferred to the bill books at the close of the month. The number of pages of each "Secret", "Security" or "Confidential" item shown in the Secret Section-holder's receipt book for charge files or in his suspense registers, should invariably be attested by the Assistant Manager or Overseer, and computors should decline to accept entries incomplete in this respect. The files will then be immediately destroyed in the incinerator as instructed in instruction 2 above. The attestation by the Assistant Manager or Overseer of the correctness of the computation should be accepted by audit as sufficient.

7. Any slackness or deviation from these instructions will render the officer concerned liable to be dealt with very severely. (42/46/37-A. & F.)

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106. General principles applicable to contracts involving expenditure from the Central Revenues.—The following fundamental principles for the guidance of authorities who have to enter into contracts or agreements have been laid down by the Governor-General in Council :—

1. The terms of a contract must be precise and definite and there must be no room for ambiguity or mis-construction therein.
2. As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.
3. Standard forms of contracts should be adopted wherever possible, the terms to be subject to adequate prior scrutiny.
4. The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.
5. No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.
6. Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited and in cases where the lowest tender is not accepted, reasons should be recorded.
7. In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.
8. Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at the least a written agreement as to price.
9. Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

10. The Auditor General and, under his direction, other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought, or where high tenders have been accepted, or where other irregularities in procedure have come to light.

These principles will apply to all contracts involving expenditure from central revenues, and should be carefully observed by all officers who have to enter into such contracts on behalf of Government. (*Government of India, Finance Department Resolution No. F. 22-XII-Ex.-II/27, dated the 12th August 1929.*)

107. Public opening of tenders.—All tenders should be opened and read publicly to the tenders. When calling for tenders either by advertisement or from a limited number of individuals or firms and without entering into a regular contract, the date and time by which the tender must be submitted should be stated and, in addition, the date, time and place of the opening of the tenders should be intimated. Unsuccessful tenderers should be informed of the result of the call for tenders as soon as any particular tender has been accepted. The public opening and reading of the tenders should be done by the head of the press concerned. (*C. P. & S. Memoranda No. 38/3/39-A. & F., dated the 9th June and 19th September 1939.*).

CHAPTER IV

COMMUNAL REPRESENTATION IN SERVICES

108. The following instructions which have been approved by the Government of India, Home Department, should be carefully perused by all concerned with appointments. The instructions have been divided for convenience into two sections, the first dealing with the rules for communal representation and the second with the preparation of the annual statements. The instructions are based on the following general orders issued by the Home Department :—

Home Department Resolution No. F. 14|17-B|33, dated the 4th July 1934 and Office Memorandum No. F. 14|6|34-Ests. (S.), dated the 27th April 1935 and 15th May 1935, No. F. 14|41|35-Establishments (Special), dated the 4th June 1936, etc.

Supplementary references have been incorporated in the various instructions themselves.

Section (1).

SUMMARY OF RULES.

The various orders on the subject are directed towards securing adequate representation of minority communities in services by giving those communities their due share of the vacancies filled by direct recruitment, by reservation, if necessary. They relate only to direct recruitment and not to recruitment by promotion which should continue to be made according to merit and seniority. (Cf. para. 6 of *Home Department Resolution, dated the 4th July 1934.*) The orders apply to the recruitment of paid apprentices but not to recruitment to the inferior establishment (cf. *paragraphs 2 and 4 of 'Supplementary Instructions' issued by the Home Department with their Office Memo., dated the 27th April 1935*).

2. The basic principles laid down for the services to which recruitment is made on an all-India basis are mentioned below. Recruitment in the Stationery and Printing Department is made on an All-India basis (vide *C. P. & S. Memo. No. 8|85|34-A. & F., dated the 10th December 1934*).

(i) 25 per cent. of all vacancies to be filled by the direct recruitment of Indians will be reserved for Muslims and 8-1|3 per cent. for the other minority communities.

(ii) When recruitment is made by open competition, if Muslims or the other minority communities obtain less than these percentages these percentages will be recured to them by means of nomination ; if, however, Muslims obtain more than their reserved percentage in open competition, no reduction will be made in the percentage reserved for other minorities, while if the other minorities obtain more than their reserved share in open competition, no reduction will be made in the percentage reserved for Muslims.

(iii) If members of the other minority communities obtain less than their reserved percentage in open competition and if duly qualified candidates are not available for nomination, the residue of the 8-1|3% will be available for Muslims.

(iv) The percentage of 8-1|3 reserved for the other minorities is not to be distributed among them in any fixed proportion.

(v) In all cases a minimum standard of qualification is to be imposed and the reservations are to be subject to this condition.

(vi) In order to secure fair representation for the depressed classes duly qualified members of these classes may be nominated to a public service, even though recruitment to that service is being made by competition. Members of these classes if appointed by nomination, will not count against the percentages reserved in accordance with clause (i) above.

[Vide *paragraph 7 (1) of Home Department Resolution No. F. 14/17-B/32, dated the 4th July 1934.*]

Note 1.—The term "other minority communities" covers the following four communities only, *viz.*, Anglo-Indians including Domiciled Europeans (excepting the services and departments where they have separate reservation), Indian Christians, Sikhs and Parsis. (*Cf. para. 1 of 'Supplementary Instructions'.*)

Although the orders do not strictly require that the category "other minorities" should be considered with reference to its different sections, *e.g.*, Sikhs, Indian Christians, etc., when making recruitment, it would be desirable to avoid, if possible, the preponderance on one hand and the complete absence on the other of any particular section or sections of those communities. The following procedure may, therefore, be followed when making recruitment to vacancies reserved for "other minorities":—

(a) A comparison should be made of the respective merits of the various candidates of different sections who offer themselves for appointment and the best amongst them appointed in the ordinary course.

(b) Where, however, the community to which the best candidate belongs, is adequately or excessively represented and another community is entirely absent or very poorly represented, preference should be given to a suitable candidate, if any, of the latter community.

(c) In observing the principle in (b) above, due regard should be paid to recruitment made in the past to ensure that the absence or paucity of members of a community in the grade is due actually to poor or no recruitment from that community and not to other reasons, *e.g.*, death, transfer or resignation.

The method mentioned in paragraph 9 of this Section can be utilised when necessary to invite applications from members of a particular community which is very poorly represented in a grade or service. (*C. F. & S. I. Memo. No. 31/3/46-I. & F., dated the 15th July 1946.*)

Note 2.—Permanent and temporary vacancies should be regarded as separate entities for the purpose of observing the percentages prescribed for minority communities in the matter of direct recruitment.

3. **Direct recruitment.**—An inferior servant or other person holding a post to which the orders do not apply must, if appointed to a post to which they do apply, be treated as a direct recruit. [*Cf. paragraph 5 (b) of 'Supplementary Instructions'.*] Direct recruitment for the purpose of the orders, also includes—

(a) Recruitment (even by exchange) of persons in service under a Provincial Government.

(b) Transfers to the permanent establishment of persons holding purely temporary vacancies who hold no substantive (permanent superior) posts under Government.

(c) Transfers of persons substantively from the regular temporary superior establishment to the permanent superior establishment.

(d) Transfers of persons holding temporary appointments for limited periods to the regular temporary superior establishment of the Government of India Presses.

(e) Transfer of a person holding a purely temporary appointment (*e.g.*, in leave vancancies) for a limited period to another temporary appointment for a limited period of 3 months or more.

Direct recruitment does *NOT* include—

(a) Transfers from one permanent superior appointment to another within a press or branch or within the Stationery and Printing Department as a whole.

(b) Recruitment of persons holding permanent superior posts substantively under a local administration or His Excellency the Crown Representative or in a department of the Central Government.

(c) Transfers from one appointment on the regular temporary superior appointment to another in the press or branch or the Stationery and Printing Department as a whole.

NOTE.—The 'regular temporary establishment' referred to above consists of the temporary posts sanctioned by Government (or the Controller) in the presses with the object of bringing about a more or less permanent increase in the strength of certain grades, as distinct from temporary appointments that are sanctioned for comparatively shorter periods to cope with specified work or increase in work of a temporary character.

'Regular temporary appointments' should be taken to mean substantive (not officiating) appointments in the 'regular temporary establishment'.

4. **Temporary appointments.**

(i) Temporary appointments fall strictly within the scope of the orders when the vacancy in question is for three months or more. If for less than three months, the vacancy may be filled without regard to communal considerations if suitable candidates of a particular community are not readily forthcoming. Vacancies originally sanctioned for less than three months and extended thereafter need not necessarily be filled in accordance with the orders unless the period of the extension is three months or more. Special care should be taken in filling appointments originally sanctioned as temporary but likely to become permanent. [Cf. *paragraph 3 (a) of 'Supplementary Instructions'.*]

NOTE.—The position with regard to temporary vacancies of less than 3 months' duration is that the orders regarding communal representation do not strictly apply to them and no order of rotation need be followed. Subjects, however, to the availability of suitable candidates of minority communities temporary vacancies of less than 3 months' duration should on the whole be judiciously distributed among the various communities. (*C. P. & S. I. Memo. No. 21/8/40-A. & F., dated the 23rd July 1940.*)

(ii) Each temporary vacancy of 3 months or more should be treated as a separate entity. [Cf. *Home Department Memorandum No. 14/1/37-Ests. (S.) dated the 18th August 1937.*]

(iii) In the presses in which regular temporary establishments exist clear vacancies in such establishments will be treated as distinct from casual temporary vacancies, *e.g.*, leave vacancies for short periods in either the permanent or regular temporary establishments. The orders for the recruitment of minorities will consequently be applied separately to each of the two classes of temporary vacancies. [Cf. *D. O. letter No. F. 14/41/35-Ests. (S.), dated the 9th October 1935, from Mr. G. W. Mc. Elhinny, I.C.S., Additional Deputy Secretary to the Government of India, Home Department, to Mr. C. F. Weakford, M.B.E., Controller of Printing and Stationery, India.*]

5. **Reserved and Unreserved Vacancies.**—Vacancies to which direct recruitment is made are treated as Reserved and Unreserved. Unreserved vacancies are open to all communities, appointments being made by competition, *i.e.*, on the results of a competitive examination or by

selection in order of merit. [Cf. paragraph 7 (b) of 'Supplementary Instructions'.] Reserved vacancies are those to which only minority communities may be appointed.

6. Application of orders to each grade or division of a service, etc.

(i) The percentages prescribed for minority communities (i.e., 25% for Muslims and 8-1/3% for the other minority communities) are to be applied to vacancies (as distinct from posts) in each grade or division of a service to be filled by direct recruitment. It is not the intention to reserve all future vacancies for Muslims and other minority communities or to stop or postpone recruitment from the majority community, till the prescribed percentages or posts in a grade, division or service are held by Muslims and members of other minority communities. [Vide paragraph 5 (a) of 'Supplementary Instructions'.]

(ii) The application of the orders regarding communal representation to each grade, etc., has effect in the presses and branches of the Stationery and Printing Department from the 1st January 1936 [Cf. *D. O. letter from Mr. G. W. McElhinny, I.C.S., Additional Deputy Secretary to the Government of India, Home Department, to Mr. C. F. Weakford, M.B.E., Controller of Printing and Stationery, India, No. F. 165/35-Estt. (S.), dated the 15th February 1936.*]

(iii) The classification of the establishments of the various presses and branches for into grades for the purpose of the orders, showing posts ordinarily filled by direct recruitment as well as those not ordinarily filled by such recruitment, is reproduced as an Annexure to these instructions. (Cf. *Controller of Printing and Stationery Memo. No. 45/1A/28-A. & F., dated the 6th September 1938.*)

7. **Instructions regarding Depressed classes, 'other minorities' and Badhists.**

(i) **Depressed Classes.**—By depressed classes is meant "the scheduled castes" as defined in paragraph 26 (1) of Part I of the First Schedule to the Government of India Act, 1935. In order to secure fair representation for the depressed classes, duly qualified members of these classes may be nominated to a public service, even though recruitment to that service is being made by competition [vide paragraph 7 (1) (vi) of *Home Department Resolution, dated the 4th July 1934*]. When recruitment is made by a competitive examination a few vacancies not reserved for any minority communities should be offered to candidates from depressed classes who have attained the qualifying standard in the examination. In notices relating to recruitment a note should be inserted to the effect that candidates from the Depressed Classes who attain the qualifying standard will be shown some preference [vide *Home Department Office Memorandum No. 4/5/38-Estt. (S.), dated the 1st June 1939*]. Members of these classes, if appointed by nomination, will not count against the percentages reserved for Muslims and other minorities.

(ii) **Sikhs.**—The following procedure should be adopted when recruiting Sikhs :—

(a) Candidates who claim to be Sikhs should be required to sign a declaration in connection with their applications for appointments or admission to an examination, that they are *bona fide* Sikhs and that they have not embraced Sikhism within a year of the date of application or of the notice announcing the examination or vacancy and, if they claim to be Sehjdhari Sikhs

(i.e., those not wearing long hair), that they have not previously been Keshadharies, i.e., they have not become 'Patits' as a result of cutting their hair. This declaration will be provisionally accepted in support of the candidate's claim to Sikhism.

(b) In all cases where the candidate is likely to be retained permanently in the permanent or the regular temporary establishment, and in doubtful cases where the candidate is appointed to a temporary vacancy of 3 months or more, a reference should be made to the Shiromani Gurdwara Parbandhak Committee, Amritsar, and the Chief Khalsa Diwan, Amritsar, with the names and particulars of the persons appointed or to be appointed, to enable these two bodies to scrutinise and, if they so desire, to challenge the *bona fides* of the persons' claims to Sikhism *within three months* beyond which no challenge should be entertained.

(c) If a person's claim to Sikhism is so challenged, independent enquiries should be made in the matter. There will be no objection to the person producing as evidence in support of his claim a certificate of any recognised association of Sikhs but the authority to decide whether the declaration should be accepted or not shall be the appointing authority. [Cf. *Home Department Office Memorandum No. 48/5/39-Ests. (S.), dated the 9th January 1940.*]

(iii) **Anglo-Indians.**—The following definition and procedure should be observed when appointing Anglo-Indians whether on merit or by nomination :—

(a) An Anglo-Indian is a person who satisfies the definition of the term 'Anglo-Indian' given in paragraph 26 (1) of Part I of the First Schedule to the Government of India Act, 1935, namely, "a person whose father or any of whose other progenitors in the male line is or was of European descent but who is a native of India";

(b) A candidate's own claim should be accepted unless there is any reason to doubt it;

(c) The possession of a European name should not in itself be regarded as evidence that a person is an Anglo-Indian as defined in section 26 of the First Schedule of the Government of India Act, 1935. Doubtful claims should be verified by reference to the nearest branch of the Anglo-Indian and Domiciled European Association (All-India and Burma), or by certificates from persons of responsibility and repute who are themselves Anglo-Indians, or birth certificates (baptismal certificates should not be accepted), school leaving certificates or other documentary evidence which the officer making the appointment may consider, sufficient to establish the candidate's claim to be an Anglo-Indian;

(d) Any person who falsely claims to be an Anglo-Indian shall be disqualified, or if appointed, shall be liable to removal from service, as soon as the facts come to notice. Appointing authorities, when considering the application of a candidate claiming that he is an Anglo-Indian should specifically warn the candidate that he will be disqualified and will be liable to removal from service if he furnished false information, and a record should be kept that the candidate was so warned

[Cf. *Home Department letter No. F. 14/6-A/34-Ests. (S.), dated the 19th December 1935, Home Department Office Memoranda No. 14/24/35-Ests. (S.), dated the 24th June 1937 and 18th March 1938 and No. 31/2/39-Ests. (S.), dated the 3rd February 1939.*]

(iv) **Budhists.**—The position as regards Budhists is that though they are in theory a distinct minority community, in practice they are so few and so backward that they are unlikely to provide recruits except perhaps for services locally recruited in Bengal. Hence the Government of India are not recognising them as a minority community for services, recruited on an All-India basis. [Vide *Home Department Office Memorandum No. F. 14/6/34-Ests. (S.), dated the 15th May 1935.*]

8. **Minimum standards of qualifications.**—As already stated in Instruction 2 (v) above, the reservation laid down for Muslims and other minority communities are subject to compliance with a minimum standard of qualification laid down for the purpose of recruitment. Accordingly minimum standards of qualifications applicable to all communities alike should be prescribed for each grade, division or service to which recruitment is made direct. No fresh restrictions in other respects should be introduced except with the previous approval of the Governor-General in Council. (Vide *paragraph 6 of 'Supplementary Instructions'.*)

9. **Steps for securing a supply of suitable candidates from minority communities; Communal Societies.**—(i) Recruitment in the Stationery and Printing Department being made on an All-India basis, vacancies should, if at any time there is a shortage of candidates belonging to minority communities, be advertised in the following papers:—

1. The Madras Mail, Madras.
2. The Hindu, Madras.
3. The Times of India, Bombay.
4. The Statesman, Calcutta.
5. The Star of India, Calcutta.
6. The Leader, Allahabad.
7. The Pioneer, Lucknow.
8. The Civil and Military Gazette, Lahore.
9. The Eastern Times, Lahore.
10. The Hitavada, Craddock Town, Nagpur.
11. The Khyber Mail Peshawar.
12. The Hindustan Times, Delhi.
13. The Indian Nation, Patna.

(ii) If in any area a sufficient number of qualified candidates for a particular service or post are not forthcoming from the minority communities to fill the reserved percentage of vacancies, the local Head of the Department may communicate the deficiency of qualified candidates to the Societies, if any, recognised by the local Government concerned as representative of the minority communities in the locality and should invite the Societies' co-operation in bringing the existence of vacancies to the notice of suitable candidates. It should, however, be made clear to the Societies—

(1) that their functions are limited to the following matters:—

(a) to bring to the notice of suitable candidates any examinations for requirement to the services for which they could usefully enter and any advertisements of appointments to be made by selection:

(b) to advise candidates about the examinations for recruitment to the services for which they should enter or the appointments for which they should apply ;

(c) to advise candidates on any matters which might be of assistance to them in preparing for, or applying for admission to, examinations for recruitment to the services ; and

(2) that it will not be their function to press the claims of any individual candidates, who should submit their applications direct to the appointing authorities.

(Vide *Paragraph 8 of 'Supplementary Instructions'*)

10. **Procedure for filling vacancies.**—(i) A minimum of 12 vacancies (out of which 3 will go to Muslims and 1 to other minority communities) is required to give proper effect to the rule reserving 25 per cent. of vacancies for Muslims and 8-1|3 per cent. of vacancies for other minority communities. If the number of vacancies in a particular year is less than 12 (or is not a multiple of 12) it will be necessary to keep a running account from year to year as in the model rotation below :

Serial Number of vacancies	
1	1 unreserved vacancy.
2	1 Muslim.
3 & 4	2 unreserved vacancies.
5	1 Muslim.
6 & 7	2 unreserved vacancies.
8	1 other minority community.
9 & 10	2 unreserved vacancies.
11	1 Muslim.
12	1 unreserved vacancy.

[Vide *paragraph 7 (a) of 'Supplementary Instructions'*.]

Such a rotation will be maintained separately for each grade in each of the 2 or 3 classes of establishments concerned, as the case may be, viz., (1) permanent, (2) regular temporary (where regular temporary posts exist), and (3) purely temporary, *e.g.*, leave vacancies.

(ii) It is not necessary to adhere strictly, whatever the circumstances, to the rotation as shown in the model rotation above : for example, Muslims or other minority community candidates may be taken at an earlier stage of the rotation if the actual composition of the service at the time suggests that such a course would be desirable. But the filling of the four reserved vacancies in every twelve should not, in any case, be postponed until the eight unreserved vacancies have been filled. [Vide *paragraph 7 (c) of 'Supplementary Instructions'*.]

(iii) Each group of 12 appointments will constitute a cycle which is referred to as such later in these instructions. (*Cf. Memorandum from the Controller of Printing and Stationery, India, No. 45|1|36-A. and F., dated the 7|10th January 1936.*)

(iv) A vacancy caused by the termination of the services of a probationer should not be treated as a fresh vacancy, but should be treated as (i) unreserved or (ii) reserved for Muslims or the other minority communities, according as the vacancy in which the probationer was originally appointed was treated as unreserved or so reserved. A vacancy caused by the premature discharge of a person holding a temporary post or vacancy should be similarly treated.

[Vide *paragraph* 7(c) of '*Supplementary Instructions*'.]

(v) Vacancies caused by the termination (by resignation transfer, promotion, etc.) of the services of direct recruits who have been brought on to or are drawing pay in the regular time-scale or grade after successfully completing their probation should be treated as fresh ones for purposes of recruitment and communal representation irrespective of whether the candidates concerned have been confirmed or not. Similarly, a vacancy caused by the termination of the services of a clerk promoted, or obtained by transfer, substantively should be treated as a fresh one except that if he was kept on probation and his services terminated during that period, the vacancy should be filled in replacement, i.e., without being treated as a fresh one. [Cf. *Home Department Office Memorandum No.* 3|50|37-Ests. (*S.*), *dated the* 22*nd September* 1937.]

(vi) For every vacancy filled by direct recruitment for the purpose of the orders regarding communal representation it should be recorded whether the recruitment was made by 'competition' or 'nomination'. Selection on merit should be treated as competition. The appointment of minorities to reserved vacancies when merit except for the minimum qualifications laid down by Instruction 2 (v) is not a factor will ipso facto be nomination. (Cf. *paragraph* 4 of *Controller of Printing and Stationery Memorandum No.* 45|1|36-*A. & F., dated the* 7|10*th January* 1936.)

11. **Reduction of reserved vacancies.**—When a member of a minority community obtains an unreserved vacancy, a corresponding reduction should be made in the number of vacancies reserved for that community. For example, if Muslims are entitled to three vacancies out of twelve and one Muslim obtains an unreserved vacancy on his merits, two more vacancies only should be given to Muslim by reservation; if Muslims obtain on their merits more than the number of vacancies reserved for them, no vacancies should be given to them by reservation. It is open to minority communities to obtain on their merits more than the percentage of vacancies reserved for them. [Vide *paragraph* 7 (b) of '*Supplementary Instructions*'.]

12. **Over-recruitment and under-recruitment of minorities and adjustment in respect thereof.**

A. Over-recruitment.—(i) If Muslims obtain more than their reserved percentage in open competition no reduction will be made in the percentage reserved for other minorities, while if the other minorities obtain more than their reserved percentage in open competition no reduction will be made in the percentage reserved for Muslims.

(ii) If Muslims obtain by competition more than 25%, or other minorities more than 8-1|3%, of vacancies comprising a 'cycle', the excess should be adjusted in subsequent cycle or cycles, if any, *occurring in the same calendar year*. No adjustment can be made after the expiry of

For instance, suppose 15 vacancies occur in a year commencing with the beginning of a cycle of 12 vacancies which when filled show Muslims having secured 5 vacancies as follows:—

2nd vacancy in the cycle ... by reservation.
3rd to 6th vacancies in the cycle ... by competition.

The first three of these (including the one secured by reservation) would be regarded as furnishing the prescribed quota for Muslims in respect of the first cycle which leaves 2 appointments obtained by Muslims in excess of the 25% reservation. According to the rotation (see Instruction 10 above) the 14th vacancy should normally have been reserved for Muslims but since that Community has received an excess share in the first cycle, the 14th vacancy (i.e., 2nd vacancy in the following cycle) will be treated as unreserved. The 15th or last vacancy of the year which is also the 3rd vacancy of the second cycle is already unreserved according to the model rotation and will call for no change, so that the Muslim community will have carried an appointment in excess of the 25% reservation when the year closes. But no further adjustment will be made in respect of it and the next Muslim vacancy (the 5th vacancy in the second cycle) will remain unaffected as it occurs in a subsequent year.

(iii) It should be clearly understood, however, that the over-recruitment of persons belonging to minority community which is not to be adjusted must have been due to vacancies in excess of its rserved share having been obtained by competition or merit. If the appointments resulting in the excess have been given to the community by reservation such appointments must be cancelled as irregular unless they were made in pursuance of Instruction 10 (ii) above when subsequent adjustment must be effected even though this has to be done in another year. [Cf. *Home Department Office Memorandum No. F. 14|1|37-Ests. (S.), dated the 6th January 1938.*]

B. Under-recruitment.—(i) In the case of recruitment by competitive examination adjustment of shortage in the requirement of minorities in a particular cycle should be effected in such subsequent cycles as may occur in the same as well as in the next calendar year, i.e., adjustment should be carried forward for one year but not more.

The following illustration (which supposes that every year 12 vacancies are filled by direct recruitment) explains the method of adjustment:—

Year	Number of vacancies reserved for Muslims	Number of qualified Muslim candidates available	Number of reserved (Muslim) vacancies unfilled due to lack of qualified candidates	Number of unfilled reserved (Muslim) vacancies carried forward to the next year
1938	3	2	1	1 (1938)
1939	3—1 (1938)	2	1 (1939)— 1 (1938)*	1 (1939)
1940	3—1 (1939)	3	1 (1939)	Nil
1941	3	Nil	3 (1941)	3 (1941)
1942	3—3 (1941)	4	2 (1941)*	Nil

*The reason for the lapsing of these vacancies is that they have already been carried forward for one year and cannot be carried forward further.

(ii) The above procedure will apply to services to which recruitment is made on the results of a competitive examination. When recruitment is made by selection, the reserved vacancy for which a qualified Muslim is not available should be filled temporarily and efforts made to attract more candidates of the Muslim community. In this connection use might be made of communal organisations referred to in Instruction 9 (ii) above.

(iii) The procedure will be the same in the case of the other minority communities, except that if a shortage of one year cannot be made up in the next year, the vacancies should, instead of being treated as unreserved, be treated as reserved for Muslims.

(iv) To justify a statement that there was a shortage of qualified members of minority communities it will be necessary to show that the various steps prescribed in Instruction 9 above were duly taken.

[Cf. *Home Department Office Memoranda Nos. F. 14/1/37-Estt. (S.)* and *14/13/38-Estt. (S.), dated the 6th January 1938 and 15th July 1938.*]

13. **Annual Returns.**—The communal returns prescribed by the Government of India in the Home Department should be submitted with due regard to the instructions relating thereto (*vide* Section II of this Chapter). It should be realised that the purpose of the returns is to enable the authorities to watch the observance of the rules regarding communal representation. The returns must, therefore, show faithfully the actual position regarding the communal composition of the establishment concerned and the direct recruitment as it has taken place during the year. (Cf. *paragraph 5 of Home Department Resolution, dated the 4th July 1934.*)

14. **Non-observance of rules.**—Any appointment made contrary to the orders contained in the Home Department Resolution, dated the 4th July 1934, read with 'Supplementary Instructions' connected therewith (the substance of which orders has been incorporated in the foregoing paragraphs) shall be regarded as null and void and shall be cancelled by the Controller of Printing and Stationery, India, as soon as it is brought to his notice through annual returns or otherwise. (Vide *paragraph 10 of 'Supplementary Instructions'.*)

ANNEXURE.

CLASSIFICATION OF THE ESTABLISHMENTS OF THE PRESSES AND BRANCHES OF THE STATIONERY AND PRINTING DEPARTMENT FOR THE PURPOSE OF THE ORDERS REGARDING COMMUNAL REPRESENTATION. [Vide *Instruction 8 (iii) of Section I of this Chapter.*]

CENTRAL STATIONERY OFFICE, CALCUTTA.

Posts not ordinarily filled by direct recruitment—

Superintendent.
Head Assistants, Class I and II.
Cashier.
Assistants.

Grades ordinarily filled by direct recruitment—

1. **Chemical Assistants.**
2. **Clerks.**
3. **Collecting Sircars.**
4. **Typists.**
5. **Typewriter Mechanic.**

7. Jetty Sirkars.
8. Junior Clerks.
9. Stenographer.

CENTRAL PUBLICATION BRANCH.

Posts not ordinarily filled by direct recruitment—
Assistant Manager.
Superintendent.
Accountant.
Assistants.

Grades ordinarily filled by direct recruitment—
1. Clerks.
2. Typists.
3. { Sircar / Junior Addressographer.

CENTRAL FORMS STORE, CALCUTTA.

Posts not ordinarily filled by direct recruitment—
Superintendent.
Accountant.
Head Assistant.
Assistants.
Cashier.

Grades ordinarily filled by direct recruitment—
1. Clerks.
2. Typists.
3. Lorryman.
4. Store Receiver.
5. Junior Clerks.
6. Forwarding Sircars.

FORMS PRESS, CALCUTTA.

Posts not ordinarily filled by direct recruitment—
Accountant.
Stationery and Stock Keeper.
Foreman.
Machine Foreman.
Reader.
Standing Forme Keeper.
Binders' Jamadar.

Grades ordinarily filled by direct recruitment—
1. Clerks including Assistant Accountant, etc.
2. { Mechanic / Motor Attendant.
3. Copyholder.
4. Compositors.
5. Impositor.
6. Machinemen.
7. Binders.
8. Proof Pressman.

GOVERNMENT OF INDIA PRESS, CALCUTTA

Posts not ordinarily filled by direct recruitment—

Head Reader.
Senior Readers.
Readers.
Revisers.
Head Assistant.
Accountant.
General Store Keeper.
Cashier.
Head Computor.
Assistants.
Case Foreman.
Assistant Case Foreman.
Section Holders.
Assistant Section Holders.
Bindery Foreman.
Assistant Bindery Foreman.
Bindery Jamadar.
Machine Foreman.
Machine Jamadar.
Press Foreman.
Correction Checker.
Type Store Keeper.
Standing Forme Keeper.
Assistant Standing Forme Keeper.
Stereotyper.
Type Supplier.
Examiners.
Numberer.

Grades ordinarily filled by direct recruitment—

1. Head Mechanic.
2. Mono Mechanic.
3. Lino Mechanic.
   Lino Operators.
   Mono Operators.
4. Clerks including Computors, Report Writers, Paper Issuer, Assistant Cashier, Time Keeper and Typist.
5. Lorry Driver.
6. Gestetner Operator.
   Copyholders.
   Rotary Machineman.
7. Mechanics.
   Carpenter.
   Roller Moulder.
   Mono Casters.
   Collecting Sircars.
   Paper Counters.
   Proof Pressmen.
   Material Suppliers.
   Finishers (Bindery and Stereos).
8. Warehousemen.
   Despatcher.
   Stamp Cutter.

9. Compositors.
10. Impositors.
11. Distributors.
12. Machinemen.
13. Pressmen.
14. Binders.

GOVERNMENT OF INDIA PRESS, NEW DELHI.

Posts not ordinarily filled by direct recruitment—

Head Assistant.
Accountant.
Cashier.
General Store Keeper.
Head Computor.
Assistants.
Head Reader.
Readers.
Revisers.
General Foreman.
Correction Checkers.
Type Store Keeper.
Standing Forme Keeper.
Assistant Standing Forme Keeper.
Section Holders.
Assistant Section Holders.
Machine Foreman.
Bindery and Warehouse Foreman.
Machine and Press Jemadar.
Bindery Jemadar.

Grades ordinarily filled by direct recruitment—

1. Clerks, Computors, Estimator, Assistant Computors, Paper Issuer, Report Writers, Time-Keeper and Assistant Time-Keeper, Caretaker and Transit Clerk.
2. Copyholders.
3. Type Suppliers.
4. { Lino and Mono Mechanics.
   { Mechanic (Mechanical) and Electric Mistry.
5. Assistant Mechanics (Lino, Mono, Mechanical and Bindery), Carpenter and Stereotyper.
6. { Lino Operators.
   { Mono Keyboard Operators.
7. Galley Proof Pressmen.
8. Distributors.
9. { Machinemen.
   { Pressmen.
10. Caster Attendants.
11. Binders.
12. Warehousemen.
13. Compositors.
14. Impositors.

GOVERNMENT OF INDIA PRESS, SIMLA.

Posts not ordinarily filled by direct recruitment—

Head Clerk.
Upper Grade Clerk.
Type Store Keeper.
Section Holders.
Assistant Section Holders.
Binding and Warehouse Jemadar.
Press Jemadar.
Assistant Press Jemadar.
Head Reader.
Readers, including Senior Readers.
Revisers.
Standing Forme Keeper.
Assistant Standing Forme Keeper.
Time Checker.

Grades ordinarily filled by direct recruitment—

1. Clerks excluding upper grade clerks but including Gazette Despatcher and Addressograph Operator.
2. Copyholders.
3. Compositors and Rondommen.
4. Imposiors.
5. Lino and Mono Operators.
6. Machinemen and Stereotyper.
7. Pressmen.
8. Mono Caster Attendants.
9. Binders.
10. Warehousemen.
11. Suppliers and Paper Issuer.
12. Forme and Galley Proof Pressmen and Motor attendant.
13. Head Mechanic and Mechanic.
14. Blacksmith and Carpenters.

FORMS PRESS, ALIGARH

Posts not ordinarily filled by direct recruitment—

Head Clerk.
Head Assistant (Forms Store).
Accountant.
Store and Stationery Keeper.
Cashier.
Clerks (Upper Grade).
Foreman (Machine and Press).
Foreman (Composing).
Foreman (Bindery).
Foreman (Stereotyping).
Assistant Foreman (Binding).
Machine Jemadar.
Readers.
Standing Forme Keeper.
Forwarding Clerk.
Transport Clerk.
Waste Paper Clerk.

Paper Ruler.
Vernacular Compositor.

Grades ordinarily filled by direct recruitment—

1. Compositors and Compositors.
2. Hand Pressman.
3. Machinemen.
4. Tag Machinemen and Rewinder.
5. Rotary Printers.
6. Binders.
7. Stereotypers and Lead and Quotation Caster.
8. Galley Proof Pressman.
9. Head Mechanic and Mechanics.
10. Copyholders (i.e., including the Copyholder and Reviser).
11. Lorry Driver and Switch Board Attendant.
12. Clerks excluding Clerks in the grade of Rs. 80—100* (old scale) but including Time Keeper and Computor.
13. Counters.
14. Fitters.
15. Carpenters and Blacksmith.
16. Electrician.
17. Engine Driver.
18. Lineman.
19. Power Station Engineer.

Section (2)

PREPARATION AND SUBMISSION OF COMMUNAL STATEMENTS

To watch the observance of the rules regarding communal representation in services, the Government of India in the Home Department have prescribed the submission of two annual returns in respect of each establishment to which the rules in question apply. (Cf. paragraph 6 of 'Supplementary Instructions' connected with the Home Department Resolution, dated the 4th July 1934.) These returns known as Statement I and Statement II should show respectively :—

(1) the communal composition of the establishment concerned on the 1st January of the year in which the statements are due for submission, and

(2) the number of vacancies filled by direct recruitment in the establishment during the calendar year preceding that in which the statements are to be submitted

The forms S. 157 and S. 157(a) prescribed for the submission of these statements are reproduced at the end of this Section.

2. The heads of presses and branches of the Stationery and Printing Department should submit the annual communal returns to the Controller of Printing and Stationery, India, as early as possible after the close of each calendar year and in any case not later than the 20th January. The latest dates for submission of the returns to the Department of Labour and Home Department are respectively the 15th February and 1st April each year. (Cf. Controller of Printing and Stationery Endorsement No. 45/1/39-A. & F. dated the 12th May 1939.)

* Revised scale Rs. 75—3—90.

3. The following instructions should be observed in filling the communal statements referred to above :—

A.—*Instructions which apply to both statements*

(i) Figures are not required in respect of services and posts requiring high technical or special qualifications which have been exempted from the application of the orders contained in the Resolution of 4th July 1934, but the communal composition of such services and posts should be shown in a separate portion of Statement I.

(ii) Separate figures should be given in respect of permanent and temporary staff, the words 'Permanent' and 'Temporary' being inserted in the body of the statements where necessary.

(iii) Figures should be given separately in respect of each grade, division, or class of a Service, etc., to which recruitment is made separately.

(iv) The percentages should be calculated to one place of decimal.

(v) Jains should be included among 'Hindus other than Depressed Classes' but their number indicated in the 'Remarks' column.

(vi) In the column relating to 'Other Communities' only those communities which form a single religious unit (such as Budhists), as distinct from territorial subdivisions, should be shown. The communities of such persons, as well as the number of members of each community should be indicated in the 'Remarks' column.

(vii) The administrative Department concerned should see that the returns submitted by offices attached or subordinate to them have been compiled with due regard to the instructions.

(viii) The nature and class of posts must be given.

(ix) The statements should show the place where an office is situated.

B.—*Instructions which apply to Statement I only*

(i) Figures are not required in respect of the All-India Services recruitment to which has ceased. [Please see Instruction A (i) above.]

(ii) The figures in column 20 should represent the existing strength of each grade, division, or class of a service, etc., on the first day of the year succeeding that to which the returns relate and not the sanctioned strength which may be different.

(iii) Particulars in respect of persons officiating in permanent posts should be given against the grade, division or class of post in which they are permanent.

[NOTE.—If an officiating person has no permanent post he may be shown under the head 'Temporary'.]

(iv) If a post has been held by more than one person during the course of the year under report, only the person in employment on the date given in the Statement should be taken into account, though particulars about the other incumbents should be given in the 'Remarks' column.

[NOTE 1.—Probationers should be shown in Statement I under 'permanent', the fact that they are on probation being indicated in the 'Remarks' column.

NOTE 2.—Persons who are on deputation outside the establishment for an indefinite period, so that there is likelihood of their not returning to their substantive posts at all or for a considerable time, should be treated as permanent members of the borrowing service, Department or Office. In the Statement relating to the lending Department, their numbers, community and class, grade

or division of service, should be given in the 'Remarks' column only. Persons officiating or provisionally permanent in their place should, however, continue to be shown as required by Instruction B (iii) above, though the fact that they are officiating or are provisionally permanent in a higher class, grade or division of service, should be mentioned in the 'Remarks' column.

Persons on deputation for a definite period and expected to revert to their substantive posts thereafter, should be treated as permanent members of the parent service, Department or office and mentioned in the 'Remarks' column of the statement relating to the borrowing service, department or office.]

C—*Instructions which apply to Statement II only.*

(i) Under the head 'Temporary' not merely additional temporary posts but also all permanent posts filled by persons not permanantly in Government service should be included, provided that the additional post is sanctioned or the temporary person appointed, for 3 months or more. Particulars are not required if the period is less than 3 months unless there is a subsequent extension by more than 3 months.

(ii) Each vacancy should be treated as a separate entity, and a person appointed to different vacancies in the course of the year, whether with or without a break in his service, should be taken into account as many times as he is appointed.

[Illustration—Suppose a person 'A' in an office goes on leave, and his return to duty synchronises with the going on leave of another person 'B' in the same office. Then according to the Instruction, the vacancy caused by 'B's' going on leave is a fresh vacancy and not the same as caused by 'A's' going on leave. The vacancies should be reckoned as two separate vacancies for the purpose of the communal roster and the communal statements, even though they happen to be filled by the same person (which is possible if both vacancies are unreserved).]

(iii) If a vacancy of more than 3 months' duration is filled by more than one person, only the person last in employment should be shown but a note showing the communities of the other incumbents, in the order of appointment should be entered in the 'Remarks' column provided that each incumbent has been in employment for 3 months or more.

(iv) Under the head 'Competition' should be included all persons appointed on considerations of merit, even though there is no competitive examination. Candidates selected in order to make up the quota of reserved vacancies should be treated as having been appointed by 'Nomination'.

(v) A vacancy filled by a person on probation should be treated as having occurred in the year in which the person was appointed on probation and not in the year in which he is confirmed.

[*Cf. enclosure to Home Department Office Memorandum No. F. 30/38/35-Ests. (S.), dated the 29th April 1937, as amended by Home Department Office Memorandum No. 30/2/39-Ests. (S.), dated the 13th January 1939; Home Department Office Memorandum No. F. 13/5/37-Ests. (S.), dated the 21st July 1937; and Home Department Office Memorandum No. 14/1/37-Ests. (S.), dated the 18th August 1937.*]

4. Utmost care should be taken in preparing the communal returns, it being ensured that the instructions laid down for the purpose have been duly observed and that there are no discrepant or doubtful points in the statements which have not been adequately cleared up by suitable remarks. For instance Statement I for a particular year should be compared, before submission with the relevant statement for the previous

year in order to see what changes have taken place during the year in the numbers and percentages of the various communities, and in particular the improvement, if any, in the representation of the minority communities, and the Depressed Class Hindus. Again, if an increase in the number of members of a community in grades not wholly filled by promotion is not sufficiently accounted for by the number reported in Statement II to have been appointed during the year under review, the reason for the increase should be clearly stated either in the 'Remarks' column or in the forwarding communication. It is most important to examine the recruitment shown in Statement II to see whether vacancies were filled with due regard to the reservations for the minority communities. Any under-recruitment of members of these communities should be explained, whether due to the non-availability of qualified candidates or to the position in the model rotation.

[*Cf. Home Department Office Memorandum No.* 30/7/39-*Ests.* (*S.*), *dated the* 13*th April* 1939.]

S.157.

STATEMENT I.

Statement showing the communal composition of the _____ *on the 1st January 19* .

Name of Service, etc.	Europeans.		Hindus.				Minority communities recognised for purposes of communal representation.										Other Communities.		Total.	Remarks.
			Hindus other than Depressed Classes.		Depressed Classes.		Muslims.		Domiciled Europeans and Anglo-Indians.		Sikhs.		Indian Christians.		Parsis.					
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Signature.

Designation.

STATEMENT II.

Statement showing the number of vacancies filled by direct recruitment in _____ *during the period 1st January 19 to 31st December 19 .*

Name of Service, etc.	Europeans.		Hindus.				Minority communities recognised for the purpose of communal representation.										Other Communities		Total	Whether filled by competition or by nomination.	Remarks.
			Hindus other than Depressed Classes.		Depressed Classes.		Muslims.		Domiciled Europeans and Anglo-Indians.		Sikhs.		Indian Christians.		Parsis.						
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Signature.

Designation.

CHAPTER VI

RESIDENTIAL ACCOMMODATION

109. Officers.—The Managers of the Government of India Presses at Calcutta, Simla and New Delhi, and the Manager, Forms Press, Aligarh, are provided with residential accommodation free of rent. They are required to occupy the accommodation provided. The Manager of the Forms Press, Calcutta, is granted an allowance of Rs. 50 per mensem in lieu of rent-free quarters.

110. Establishments.—Residential accommodation for the Overseer of the Forms Press, Aligarh, and for a portion of the establishment of the New Delhi and Simla Presses has been provided by Government. Quarters are allotted in accordance with rules made by the Managers, who have been delegated the powers as decided in the Government of India, Department of Labour, letter reproduced below :—

Letter from the Government of India, Department of Labour, No. B9, dated the 27th April 1938.

I am directed to refer to the Department of Industries and Labour letter No. B9, dated the 22nd August 1935. The Governor-General-in-Council is now pleased to delegate to Chief Commissioners, Departments of the Government of India, and the authorities name in the annexed schedule the power to issue orders, under Fundamental Rule 45, laying down the principles governing the allotment and occupation of residences provided for officers of the Central Government under their control which are not covered by any special rules or which cannot be allotted to specified posts.

2. The Governor-General-in-Council also sanctions the delegation, under Fundamental Rule 45 to the following authorities of the power to issue orders on the lines of Supplementary Rules 312—316 in respect of residences which are not covered by any special rules but which can be allotted to specified posts :—

(a) the authorities mentioned in the annexed Schedule except those mentioned against item 71 of Appendix 13 to the Posts and Telegraphs Compilation (Volume II) of the Fundamental and Supplementary Rules :

* * * * * * * * * * *

The delegation made in this paragraph is subject to the condition that the power will not be exercised by an authority in respect of the Government residence occupied by himself, to which Supplementary Rules 311—316 should apply.

3. The order to be issued under paragraph 1 above should, as far as possible, be as indicated in the Memorandum which formed an enclosure to the Department of Industries and Labour letter No. B9, dated the 22nd August 1935. Subject, however to the condition that the order is to be scrutinized and approved by the Audit Officer concerned before issue, it is open to the authority concerned to vary the suggestions in that Memorandum were local circumstances justify this course. The order to be issued under the power delegated in paragraph 2 above should also be scrutinized by the Audit Officer before issue.

4. I am to add that it is not necessary that the authority empowered to issue orders laying down the principles governing allotments and the authority making actual allotments should be identical. As an instance of this distinction, I am to point out that it has been decided by this Department that, although under the annexed Schedule the power to issue orders in respect of the Government of India Press Quarters in New Delhi has been vested in the Manager, Government of India Press, New Delhi, the actual allotments will continue to be made by the Estate Officer, Central Public Works Department, and this authorisation to the Estate Officer will be provided for in the 'order' to be issued by the Manager. It has also been decided that the Manager's order should, before issue, be approved not only by the Audit Officer but by this Department also. It is similarly open to other Departments of the Government of India to prescribe, if they consider it necessary, that the order to be issued by an authority subordinate to them should be issued with their approval.

SCHEDULE

Serial No.	Authority to which the power is delegated.	Whether the power is to be exercised in respect of all residences under the control of the authority mentioned in column (2) or only certain classes of residences.	Remarks.
1	2	3	4
*	* * * *	* * * *	* * * *
20	Manager, Government of India Press, New Delhi.	Quarters for press staff only	Allotments will be made by the Estate Officer, Central Public Works Department.
[illegible]	Manager, Government of India Press, Simla.	Do.	
*	* * * *	* * * *	* * * *
29	Manager, Government of India Forms Press, Aligarh.	Residence of Overseer, Government of India Forms Press, Aligarh	
*	* * * *	* * * *	* * * *

111. Allotment orders for Aligarh Press Overseer's quarter.—The allotment of the quarter for the Overseer of the Forms Press, Aligarh, is made by the Manager in accordance with the following orders issued by him :—

ORDERS.

In exercise of the powers delegated by the Governor-General-in-Council under F. R. 45, as set forth in the Government of India, Department of Labour letter No. B9, dated the 27th April 1938, for laying down the principles governing the allotment and occupation of residences provided for the officers of the Central Government, the following orders are hereby issued in respect of the residence of the Overseer of the Government of India Forms Press, Aligarh :—

1. These orders shall come into force with immediate effect.

2. The incumbent of the post of Overseer to whom the residence is allotted under Rule S. R. 311 shall be considered to be in occupation during the period of his incumbency.

3. The incumbent of the post of Overseer shall not be considered to be in occupation when he proceeds on leave unless the Manager, Forms Press, Aligarh, otherwise directs.

4. (1) The Manager, Forms Press, Aligarh, may suspend the allotment of the residence to the post of Overseer if in his opinion the circumstances justify the suspension, *e.g.*, if an officer is officiating as Overseer for a short period.

(2) An order of suspension under this rule shall terminate on the next change of incumbents or when the circumstances justifying the suspension cease to exist, whichever is earlier.

(3) When the allotment of a residence to a post has been suspended under this rule, the competent authority may allot the residence to any officer of Government or, if it is not required by such an officer, to any suitable person.

Provided that the allotment to such officer or person shall terminate not later than the date upon which the period of suspension terminates.

5. No subletting will be allowed.

6. The Manager, Forms Press, Aligarh, may permit an officer during temporary absence from his station to store his furniture and other property at his own risk, free of rent in the residence occupied by him prior to such absence unless :—

(a) the officer, if any, who discharges the duties of the absent officer is responsible for payment of rent of the residence, or

(b) arrangements are made to let the residence during such temporary absence.

112. **Allotment orders for the New Delhi Press quarters.**—The allotment of the quarters for the New Delhi Press is made by the Estate Officer, Central Public Works Department, New Delhi, in accordance with the following orders issued by the Manager :—

ORDERS.

Orders issued by the Manager, Government of India Press, New Delhi, in exercise of the powers delegated to him by the Government of India under Labour Department letter No. B-9, dated the 27th April 1938, governing the allotment and occupation of residences for the staff of the Government of India Press in New Delhi.

1. *Preamble.*—These orders apply to residences intended for the use of the staff of the Government of India Press in New Delhi with the exception of the following residences which are allotted to the incumbents of posts and are governed by Supplementary Rules 311-16 :—

(1) 'C' Class Bungalow allotted to the Manager.

(2) 'D' Class Bungalow allotted to the Assistant Manager.

2. *Classification of Residences.*—(1) For purposes of allotment residences are divided into the following classes for officers whose emoluments were on the last date for application provided in paragraph 4 of these orders as indicated below against each class :—

(a) Unorthodox.

Class 'C'	For officers receiving emoluments over Rs. 224 but not more than Rs. 350 per mensem.
Class 'D'	For officers receiving emoluments over Rs. 50 but not more than Rs. 224 per mensem.

(b) Orthodox.

Class 'C'	For officers receiving emoluments over Rs. 224 but not more than Rs. 350 per mensem.
Class 'D'	For officers receiving emoluments over Rs. 75 but not more than Rs. 224 per mensem.
Class 'E'	For officers receiving emoluments over Rs. 50 but not more than Rs. 75 per mensem.
Class 'F'	For officers receiving emoluments over Rs. 30 but not more than Rs. 50 per mensem.
Class 'Daftry' ...	For officers classed superior receiving emoluments over Rs. 17 but not more than Rs. 30 per mensem, inferior servants receiving emoluments of Rs. 20 and above per mensem and also office Daftries on any pay.
Class 'Peon' ...	For inferior servants other than those entitled to Daftry quarters.

(2) The classification of residences may, from time to time, be changed by order of the Manager, Government of India Press, New Delhi, issued with the concurrence of the Estate Officer, Central Public Works Department, New Delhi.

Provided that an officer to whom a residence is allotted at the time [illegible]

solely by reason of such change, unless he has been offered and has refused to occupy a residence in his own class.

(3) In these orders unless there is anything repugnant in the subject or context—

(1) in the case of salaried hands 'emoluments' means:—

(a) in the case of an officer serving in a qualifying appointment on the date on which his emoluments are to be determined—

(i) if he is on duty on that date, the pay admissible to him in respect of the qualifying appointment on which he holds a lien, or if he holds no lien on a qualifying appointment the pay actually drawn by him,

(ii) if he is on leave on that date, pay as aforesaid at the rate applicable to him immediately before he proceeded on leave,

(b) in the case of an officer not serving in a qualifying appointment on the date on which his emoluments are to be determined, pay as aforesaid at the rate which will be applicable to him immediately on his joining a qualifying appointment;

Provided that "Special Pay", if certified by the Manager as not permanently attached to the post, shall not be included in the emoluments.

(2) in the case of piece workers, the pay equivalent to 200 times their hourly class rate, vide paragraph (4) of subsidiary instructions framed by the Government of India in regard to the terms of occupation of Government residences received with the late Department of Industries and Labour letter No. B-9, dated the 23rd April 1929.

(3) 'qualifying appointment' means an appointment the incumbent of which is required to reside on duty with the Government of India Press in New Delhi.

(4) those who elect to be orthodox will have the first claim on orthodox quarters while those who elect to be unorthodox will have first claim on unorthodox quarters—

(a) 'orthodox' applicants will in addition be eligible for unorthodox quarters if any be left over after satisfying the claims of 'unorthodox' applicants. Similarly an 'unorthodox' applicant will be eligible for orthodox quarter left over after satisfying the claims of 'orthodox' applicants.

(b) where an applicant who elects to be orthodox/unorthodox possesses a lien on a house on which under the new arrangement unorthodox/orthodox applicants will have the first claim, his lien will be extinguished with effect from the beginning of the year to which the application relates.

3. The allotment of residences will be made by the Estate Officer, Central Public Works Department, New Delhi.

4. *Date of Application.*—(1) An application for allotment of residences will be made in such form as the Estate Officer may, from time to time, require, to the Estate Officer, so as to reach his office not later than 1st

October of the year preceding the year to which the application relates. No officer will be deemed to have applied for the allotment to him of a residence if his application reaches the office of the Estate Officer after the prescribed date.

Applications received after the prescribed date will be considered after meeting the demand of all the applicants who submitted their applications on or before the due date.

The application shall be signed by the applicant, or by another officer on behalf of the applicant :

Provided that—

(a) when an application is signed on behalf of the applicant by another officer, the signature shall be authorised, in writing by the applicant ; and

(b) the said authorisation shall ordinarily accompany the application and, where this is not practicable, it shall reach the Estate Officer before the expiry of one month from the date mentioned above, failing which the allotment, if already made, shall be cancelled.

(2) Application shall be countersigned by the Manager, who shall not countersign or forward applications unless he is satisfied—

(a) that the applicant is likely to be on duty in New Delhi for the greater part of the financial year concerned, or if the applicant is likely to be on leave during the financial year concerned for the greater part of the next financial year of the same class after his return from leave ; and

(b) that the facts stated in the application are substantially correct.

5. *Period of Allotment.*—Residences will be allotted for each financial year, i.e., from 1st April to 31st March.

Provided that any residences which fall vacant after the commencement of the allotment year will be allotted for the rest of the year or for a shorter period.

Note.—The Estate Officer may extend the period of allotment in special cases.

6. *Allotment.*—Residences will be allotted as soon as may be after the last date for application provided in paragraph 4 to officers who have applied not later than that date in the following order and in accordance with the following principles :—

(1) to the officer to whom the residence was allotted for the year previous to which the application relates if he was eligible for the residence under paragraphs 2 and 4 on the last date for application and to the officer who on the said date was ineligible for the residence under paragraph 2 by reason of an increase or a decrease in his emoluments :

Provided the officer whose allotment for the previous year was cancelled or commenced after the 1st January in that year will not be eligible under this clause.

(2) to officers in order to seniority who hold liens acquired by them under paragraph 6 (1) and who desire on due date the transfer of the liens. (Such transfers to be allowed during first six months, i.e. from 1st January to 30th June each year).

(3) to officers in order of seniority who were eligible for the residence under paragraphs 2 and 4 on the last date for application, who applied for a residence of the same class under

paragraph 4 for the year previous to the year to which the application relates and to whom an out-of-class residence was then allotted or no residence was then allotted.

(4) to officers in order of seniority who were eligible for the residence under paragraph 2 on the last date for application provided in paragraph 4.

(5) residences which are surplus after meeting the demands of eligible officers will be allotted by seniority in the following order :—

(a) to officers eligible for residence of a lower class ;

(b) to officers eligible for residence of a higher class ;

Provided that for the purposes of paragraph 6, officers in permanent employ or if in temporary employment are likely to remain in employment for the full financial year concerned or more will be given preference over officers not so employed.

Note 1.—(a) Seniority in the case of applicants for 'C', 'D', 'E' and 'F' classes of residences will be determined by the amount of emoluments, or, where the emoluments are equal, by the period for which those emoluments have been drawn or where the period for which the emoluments have been drawn is the same, by the length of continuous service.

(b) Seniority in the case of applicants for 'Duftry' and 'Peon' classes of residences will be determined by the year since which application for allotment of a residence of a particular class has been continuously made, provided that the application was submitted by the due date prescribed in paragraph 4. Thus a second year applicant will be senior to a first year applicant, a third year applicant will be senior to a second year applicant, and so on. Where, however, the year of first application is the same, seniority will be determined by the length of continuous service.

Note 2.—Separate lists of applicants for duftry class residences classed as superior or inferior Government servants will be maintained by the Estate Office each year and allotment made separately in the ratio as near as may be of the numbers of applications received from each category for that year.

7. *Choices and Acceptance.*—(1) When allotting residences, the Estate Officer will, as far as may be, have regard to any preferences expressed by the applicants.

(2) If an applicant accepts an offer of a residence by the Estate Officer by a written acceptance the residence will be deemed to have been allotted to the applicant for the period of allotment.

(3) No acceptance is necessary in the case of an applicant who is a lien holder. In such cases the residence will be allotted without a reference to the applicant.

8. *Waiting List.*—(1) The Estate Officer shall prepare a waiting list of officers who—

(a) have secured allotment but not according to the preference expressed by them in their applications ;

(b) have applied within the last date of application provided in paragraph 4 of these orders, and to whom no residence has been allotted ;

(c) apply for residences after the last date of application provided in paragraph 4.

(2) The Estate Officer shall allot any residences which have not been allotted under paragraph 6 of these orders or the allotment of which has been cancelled under paragraph 13 *ibid* to officers on the waiting list, so far as may be, in the manner provided in paragraph 6, and thereupon the provisions of paragraph 7 shall apply :

Provided that, in allotting residences, the Estate Officer shall give priority to all the officers mentioned in clause (a) of sub-paragraph (1) over any officer mentioned in clause (b) of that sub-paragraph and to all officers mentioned in clause (b) of that sub-paragraph over any officer mentioned in clause (c) of that sub-paragraph:

Provided further that any officer mentioned in clause (a) of sub-paragraph (1) shall be considered only for the allotment of residences for which he has expressed a preference and that no allotment shall be made under this sub-paragraph to any such officer after he has actually gone into occupation of the residence previously allotted to him under paragraph 6 of these orders.

9. (1) If any residence remains unallotted after the commencement of the allotment year, the Estate Officer may permit the residence to be occupied on payment of rent by any officer of Government or, if it is not required by such officer, by any person whom he considers suitable provided he gives an undertaking in writing that he will pay the prescribed rent and vacate the accommodation within one month from the date of receipt of a notice that it is required for the use of a Government servant belonging to the Government of India Press, New Delhi.

(2) An allotment under sub-paragraph (1) above will not confer any claim to allotment subsequent to the period concerned even if the allotment commenced on or before the 1st January.

10. *Responsibility for Rent and Damages*.—(1) The officer to whom a residence has been allotted will be deemed to be in occupation thereof and will be personally responsible for its rent for the period of allotment whether he occupies it or not, unless the allotment is cancelled by the Estate Officer. The rent will be recovered in accordance with the instructions contained in letter No. A-467, dated the 6th June 1932, from the Government of India in the late Department of Industries and Labour. Rent will be recovered monthly in arrears by the Manager from the pay-bills of the officers concerned.

Note.—Inferior servants occupying Government quarters are exempted from payment of rent and of water charges when water is supplied from a common hydrant.

(2) No officer will be deemed to be in occupation of a residence solely by reason of the fact that he shares it with the officer or person to whom it has been allotted.

(3) The officer to whom a residence has been alloted will be personally responsible for any damage beyond fair wear and tear, caused thereto or to the premises or services provided therein by Government during the period for which the residence has been and remains allotted to him.

(4) (a) If a residence allotted for the financial year is not available for occupation with effect from the commencement of the allotment year, rent will be charged from the 8th day after the date on which it becomes available or from the date of occupation whichever is earlier.

(b) In cases where an allotment has been made after the commencement of the allotment year the rent will be charged with effect from the 8th day after issue of the allotment letter or from the date of occupation whichever is earlier.

(5) When a group of residences is supplied with water through a common meter, the tenants will be required to pay to the New Delhi Municipal Committee, the water charges which will be divided equally

amongst the number of quarters of the group which are occupied, and the plugging of taps to avoid payment of proper share of the charges will not be permitted :

Provided that inferior servants to whom duftry class quarters have been allotted will be exempt from the payment of meter rent and of charges for water consumed up to a monthly limit of 2,000 gallons per quarter.

11. *Subletting.*—(1) The officer to whom a residence has been allotted may sublet it if the Estate Officer approves, during the period for which it has been allotted, to any officer eligible therefor, who is on the Estate Officer's waiting list, or if no such officer requires it, to any person, provided the sublease is during the absence of the lessor from New Delhi.

(2) Subletting will not be permitted if the sublease is not during the absence of the lessor from New Delhi except in very special cases.

(3) The sublease will not be recognised by Government and lessor will remain personally responsible for any rent payable in respect of the residence and for any damage caused to the premises or services provided by Government beyond fair wear and tear.

(4) The rent payable in respect of the residences and services provided by Government will not, except with the previous sanction of the Superintending Engineer, exceed the rent payable in such respect to Government by the lessor.

12. *Mutual Exchange.*—Officers to whom residences have been allotted may, if the Estate Officer approves, mutually exchange residences :

Provided that—

(1) the exchange will not be recognised by Government, and

(2) each officer shall pay the rent of the residence which has been allotted to him.

13. *Surrender.*—(1) The officer to whom a residence has been allotted will, if he is under order of transfer from the Government of India Press, New Delhi, or, having been granted leave on medical certificate, proposes to leave New Delhi forthwith intimate the fact to the Estate Officer.

(2) If the officer to whom a residence has been allotted is transferred from the Government of India Press, New Delhi, or leaves New Delhi on leave on medical certificate, the allotment to him of the residence will, if he so requests, be cancelled with effect from the sixteenth day after the date on which his intimation of his transfer or intended departure reaches the office of the Estate Officer or from the date on which the residence is allotted to another person, whichever is earlier :

Provided that when an officer is transferred from the Government of India Press, New Delhi, before the commencement of the year for which the residence is allotted to him, his consent will not be necessary prior to the cancellation of the allotment.

(3) If the officer to whom a residence is allotted dies, is removed or dismissed, retires from the service, or proceeds on leave preparatory to retirement from the service or resigns his post in the Government of India Press, New Delhi, the allotment to him of the residence will be cancelled with effect from one month after the date of his death, removal or dismissal, retirement or proceeding on leave preparatory to retirement

or resignation as the case may be or with effect from any date after such event above referred to, on which the residence is actually vacated, whichever is earlier.

14. *Notice of Vacation.*—The officer to whom a residence has been allotted must, before vacating the residence, give not less than 8 days' notice in writing to the officers concerned. This notice is apart from the notice of surrender provided in these orders.

15. *Inventory.*—The officer to whom a residence has been allotted will be required when he enters into occupation of, and when he vacates the residence, to sign an inventory of the furniture (if provided in the residence) and fittings.

16. *Sanitation.*—The officer to whom a residence has been allotted must maintain the residence and premises in a cleanly condition to the satisfaction of the New Delhi Municipality (which is responsible for the final disposal of the rubbish and night soil), the Health Officer, New Delhi and the Superintending Engineer.

17. (1) The officer to whom a residence has been allotted must not permit trees or shrubs on the premises to be cut down or lopped, save with the consent of the Superintendent, Horticultural Operations, New Delhi.

(2) The officer to whom a residence has been allotted must comply with any orders of the Government for the time being in force in respect of the garden attached thereto.

18. *Non-observance of Rules.*—If the officer to whom a residence has been allotted furnishes false information, commits any breach of the orders regarding allotment, sublets the residence without permission, misconducts himself or causes annoyance to other tenants, or uses or permits the residence or premises to be used for any purpose which the Estate Officer considers to be improper, the Estate Officer may—

(a) require him to vacate the residence and may allot it to another officer or person, but the officer so required to vacate the residence shall continue to be personally responsible for the rent thereof as provided in paragraph 10 save in respect of any period for which it is allotted to another officer or person, and

(b) declare him to be ineligible for a residence in New Delhi and Delhi during any stated period.

19. The Manager may for exceptional reasons, to be recorded in writing relax, with the concurrence of the Estate Officer, all or any of the provisions in the foregoing orders in the case of any officer or residence or class of officers or residences. When there is a disagreement the case should be referred to the Government of India for orders.

20. These orders will come into force on the 1st November 1941.

Letter from the Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-467, dated the 6th June 19[illegible].

I am directed to refer to the orders noted below in which certain rent concessions were sanctioned for the employees of the Government of India Press, Delhi, who were occupying Government quarters in Old Delhi :—

(1) Letter from the late Public Works Department, No. 363-B.D., dated the 1st March 1913.

(2) Letter from the late Public Works Department, No. 552-B.D.I., dated the 11th September 1914.

(3) Letter from the late Public Works Department, No. 546-B.I., dated the 30th November 1917.

(4) Letter from the late Public Works Department, No. 243-B.I., dated the 2nd May 1918.

(5) Paragraph 1 (b) of the letter from the Department of Industries, No. A-467, dated the 30th January 1923.

2. In consequence of the transfer of the Press to New Delhi, and in view of the provisions contained in Rule 45-A of the Fundamental Rules, the Government of India have reviewed the position and have decided that there is no longer any justification to continue the concessions which were granted under special circumstances.

3. In order, however, to minimise hardship to existing incumbents the Governor-General in Council is pleased to issue the following orders :—

(i) In accordance with Clause VI of Rule 45-A of the Fundamental Rules, water charges should be recovered from the press employees with effect from the 1st June 1932. The Governor-General in Council is pleased to waive the recovery of such charges for the period prior to the 1st June 1932.

(ii) Rent should be recovered from all press employees who are allotted orthodox and unorthodox quarters in accordance with Clause IV of Rule 45-A of the Fundamental Rules. As an exception to this the Governor-General in Council is pleased to decide that the press employees who are at present in occupation of orthodox quarters, for so long as they continue to occupy them, should be charged rent up to a maximum of 5 per cent. of their emoluments.

113. Rent-free quarters for the inferior staff of the New Delhi Press.—In accordance with the decision contained in the Government of India, Department of Labour letter, which is reproduced below, all the inferior servants of the Government of India Press, New Delhi, who have been allotted Government quarters, shall occupy them free of rent and of charges for water supply from a common hydrant.

Letter from the Department of Labour, No. A-350, dated the 15th January 1938.

I am directed to refer to your letter No. 13/12/36-A. & F., dated the 19th June 1937, forwarding memorials from the labourers and forme carriers of the Government of India Press, New Delhi. The memorialists pray (1) that their rates of pay may be raised to the level of the pay sanctioned for similar employees in the Government of India Presses at Calcutta, and (2) that they may be provided with Government quarters free of rent and water charges.

2. The Government of India regret that they are unable to accede to the first prayer of the memorialists for the obvious reason that rates of pay in different localities have been based on local conditions.

3. As regards the second prayer, the Government of India are pleased to declare that, with effect from the 1st January 1938, the orders contained in the letter from the late Department of Industries and Labour, to the Chief Engineer, Central Public Works Department, No. B-72, dated the 27th January 1934 (reproduced below), will apply to all the inferior servants of the Government of India Press, New Delhi, who have been allotted Government quarters and who have not already been given this concession. This will entitle those occupying quarters to do so free of rent and of charges for water supply from a common hydrant.

4. I am to request that the categories of employees of the Government of India Press, New Delhi, classed as 'inferior servants' may be communicated direct to the Chief Engineer, Central Public Works Department.

ANNEXURE

Letter No. B-72, dated the 27th January 1934, from the Department of Industries and Labour, referred to in paragraph 3 of the Department of Labour referred to above.

With reference to your letter No. 8-R/33, dated the 27th October 1933, on the above-mentioned subject, I am directed to say that, under Fundamental Rules 45-A.V. (a) and 45-BV (a), the Governor-General in Council is pleased to decide that when residences belonging to the Central Public Works Department at New Delhi, Delhi, Simla, Dehra Dun, Indore, Izatnagar and Muktesar are allotted to inferior servants of the Central Government such servants shall be exempted from the payment of rent. It is understood that the Hon'ble the Chief Commissioner in Ajmer-Merwara is already issuing similar orders in the exercise of his delegated powers.

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114. Free supply of water to the inferior servants of the New Delhi Press.—Inferior servants of the Government of India Press, New Delhi, occupying Duftry type quarters fitted with independent water taps are exempt from the payment of water meter rent and of charges for water consumed up to a maximum monthly limit of 2,000 gallons per quarter. Charges for water consumed in excess of the maximum allowed free of charge should be recovered in full from the occupants concerned. (*Letter No. A-350, dated the 2nd July 1940, from the Government of India, Department of Labour, reproduced below.*)

Letter No. A-350, dated the 2nd July 1940, from the Government of India, Department of Labour.

With reference to your letter No. 13/13/36-A. & F., dated the 10th July 1939, I am directed to say that the Governor-General in Council is pleased to exempt the inferior servants of the Government of India Press, New Delhi, to whom 'duftry' type quarters have been allotted, from the payment of meter rent and of charges for water consumed up to a maximum monthly limit of 2,000 gallons per quarter. Charges for water consumed in excess of this limit should be recovered in full from the occupants concerned. The expenditure involved should be debited to the grant for 'Civil Works'. These orders will take effect from the month for which the meter readings for water consumed are taken next.

115. **Allotment orders for the Simla Press quarters.**—There are 21 quarters in the Indian Clerks' Barracks reserved for the employees of the Simla Press. These quarters are allotted by the Manager in accordance with the following orders :—

Orders embodying the principles of allotment and the conditions of occupation of quarters in the Indian Clerks' Barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India, Press, Simla.

1. The residences are intended for the superior staff of the Press as enumerated in Appendix II to these orders.

2. The allotment of the residences will be made by the Manager, Government of India Press, Simla (referred to as Manager in these orders).

3. Application for allotment of residences should be submitted to the Manager not later than the 1st October of the year preceding the year to which the application relates in the form appended to these orders (Appendix I). Applications received after that date will be considered only after all the applicants who submitted their applications on or before the due date have been provided with, or offered, quarters.

4. Allotments of the residences will ordinarily be made to the applicants by juniority in the following order :—

(a) To the applicant who was allotted and was in occupation of the residences during the year previous to the year to which the application relates.

(b) In order of juniority to other applicants, preference being given to applicants in permanent employ over applicants not so employed. Provided that in spec cases the Manager may in the interest of Government work allot a residence to any applicant, provided he is eligible for the residence under order 1 above.

NOTE.—"Seniority" and "Juniority" will be determined by the amount of emoluments or where emoluments are equal, by the period for which such emoluments have been drawn, or, where the period for which the emoluments have been drawn is the same, by the length of continuous service.

5. Allotment of residences will be made for each financial year :

Provided that if a residence falls vacant after the commencement of the allotment year, the Manager may offer it for the rest of the year or for a shorter period to applicants on the waiting list maintained by him in accordance with the principles in order 4.

NOTE.—The Manager will prepare every year a waiting list of officers in order of juniority who—

(a) have applied within the last date of application provided in order 3 above and to whom no residence has been allotted ;

(b) apply for residence after the last date of application provided in order 3 above.

6. All persons to whom residences have been allotted will be deemed to be in occupation thereof, provided that they will not be considered to be in occupation during any period of leave if the Manager is able either to re-allot or to sub-lease the residences temporarily for the period of the leave.

7. The officer to whom a residence has been allotted will be personally responsible for its rent calculated under Fundamental Rule 45-A, which shall be recovered monthly from his pay. He will also remain responsible for any damage, beyond fair wear and tear, caused to the residence, or to the premises or services, provided therein by Government, during the period for which the residence has been and remains allotted to him.

8. Sub-letting or sharing a residence with another person is not allowed without the express written permission of the Manager.

If permission to share a residence is granted by the Manager, the person who is allowed to share accommodation, i.e., the lodger, will not be considered to be in occupation thereof.

9. (1) A tenant wishing to surrender his residence in circumstances as detailed in sub-para. (2) below, must give 15 days' clear notice of his intention to do so in writing to the Manager, failing which he will be liable for rent for the period by which the notice falls short of 15 days.

On receipt of such notice the Manager will cancel the allotment from the sixteenth day after the notice reaches him or from the date when the new allottee becomes liable for rent, whichever is earlier.

(2) Residences once allotted and occupied may be surrendered by the tenants in the following cases :—

(a) when the tenant concerned has been transferred or is under orders of transfer from the press to another office or department whether in Simla or elsewhere ;

(b) when the tenant concerned leaves the station on leave on medical certificate; and

(c) in other cases when the Managers is able to re-allot the residence for the rest of the allotment year.

(3) If the person to whom a residence is allotted dies, is removed or dismissed from the service, or retires from service, or resigns his post in the Government of India Press, Simla, the allotment to him of the quarter shall be cancelled with effect from one month after the date of his death, removal or dismissal or retirement or resignation, as the case may be, or with effect from any date after such death, etc., on which the residence is actually vacated, whichever is earlier.

10. A tenant before vacating a residence must ordinarily give 8 days' notice of vacation to the Manager, and the Executive Engineer, Simla Central Division, so that the latter may arrange for the residence with fixtures and fitting, if any, to be taken over. The tenant is required to hand over everything in good order.

(ii) The Executive Engineer or other officer deputed by him will at the time of taking over bring to the notice of the tenant any deficiencies or damage he discovers. The tenant will be required to make good such deficiencies or damage. In the event of a tenant failing to give the necessary notice of vacation, he will be held responsible for anything found deficient or damaged in the quarters.

NOTE.—The notice required to be given under this order is apart from that contemplated in order 9.

11. No alterations or additions are to be carried out to the residences without the written permission from the Executive Engineer, Simla Central Division, Simla. Any infringement of this order will render the occupant liable to pay the cost of restoring the residence to its original state.

12. Tenants will not be allowed to keep large families in the residences. Where overcrowding is observed in a residence resulting in insanitation the tenant will be required to vacate his residence.

13. Occupiers of residences will be responsible for keeping their residences in a sanitary condition, and must abide by the Municipal bye-laws in all respects.

14. Residences should be open for necessary inspection at reasonable times by the Manager or officers deputed by him. The residences must also be open to any special inspection by the officers of the P. W. D. Due notice of such inspection will be given when possible.

15. Any tenant who misconducts himself or causes annoyance to other tenants, or persistently infringes any of the foregoing orders may be called upon by the Manager to vacate his residence at 15 days' notice.

16. Appeals against the decision of the Manager may be made through him to the Controller of Printing and Stationery, India.

APPENDIX I

Application for the allotment of residences in the Indian Clerks' Barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India Press, Simla.

1. Name.
2. Appointment held.
3. Whether held permanently or temporarily.
4. Date of appointment to the post.
5. Emoluments as defined under Fundamental Rule 45-C.
6. Date from which emoluments stated against (5) are being drawn by the applicant.
7. Married or single.
8. Whether prepared to share the accommodation with any one else.
9. Whether it is intended to reside in Government residences with or without family (give number of family members with details of relationship).
10. Year for which accommodation is required.

I have read the Orders embodying the principles of allotment and the conditions of occupation of residences in the Indian Clerks' Barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India Press, Simla and agree to abide by them.

If a Government residence is allotted to me I undertake not to sublet the residence without the prior sanction of the Manager.

N.B.—The subletting for profit of Government residences to unauthorised persons will be treated as an improper use of the premises.

Signature of applicant.

APPENDIX II

List of employees of the Government of India Press, Simla, who are eligible for renting Government residences placed at the disposal of the Manager, Government of India Press, Simla, in the Indian Clerks' Barracks on the Cart Road, Simla.

1. Clerical Branch except Head Clerk.
2. Readers except Head Reader.
3. Mechanical Branch except Head Mechanic.
4. Copyholders and Revisers.
5. Section-holders and Assistant Section-holders.
6. Monotype Keyboard Operators.
7. Linotype Operators.
8. Compositors and Randommen.
9. Binders and Warehousemen.
10. Caster Attendants.
11. Machinemen and Hand Pressmen.
12. Type Suppliers.
13. Carpenters.
14. Galley and Forme Proof Pressmen.
15. Standing Forme and Store Keeper.
16. Impositors.
17. Stereotyper.

116. Eligibility of the employees of the Simla Press for allotment of quarters from the general pool.—In addition to these quarters, employees of the Simla Press are eligible for allotment of residential accommodation from the general pool of Central Government quarters in Simla the allotment of which is made by the Estate Officer, Central Public Works Department, New Delhi. Applications for such quarters should be made in accordance with the rules governing their allotment.

117. Monthly emoluments of a piecework for the purpose of F. R. 45-A.—In accordance with the decision contained in the Government of India, Finance Department letter, which is reproduced below, the monthly emoluments of a piecework employed in a Government of India Press for purpose of Fundamental Rule 45 is equivalent to two hundred times his hourly class rate.

Letter No. F-100-C.S.R.-26, dated the 29th March 1926, from the Finance Department to the Accountant General, Central Revenues.

With reference to your letter No. W-676, dated the 7th November 1925, to the Department of Industries and Labour, I am directed to say that the Governor-General in Council has decided under Fundamental Rule 8 that, for the purpose of Fundamental Rule 45 the monthly emoluments of a piecework employed in a Government of India Press shall be deemed to be equivalent to two hundred times his hourly class rate.

CHAPTER VII

MEDICAL ATTENDANCE

118. Government of India Press, Calcutta.—A dispensary, sanctioned by the Government of India, in the Department of Industries and Labour letter No. A.-669, dated the 19th June 1928 (reproduced below), exists on the premises and is under the supervision of a Sub Assistant Surgeon. The Dispensary is intended for the exclusive use of the staff employed in the different branches of the Stationery and Printing Department located in Calcutta. It is well equipped with medicines, appliances and surgical instruments, sufficient to meet ordinary cases of illness and injury (the more serious ones being sent to hospital with the consent of the patients). The Sub-Assistant Surgeon in charge of the Dispensary is also required to conduct the medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. The attendance hours of the dispensary are 7 A.M. to 6 P.M. on week days except on Saturdays when the time is from 7 A.M. to 3 P.M. If the staff for operating machines is booked on holidays the dispensary should remain open to attend emergent cases.

Letter No. A-669, dated 19th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India have had under consideration the question of providing increased facilities for medical attendance for the subordinate staff employed in the Stationery and Printing Department. They have decided that with effect from the 1st July 1928, a dispensary should be opened in the building occupied by the Central Stationery Office, Calcutta, for the exclusive use of the staff employed in the different branches of the Stationery and Printing Department located in Calcutta. They accordingly sanction the entertainment of the following staff for the dispensary :—

One Sub-Assistant Surgeon on a pay of Rs. 75—5—175 per mensem (seventy-five, rising by annual increments of five to one hundred and seventy-five).

Two compounders on a pay of Rs. 30—1—40 (thirty, rising by annual increments of one to forty) each per mensem.

One sweeper on a pay of Rs. 15 (fifteen) per mensem.

They also sanction the following expenditure for the equipment of the dispensary :—

Non-recurring

	Rs.
Surgical and medical equipment ...	435 (Four hundred and twenty-five).
Medicines	1,000 (One thousand).
Furniture	260 (Two hundred and sixty).

Recurring

Medicines	500 (Five hundred) per annum, with effect from the year 1928-29.
Contingencies	50 (Fifty) per annum.
Forms	20 (Twenty) per annum.

2. The number of men employed in the Government of India Presses at Simla and Delhi is comparatively small and does not justify the provision of separate dispensaries for their exclusive use. The Government of India are of opinion that requirements of these presses will be met if a first-aid chest is maintained by each of them as is done by the Government of India Press, Aligarh. They have also decided that the Sub-Assistant Surgeon who at present attends on the employees of the Government of India Press, Simla, once a week should, with effect from the 1st July 1928, visit the Press every alternate day, his allowance being raised with effect from the date mentioned above from Rs. 20 (twenty) to Rs. 30 (thirty) per mensem. Similar arrangements will be introduced in the Government of India Press, Delhi, with effect from the 1st July 1928, and the Sub-Assistant Surgeon who may be detailed for this duty will be paid an allowance of Rs. 30 (thirty) per mensem.

3. The Director General, Indian Medical Service, is being requested to make the necessary arrangements for the establishment of the dispensary at Calcutta, for the recruitment of the staff and for the purchase of necessary equipment. He will also issue necessary orders to the Sub-Assistant Surgeons who will attend on the employees in the Simla and Delhi Presses.

4. The entire expenditure in connection with the arrangements sanctioned above will be borne by the Stationery and Printing Department. One-fifteenth of the total cost connected with the dispensary at Calcutta will be recovered from the Central Publication Branch, Calcutta, which is treated as a commercial department. Budget provision to meet the expenditure involved has been included in the Demands for Grants for Stationery and Printing for the year 1928-29.

Letter No. A.-669, dated 3rd September 1928, from the Government of India, Department of Industries and Labour to the Controller of Printing and Stationery.

I am directed to say that the Government of India approve of your suggestion that the dispensary sanctioned in this Department's letter No. A.-669, dated the 19th June 1928, for the use of the staff employed in the different branches of the Stationery and Printing Department in Calcutta should be located in the building occupied by the Government of India Press, Calcutta, and not in the Central Stationery Office.

2. The orders contained in this Department's letter referred to in paragraph 1 above are modified accordingly.

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119. Government of India Press, New Delhi.—The services of a Sub-Assistant Surgeon have been made available by the Government of India, in the Department of Industries and Labour letter No. A.-669, dated the 24th June 1937 (reproduced below), for attendance in the press premises on the employees of the press. The Sub-Assistant Surgeon, who is granted a special pay of Rs. 30 p.m. for the purpose, should visit the press on every alternate day to attend to the employees, prescribe medicines and also conduct medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. A labourer, sanctioned by the Government of India, in the Department of Industries and Labour letter, reproduced below, should be employed for fetching medicines for the employees of the press from the Irwin Hospital. The employees of the Press are also eligible for all available medical facilities provided by the Irwin Hospital.

The First-Aid Chest maintained in the press should be utilised for giving first-aid to the staff in cases of emergency.

Letter No. A.-669, dated the 24th June 1927, from the Government of India, Department of Industries and Labour.

With reference to your letter No. 2141-36, dated the 2nd October 1936, I am directed to forward a copy of the letter from the Chief Commissioner, Delhi, to the Chief Medical Officer, Delhi, No. 2397-Edn., dated the 10th March 1937, detailing the Sub-Assistant Surgeon attached to the Willingdon Hospital, who conducts the periodical medical examinations of the employees of the Government of India Press, New Delhi, for the prevention of lead poisoning, to visit the press every alternate day for attending to the medical needs of its employees.

2. The Government of India are pleased to sanction the grant to the Sub-Assistant Surgeon for the performance of both the duties mentioned in paragraph 1 above, of a special pay of Rs. 30 (thirty) per mensem with effect from the date on which he actually took up the additional work of attending to the medical needs of the employees of the Press. For the period prior to that date, during which he was conducting the periodical medical examinations of the industrial employees of that press after the closing down of the Municipal dispensary in the press area, he will be allowed a special pay of Rs. 20 (twenty) per mensem.

3. The Government of India also authorise the Manager, Government of India Press, New Delhi, to incur recurring expenditure not exceeding Rs. 15 (fifteen) per mensem from the contingent grant of that press on account of cooly hire for fetching medicines for the employees of the Press from the Irwin Hospital.

4. The expenditure involved during the current year should be met from within the sanctioned budget grant under the head "Stationery and Printing" for 1937-38.

Copy of letter No. 2397-Education, dated the 10th March 1937, from the Chief Commissioner, Delhi, to the Chief Medical Officer, Delhi.

With reference to the correspondence ending with your letter No. 1465, dated the 27th February 1937, I have the honour to request that you will kindly direct the Sub-Assistant Surgeon attached to the Willingdon Hospital, who conducts the periodical medical examination of the press employees for the prevention of lead poisoning, to visit the press every alternate day for attending to the medical needs of the employees. Arrangements may also be made for his prescriptions to be dispensed at the Irwin Hospital.

These duties will be in addition to the periodical visits to the press of the Sub-Assistant Surgeon in connection with prevention of lead poisoning.

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120. Government of India Press, Simla.—The services of a Sub-Assistant Surgeon has been made available by the Government of India for attending to the medical needs of the press employees. The Sub-Assistant Surgeon who is granted a special pay of Rs. 45 per mensem for the purpose, sanctioned by the Government of India in the Department of Industries and Labour letter No. A.-707, dated the 11th January 1935 (reproduced below), should visit the press on alternate days as required in paragraph 2 of the Department of Industries and Labour letter No. A.-669, dated the 19th June 1928 (reproduced under paragraph No. 118), prescribe medicines and should also conduct medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. The medicines prescribed by the Medical Officer should be obtained free from the Civil and Military Dispensary, Simla. A whole-time contingent labourer sanctioned by the Government of India in the Department of Industries and Labour letter No. A.-669, dated the 28th February 1929 (reproduced below), should be employed for fetching medicines for the employees of the press from the dispensary. He should not be paid more than Rs. 15 per mensem.

The First Aid Chest maintained in the press should be utilised for giving first-aid in emergent cases.

Letter No. A.-707, dated the 11th January 1935, from the Government of India, Department of Industries and Labour.

I am directed to refer to paragraphs 3 and 4 of your letter No. 22-A/32-A, and F., dated the 1st October 1934 and to convey the sanction of the Government of India to the grant of a special pay of Rs. 15 (Rupees fifteen) per mensem to the Medical Officer in charge of the Sadar Dispensary, Aligarh, for the conduct of the medical examinations of the employees of the Forms Press, Aligarh. The special pay will be admissible from the date the medical officer actually commences the examination of the employees of the Press.

2. The Government of India are also pleased to sanction an increase of the special pay of the Medical Officer attending on the employees of the Government of India Press, Simla, from Rs. 30 (thirty) to Rs. 45 (forty-five) per mensem with effect from the 5th March 1934, from which date he undertook the additional work of conducting the medical examination of the industrial employees of that Press in connection with the prevention of the occurrence of lead poisoning.

3. The expenditure involved during the current year should be met from within the sanctioned grant of the Stationery and Printing Department for 1934-35.

Letter No. A.-689, dated the 20th February 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-13/72/28, dated the 24th January 1929, I am directed to say that the Government of India authorise the Manager, Government of India Press, Simla to incur recurring expenditure not exceeding Rs. 15 per mensem from the contingent grant of that Press, on account of conveyance for fetching medicines for the employees of the Press from the dispensary.

121. Forms Press, Calcutta.—No separate Medical Officer has been made available for the Forms Press and Store, Calcutta. The subordinate staff of both the Press and Store should utilise the Dispensary located at the Calcutta Press, which exists for the exclusive use of the subordinate staff of the different presses and branches of the Stationery and Printing Department located at Calcutta. The services of the Sub Assistant Surgeon in charge of the Calcutta Press Dispensary should also be utilised for the medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning.

The First-Aid Chest maintained in the press should be utilised for rendering first aid to the employees of the press in emergent cases.

122. Forms Press' Aligarh.—There is no separate Medical Officer attached to the press. The staff is, however, eligible for free medical attendance at the District Hospital and medicines as are available. The Medical Officer in charge of the District Hospital, Aligarh, who has been granted a special pay of Rs. 15 per mensem in the Government of India, Department of Industries and Labour letter No. A.-707, dated the 11th January 1935 (reproduced under paragraph No. 120) should conduct the medical examinations prescribed in paragraph 123 below regarding precautions against lead poisoning.

The First-Aid Chest maintained in the press should be utilised for giving first-aid to employees who receive slight injuries while on duty or in emergent cases.

123. Precautions against lead poisoning.—With a view to preventing as far as possible the occurrence of lead poisoning in the Government of India Presses a preliminary medical examination at the time of recruitment of each employee is essential, particularly if he has had previous experience of press work. Any applicant showing traces of lead poisoning

should not be taken into employment. Half-yearly medical examinations of employees who are exposed to the risk of lead poisoning in the course of their official duties should be conducted by the medical officers available for the purpose.

A set of instructions for the guidance of the medical officers concerned indicating the lines on which medical examinations should be made are reproduced below. When a press employee reveals symptoms of lead poisoning, it is necessary to consider at once to what extent, if any, Government are liable to pay compensation under the Workmen's Compensation Act.

Suitable rules should be framed for the protection of press employees against risks of lead poisoning and these rules should be brought prominently to the notice of all workers. The Assistant Manager (Foreman in the case of Forms Press, Calcutta, and Overseer in the case of the Forms Press, Aligarh) of the press should be made responsible for seeing that the rules are strictly observed. *(Letter No. A.-707, dated the 5th December 1933, from the Government of India, Department of Industries and Labour.)*

Copy of letter No. A.-707, dated the 5th December 1933, from the Government of India, Department of Industries and Labour.

I am directed to say that the Government of India have had under consideration the steps which should be taken with a view to preventing, as far as possible, the occurrence of lead poisoning in the Government of India Presses. They consider that a preliminary examination at the time of recruitment of each employee is essential, particularly if he has had previous experience of press work. Any applicant showing traces of lead poisoning should not be taken into employment. There should also be subsequent periodical examination, all of which should be performed by the medical officers attached to the Presses as part of their duties.

2. I am to enclose for the guidance of the medical officers concerned a set of directions indicating the lines on which medical examinations should be made. These directions also embody the main points to be kept in view for the purposes of the Workmen's Compensation Act. When a press employee reveals symptoms of lead poisoning, it is necessary to consider at once to what extent, if any, Government are liable to pay compensation under the Act. The examination of the nature of disablement and the assessment of the loss of earning capacity caused by it need particular care and knowledge of the provisions of the Act.

3. I am to request that suitable rules may be framed for the protection of press employees against risks of lead poisoning and these rules may be brought prominently to the notice of all workers. An Officer of the press should be made responsible for seeing that the rules are strictly observed.

DIRECTIONS TO MEDICAL OFFICERS IN CASES OF LEAD POISONING.

A general card should be maintained for all industrial workers in the Government of India Presses in which you should put on record the general physical conditions of the employee before his exposure to risks of lead poisoning, and if he has already been exposed to such risks he may reveal symptoms of early poisoning and they should be specially recorded. Form A indicates the particulars relating to the general physical conditions which should, as far as practicable, be collected. In the case of men who

come into contact with lead or lead fumes, this general card should be supplemented by a special examination form or questionnaire on the lines indicated by Form B. This examination should be made at intervals of not less than six months, i.e., two per annum.

2. An attempt should be made to ascertain whether the workman is observing the press rules in force for the prevention of lead poisoning. A note of any proved neglect should be made, whether the man shows traces of poisoning or not, and he should be warned (1) of the medical consequences (2) that such neglect may deprive him of compensation if he is disabled.

3. As soon as the periodical medical examination indicates that a man is suffering from lead poisoning, a special report should be made to the Manager in which you should say whether in your opinion his efficiency is already impaired or is likely to be impaired if he continues at work. If you consider that his efficiency, though not yet impaired, as likely to be impaired if he continues at work, you should say what measures you recommend for his restoration to health, such as leave, change of occupation, etc. If you consider that his efficiency is already impaired you should apply the following tests.

4. *Tests for compensation.*

A. Ascertain whether the workman is either partially or totally disabled. He is totally disabled if he is incapacitated for all work *that he was capable of performing* (not merely for the work he was actually performing) at the time of the accident. If he is still able to perform some work in any capacity that he was, at the time of the injury, capable of undertaking he is partially disabled.

B. If he is found to be partially disabled, ascertain whether the disablement is temporary or permanent. It is permanent only if *both* of the following conditions are satisfied:—

(a) the injury is of a permanent character, and

(b) his earning capacity has diminished in *every occupation which he was capable of undertaking* at the time of the accident.

If he is able to earn as much as before in some other job he is not permanently disabled. Disablement is temporary if the injuries, whether they are likely to remain or to disappear, reduce his earning capacity at *the job he was doing* at the time of the injury. In the case of permanent partial disablement state what, in your opinion, is the percentage of the loss of earning capacity.

C. Ascertain how the disease arose. In the case of lead poisoning of press workers who come into contact with lead or lead fumes, it must be presumed to have arisen out of the employment unless some other cause has been found.

5. Your findings on these points should be embodied in your report, together with any observations on any neglect of press rules regarding washing, etc., which is proved to have occurred.

6. If at any time a man applies for leave on medical grounds, satisfy yourself that lead poisoning is not a contributory cause to his ill-health. If it is, conduct a special examination applying the tests given under A, B and C above.

FORM A.

General Card for all industrial workers

Name Age

Address

Date of appointment

Department

General appearance

Eyes : V. on dist. 10 ft. { R. / L.

Ears : Hears watch { R. Inches. / L. Inches.

Nose

Throat

Tongue

Teeth

Neck

Chest contour

Heart

Pulse

Blood pressure

Lungs

Abdomen

Extremities { Upper / Lower

Inguinal region

Genito urinary

Spine

Skin

Height Weight

Joints

Remarks.

Date of examination. Signature of Medical Officer.

FORM B

Lead questionnaire for recording all workers exposed to lead poisoning

Name Age Address

Department Experience therein and previous experience in handling lead.

Health ... { Good / Fair / Poor

Appetite ... { Good / Fair / Poor

Digestion ... { Good / Fair / Poor — Colic, eructation gas and regurgitation of fluid.

Bowels ... { regular / constipated or loose / alternating constipation or diarrhoea.

Strength ... { Vigorous / weak

Swelling of ankles { present / absent

Physical Examination.

General appearance robust frail

Pallor ... ... { present / absent

blue line { present / absent

Mouth —

Teeth ... ... { good / fair / poor

Heart murmurs ... ... { present / absent — description of

Arteries rate of pulse sclerosis ... ... { present / absent — degree

Blood pressure ... { systolic / diastolic / pulse pressure / distended

Abdomen level

Peri-umbilical tenderness ... ... { present / absent

Physical Examination—contd.

Extremities	... { extensor weakness or wrist drop	{ present / absent
	oedema ankles	{ present / absent
Blood	stippling	{ present / absent
Urine	Albumin	{ present / absent
	nephritic	{ present / absent

Remarks

Date of examination.

Signature of Medical Officer.

CHAPTER VIII

SYSTEM OF COSTING

Section (1)

COSTING SCHEME AND ANNUAL REPORT

124. Costing Scheme and Annual Report.—The accounts section is responsible for the accuracy and for the expeditious submission of the annual report on the working of the press. It is required to be submitted to the Controller of Printing and Stationery, India, New Delhi, not later than the end of September. In addition to a narrative portion by the Manager dealing with the outstanding events of the year, certain statements are prescribed showing the working of the press during the year. They are :—

Statement I.—(1) Showing Receipts of the Press.
(2) Showing Analysis of Press cost.

Statement II.—Showing cost of printing and book-binding, paper and binding materials for the various governments, departments and offices for the year.

Statement III.—Seven *pro-forma* accounts as under :—

A.—Capital account, plant and machinery.
B.—Capital account, buildings.
C.—Mechanical branch.
D.—Foundry.
E.—Paper, stationery and binding materials.
F.—Stores.
G.—Depreciation fund.

The narrative portion (in half margin) and the statements appended to the report should be forwarded in duplicate. (*C. P. & S. Memo. No. 23/2/39-A. & F.*, dated 25th February 1939.)

In addition one other statement is required to be sent to the Controller of Printing and Stationery, India, New Delhi, by the first week of October for incorporation in the Commercial Appendix to the Appropriation Accounts. The statement should show comparative figures of the receipts, issues and closing balance of the stores handled by the press during the year as compared with those of the previous year. The closing balances should show the balances of the main categories of stores. The information should be furnished as in the following form :—

I.—Paper, binding materials and office stationery

Year	Receipts	Issues	Closing balance			Total
			Paper	Binding materials	Office stationery	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

II.—Miscellaneous stores, spare parts, petty plant, etc.

Year	Receipts	Issues	Closing balance
(1)	(2)	(3)	(4)
	Rs.	Rs.	Rs.

NOTE.—The value of stores, if any, actually adjusted in the accounts on account of excesses and deficits should be stated in foot-notes and suitably explained.

The accountant or other official to whom the duties are entrusted, is responsible for seeing that the procedure prescribed for the costing system on which the annual report is based, is rigidly adhered to. Immediately salaries have been disbursed he will arrange for the dissection of the salary bills, and for the posting of amounts under the respective heads of Part A. He will see that this part is submitted to the Manager not later than the 15th of every month. He is responsible for seeing that all contingent expenditure is duly entered under the proper head of Part B, and that this part is submitted to the Manager for inspection and signature at least once a week.

Introduction of a revised system of costing and the creation of a depreciation fund in Government Presses.

Letter No. Pg.-3, dated 6th May 1924, from the C. P. S. & S., to the Department of I. & L.

I have the honour to refer to paragraph 1 of my letter No. Pg.-9-17, dated the 21th January 1924, dealing with the system of costing in Government Presses. The subject formed the main item for discussion at the Conference of representatives of Government Printing Establishments in India held at Delhi in December 1922, copies of the proceedings of which were forwarded to you with my letter under reference. The Examiner of Press Accounts and I have subsequently worked out the details of the proposed system, and have discussed with the Auditor General the points on which his advice and orders were required. The result of these discussions has been embodied in the rules and instructions which I attach to this letter* (Appendix A) and which I now forward for favour of early orders, in order that the system may be brought into force from the commencement of this financial year. I must in the first place acknowledge the invaluable assistance afforded by Mr. K. Jagannath, the Examiner of Government Press Accounts, on whom has devolved the burden of performing the spade work in drafting the instructions and the majority of the numerous illustrative tables appended to these instructions.

2. The principles which have been adopted in revising the system of costing have, I think, been fully explained in my note, dated the [illegible] November 1923, a copy of which is appended to the proceedings of the Conference and which constituted the basis for discussion, and in the proceedings of the Conference, when the subject was under discussion. I do not think that it is necessary to cover this ground again. I would merely call the attention of the Government of India to the fact that the accuracy of the costing system depends entirely on the compilation of Statement I attached to the annual reports of the presses, and that the revised system consists almost entirely in a recension of this statement with the object of making it complete and accurate. The instructions which I now have the honour to forward or orders consist accordingly in detailed rules for the compilation of this statement in a revised form, and in order that the instructions may be as simple as possible, the statements necessary for its compilation have been drawn up on imaginary figures, which have been kept consistent throughout. Attached to these statements, models of the necessary pro-forma accounts (Department of Commerce and Industry Resolution No. 11065-11023-25, dated the 8th December 1903, reproduced below) have been prepared to cover all branches of expenditure which are not debited directly against the working costs of the press. For convenience of reference I note herewith the methods in which the pro forma accounts are used in arriving at et rates:—

A. Capital Account, Plant and Machinery.

Interest and depreciation on the capital value are transferred to working costs.

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*Not printed, but see pages 130—166, et seq.

B. Capital Account, Buildings.

Interest and upkeep are transferred to working costs.

C. Mechanical Branch.

The whole costs of the branch are distributed over the various branches of the press or other offices.

D. Foundry.

Outturn is debited entirely to capital account (Stores) (pending the issue of type) and to other presses.

E. Paper, stationery and binding materials.

Not debited to press costs but distributed over gross departmental costs (Statement II).

F. Stores.

Debited to press costs on issue from stock only, and not at the time of purchase.

G. Depreciation Fund is dealt with below separately.

Beyond the detailed treatment of these pro forma accounts, the main alteration from the existing system is the complete distribution of variable items, e.g., pensions, over all branches of the press.

3. There is one item that has for the first time been included in the costing system, which, while it is not essential to the calculation of true cost rates, is essential to the satisfactory management of a press and to the maintenance of its plant in a proper working condition. I refer to the proposal to create a Depreciation Fund. The subject is dealt with in paragraph 11 (a) of the Proceedings of the Conference. The present proposals are based on the conclusions arrived at by the Indian Railways Depreciation Fund Committee, and the proposed rules for the fund, reproduced in, are based on the proposals of that Committee; they have been discussed informally with the Auditor General. The objects of the fund are adequately explained in the preamble to the rules. It will, I trust, be admitted that a printing press can be run efficiently only if its machinery and plant are maintained in a satisfactory condition; to effect this it is essential that sufficient funds should be set aside every year to renew and replace the deterioration of machines due to wear and tear, in other words the value of the wear and tear must be set aside annually to ensure continuity of efficiency in the machinery. The proposed rules are drafted solely with the object of effecting this result. Perhaps it is unnecessary to mention the fact that the recent heavy Capital expenditure in the Government of India presses has been due to the failure to replace machinery, as it became obsolete and unable to perform economically the task for which it was installed. If the principle of the Depreciation Fund be accepted, such an eventuality cannot again occur.

4. The adoption of the new costing system will necessitate certain changes in the form of budgeting and in the accounts maintained by the Accountants General. The alterations in the form of budget will not be great, but will be advisable in order to bring the budget statement into line with the revised grouping of branches of the press in Statement I; such an alteration is in any case advisable under the existing costing system. Detailed proposals under this head will be submitted as soon as the new system of costing has been accepted. With reference to the books maintained by Accountants General, the Auditor General has agreed informally to the necessary alterations, but it is essential that orders should be issued at the earliest possible date in order to avoid confusion in the accounts during the present financial year. These changes will render advisable certain corollary changes in the Finance and Revenue Accounts of the Government of India; the Auditor General has agreed to approach the Secretary of State with a view to obtaining his concurrence with the proposed changes.

5. It has already been noted that Statement I, which forms the basis of the proposed costing system, forms a portion of the annual report on the Government of India presses. In the present form of report three other statements are included:—

Statement II constitutes an incomplete statement of the value of work done for each indenting officer separately in each of the presses. The only value of the statement is to show the total cost of work done for each department. I accordingly propose that in future reports the cost of work done for departments in different presses should be consolidated into a single statement, that entries should be made only of offices entered in Appendix I of the Rules for Printing

being included in the account of the major department, that the statement be divided into 3 parts to cover:—

(a) offices entitled to free printing.

(b) offices entitled to printing on book debits.

(c) offices entitled to printing on cash payment, each grouped under the main heads of account as at present, and that the statement be prepared in the following revised form* :—

Column 1. Name of Department.

Column 2. Fresh composition (including cost of blocks, plates, etc.).

Column 3. Alterations to standing matter (periodical publications, etc.).

Column 4. Author's corrections.

Column 5. Printing.

Column 6. Bindery.

Column 7. Total work charges.

Column 8. Paper and binding materials.

Column 9. Total cost.

Statement III.—Following the decision of the Conference (paragraph 15) I propose that this statement should be abolished, as it is misleading and serves no useful purpose.

Statement IV will be renumbered III and will contain the 7 *pro forma* accounts, etc. attached to the proposed costing instructions in substitution of the existing statements.

6. I have to request that I may be favoured with the orders of the Government of India on these proposal at a very early date.

Letter No. A-463, dated 16th September 1924, from the Dept. of I. & L., to the C. P. S. & S.

I am directed to acknowledge the receipt of your letter No. Pg.-9, dated the 6th May 1924, in which you submit proposals for the revision of the system of costing in Government presses, as a result of the discussion at the conference of representatives of Government Printing Establishments in India held at Delhi in December 1923. They are pleased to sanction the introduction of the new system of costing in the Calcutta, Simla, Delhi, and Aligarh Presses of the Government of India with effect from the commencement of the current financial year. The possibility of applying the new system to the smaller presses should receive your consideration.

2. The Government of India also agree to the proposal contained in paragraph 3 of your letter, regarding the creation of a depreciation fund in Government presses and approve of the rules framed by you for the purpose.

3. The adoption of the new system of costing will necessitate certain changes in the form of budgeting and in the accounts maintained by the Accountants General as well as by the presses. The Government of India await the receipt of detailed proposals from you in regard to the alterations necessary in the form of the budget. As regards the changes necessary in the books of the Accountants General and in the Finance and Revenue Accounts of the Government of India, the Auditor General is taking steps to carry out the alterations with the concurrence of the Secretary of State for India where necessary. So far as the accounts of the presses are concerned, the Government of India agree to the revision of Statements I, II and IV of the Annual Statistical Returns showing the working of the Government of India Presses, on the lines indicated in paragraphs 2 and 5 of your letter under reply and to the abolition of Statement III.

Government of India, Department of Commerce and Industry, Stationery and Printing, Resolution No. 11065-11083-25, dated the 8th December 1908.

The Government of India have, for some time, had under consideration the question of exhibiting the accounts of Government Presses in India upon a uniform plan. * * * * * * * *

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*See revised form on page 192.

2. A scheme for the unification of press accounts has accordingly been prepared. It consists of two parts :—

(1) a revision of the Budget Heads, as shown in Annexure A (reproduced below) under which the receipts from, and the expenditure on, printing are shown; and

* * * * * * * * * * * * * * * * * * * *

3. The Governor-General in Council is now pleased to direct that the scheme shall be introduced with effect from the 1st April 1909 in all Government Presses except the Bengal Jail Press and the presses in Madras and Bombay.

* * * * * * * * * * * * * * * * * * * *

Formal orders in regard to the revision of the Budget Heads will shortly issue from the Finance Department. In each press where the scheme is adopted, the establishment pay bills should be prepared in accordance with the detailed heads adopted in the new scheme, permanent and temporary establishment being shown separately.

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ANNEXURE A

Budget Heads under which the Receipts and Expenditure on Printing should be shown

XXIII.—*Sale of Gazettes and other publications*

1. Indian Law Reports.
2. Acts and other books.
3. Gazettes, Civil Lists, and other periodical publications.
4. Stock forms.

Other Press Receipts

1. Work done for High Court suitors.
2. Work done for Local and private bodies.
3. Cost of printing work executed for public departments by Jail Presses.
4. Cost of printing work executed for public departments by Secretariat Press.
5. Sale of rent receipt forms.
6. Sale proceeds of service books.
7. Advertisements.
8. Sale proceeds of waste-paper and other unserviceable materials.
9. Miscellaneous.

30.—Stationery and Printing : *Government Presses*

I.—Administration—

1. Superintendents— Deputy Superintendent (1) ... ... Assistant Superintendent ... ... 2. Exchange compensation allowances (1).	If their duties extend to branches of establishment other than printing proper.
3. Office establishment (2)	*E.g.*, accountant, cashier, copyists, clerks, despatchers, *i.e.*, all whose work is similar to that of any other office establishment and is extended over all the branches of the Press.
4. Menial establishment (3)	*E.g.*, servants, peons, messengers, sweeper, bhisti, etc., etc., as above.
5. Temporary establishment	(2) or (3).

II.—Press—

1. Supervising and monitoring staff (4) ... *E.g.*, Deputy Superintendent and Assistant Superintendent, if their duties are confined to the Press proper. Overseer, storekeeper, time-keeper, practical printer, estimator. Also computors, if their duties are not confined to particular branches of the Press.

2. Composing branch—

*(a) Supervision and accounts (5) ... *E.g.*, Section holders and their assistants; computors, if confined to this branch; overseer, if confined to this branch, etc.

(b) Auxiliaries (6) ... ... *E.g.*, type suppliers and other salaried workers.

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(c) Workmen (7) ... ... *E.g.*, compositors, distributors, impositors.

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(d) Overtime to auxiliaries (8).

(e) Overtime to workmen (8a).

3. Reading Branch—

Readers and press (9).

Copyholders (10).
(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

Overtime to Reading Branch (11).

4. *Press and Machine—

(a) Supervision and accounts (12).

(b) Auxiliaries (13) ... ... *E.g.*, forme-carriers, rollermakers proof-pressmen.

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(c) Workmen (14) ... ... *E.g.*, pressmen, machinemen, inkers fly-boys.

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(d) Overtime to auxiliaries (15).

(e) Overtime to workmen (15a).

5. Warehouse and Binding—

(a) Supervision and accounts (16).

(b) Auxiliaries (17)—

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(c) Workmen (18)—

(i) Permanent.
(ii) Temporary.
(iii) Day-extra.

(d) Overtime to auxiliaries (19).

(e) Overtime to workmen (19a).

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* Where the Supervising Staff is entitled to Overtime, the Overtime should be indented for separately from pay but shown immediately after it.

II.—Press—*contd.*

6. Type Foundry and Carpentry—
   *Same as above (20).
   (21).
   (22).
   (23).
   (23a).

7. Drawing and Lithography—
   *Same as above (24).
   (25).
   (26).
   (27).
   (27a).

8. Mechanical ... ... For the establishment for applying the necessary power and keeping the plant in repair, *e.g.*, engineer, engine-driver, firemen, fitter, etc. (28).

9. Jail Discipline ... ... For Jail Presses : for that portion of the establishment which is entertained for the supervision, watch and ward of convicts owing to the Press employing jail labour (29).

III.—Publishing Branch—

Clerks and servants (30) ... ... Any establishment exclusively employed for selling and distributing Gazettes, etc.

IV.—Forms Store—

Clerks and servants (31) ... ... Establishment exclusively employed for the storing and despatch of stock forms.

V.—Outside Printing—

Clerks and servants (32) ... ... Establishment exclusively employed for the checking, etc., of bills and accounts of private presses or contractors of Government printing.

VI.—Other Presses and Offices—

Clerks and servants (33) ... ... *E.g.*, establishment of the Home Office durwans in the India Press.

VII.—Allowances—

1. Half insance allowances (34).
2. Travelling allowances (35).
3. House rent allowances (36).
4. Allowances for compiling Gazette of India and indices of Secretariat proceedings (37).

VIII.—Supplies and services—

1. Contract for Government Printing (38).
2. Other outside printing (39).
3. Purchase of plant and furniture (40).
4. Repairs to plant and furniture (41).
5. Freight, etc., on plant and furniture (42).
6. Purchase of materials, etc., for other Presses (43).
7. Purchase of raw materials (44).
8. Freight, etc., on stationery (45).

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*Where the Supervising Staff is entitled to Overtime, the Overtime should be budgeted for separately from pay but shown immediately after it.

9. Postage and packing charges, Forms Store Branch (46).
10. Postage and packing charges, Publication Branch (47).
11. Purchase of country stationery (48).
12. Feed of Bulls of the Press cart (49).
13. Water-supply (50).
14. Maintenance charges of electric installation (51).

IX.—Contingencies—

1. Police charges (52).
2. Sanitation charges (53).
3. Hot and cold weather charges (54).
4. Telegram charges (55).
5. Telephone charges (56).
6. Hill journey charges (57).
7. Lighting charges (58).
8. Rents, rates and taxes (59).
9. Postage charges (excluding Publication and Store Branches) (60).
10. Office expenses and miscellaneous (61).
11. Clothing for peons (62).
12. Subscriptions to Newspapers and Periodicals (63).
13. Coal for engine (64).

Procedure prescribed for the costing system, the annual report and *pro forma* accounts.

The present costing system has been devised specially to secure that each productive branch or section of the presses bears its correct ratio of the cost of non-productive or overhead charges. These overhead charges are apportioned as far as possible direct against the branches on which they occur. In the case, however, of general overhead charges a proportionate apportionment only is possible. The system generally consists of a number of forms comprised in three parts, A, B and C. Part A consists of compilation sheets for abstracting the charges after disbursement of the salaries and distributing them to the proper branches. Part B provides the necessary forms for securing that all overhead charges be distributed against the branch concerned either direct or proportionately. Part C is merely a compilation form for bringing forward under the 25 sub-heads of Statement No. 1 the totals of Parts A and B.

Cost Scheme, Part A.—The forms comprising Part A are detailed below and they provide for showing separately the expenditure under the following heads :—

Permanent salaried.	Temporary piece.
Permanent piece.	Temporary fluctuating salaried.
Temporary salaried.	Temporary fluctuating piece.

The first column gives the form number, the second column shows the sub-head of Statement No. 1, the numbers corresponding with the numbers in that statement, while the last column shows how the charge is debited.

List of Forms

Form No.	Schedule of Statement No. 1	How charge is to be debited.
	Permanent salaried	
A-1	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
	3. *Leave payments to operatives*	"
A-2	5. *Branch supervision* (charges which can be definitely allocated to a specific branch)	"
A-3	5. *Branch supervision* (charges which can only be distributed proportionately between branches)	proportionate.
A-4	Distribution of branch supervision.	
A-5	6. *Auxiliaries and branch menials* (charges which can be definitely allocated to a specific branch)	direct.
A-6	6. *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	7. *Reading*	direct.
A-9	(see para. 7 on page 166.)	
A-10	8. *Standing Furnace* (charges which can only be distributed proportionately between different branches) ...	proportionate.
A-11	Distribution of standing furnace.	
A-16	10. *Officers*	proportionate.
A-16a	Distribution of officers.	
A-12	11. *Office establishment and accounts staff* (charges which can only be distributed proportionately between different branches)	proportionate.
A-13	Distribution of office establishment and accounts staff sections.	
A-13a	Store staff, see F. G. P. A.'s letter No. 131-C.-29/54-28, dated the 8th May 1929.	
	Permanent piece	
A-14	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
A-15	3. *Leave payments to operatives*	"
	4. *Payments for idle time*	"
	Temporary salaried	
A-17	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
A-17	3. *Leave payments to operatives*	"
A-2a	5. *Branch supervision* (charges which can be definitely allocated to a specific branch)	"
A-3a	5. *Branch supervision* (charges which can only be distributed proportionately between different branches) ...	proportionate.
A-4a	Distribution of branch supervision.	
A-18	6. *Auxiliaries and branch menials* (charges which can be definitely allocated to a specific branch)	direct.
A-19	6. *Auxiliaries and branch menials* (charges which can only be distributed proportionately between different branches)	proportionate.
A-20	Distribution of auxiliaries and branch including overtime.	
A-21	7. *Reading*	direct.
A-22	(see para. 7 on page 166.)	

List of Forms—contd.

Form No.	Sub-head of Statement No. 1	How charge is to be debited
	Temporary salaried—contd.	
A-23	8. *Standing Formes* (charges which can only be distributed proportionately between different branches) ...	proportionate.
A-24	Distribution of standing formes.	
A-25	11. *Office establishment, accounts and store staff* (charges which can only be distributed proportionately between different branches)	proportionate.
A-26	Distribution of office establishment, accounts and store staff sections.	
	Temporary piece	
A-27	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
A-28	3. *Leave payments to operatives*	"
	4. *Payments for idle time*	"
	Temporary fluctuating salaried	
A-17a	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
	3. *Leave payments to operatives*	"
A-2b	5. *Branch supervision* (charges which can be definitely allocated to a specific branch)	"
A-3b	5. *Branch supervision* (charges which can only be distributed between different branches)	proportionate.
A-4b	Distribution of branch supervision.	
A-18a	6. *Auxiliaries and branch normals* (charges which can be definitely allocated to a specific branch)	direct.
A-19a	6. *Auxiliaries and branch normals* (charges which can only be distributed proportionately between different branches)	proportionate.
A-20a	Distribution of auxiliaries and branch normals including overtime.	
A-21a	7. *Reeling*	direct.
A-22a	(see para. 7 on page 166.)	
A-23a	8. *Standing formes* (charges which can only be distributed proportionately between different branches) ...	proportionate.
A-24a	Distribution of standing formes.	
A-25a	11. *Office establishment, accounts and store staff* (charges which can only be distributed proportionately between different branches)	proportionate.
A-26a	Distribution of office establishment, accounts and store staff sections.	
	Temporary fluctuating piece	
A-27a	1. *Payments made to operatives*	direct.
	2. *Overtime to above*	"
A-28a	3. *Leave payments to operatives*	"
	4. *Payments for idle time*	"

Forms for Part A.

Compilation Form—A-1 to A-28a.

Designation	No.	April	May	June	July	August	September	October	November	December	January	February	March	Total: Salaries	Total: Outstanding pay	Total: Overtime	Total: Leave payments	Total: Allowances
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Distribution Form

	Total Amount Debit	Composition: 1—Distribution	Composition: 2—Motive	Composition: 3—Lines	Composition: 4—Buildings	Printing: 5—Fixed Plant	Printing: 6—Machine Parts	Printing: 7—Drawing	Printing: 8—Printing	Lithographic: 9—Machinery	Lithographic: 11—Mechanical	Lithographic: 12—Foundry	Lithographic: 14—Outstrike	Lithographic: 15—Supplies	Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Cost Scheme, Part B.—Part B of the cost scheme provides for the allocation under the sub-heads of Statement No. 1 of the overhead charges both direct and proportionate.

List of Forms.

Form No.	Sub-head of Statement No. 1
B-1	9. *Stores.* Cash purchases made from contingencies.
B-1a	12. Allowances.
B-2	13. *Contingencies general charges.* Direct and proportionate debit.
B-2a	Distribution of above. (Proportionate debit).
B-3	14. *Supplies and Services.* Cash purchases from contingencies. Direct and proportionate debit.
B-3a	14a. *Supplies and Services.* Renewals and replacements. Direct and proportionate debit.
B-4	Distribution of Supplies and Services. (General charges.)
B-5	15. *Mechanical.* Distribution of charges for power and repairs to branches.
B-5 (A)	15a. Type foundry. Distribution of the individual items of charges in the Type Foundry.
B-6	16. *Stores.* Distribution of issues of stores, petty plant, spare parts and proportionate debit.
B-7	17. *Depreciation.*
B-8	18. *Interest on capital expenditure.* Plant stock, etc., and on unused stock.
B-9	19. *Up-keep of buildings.*
B-10	*Floor area by branches.* Direct and proportionate debit.
B-11 & 11a	20. *Interest on buildings.* Direct and proportionate debit.
B-11b & 11c	20(a). *Depreciation on buildings.* Direct and proportionate debit.
B-12	21. *Pension, gratuity, provident fund and other contributions, etc.*
B-14	24. *Stationery, proof paper, office forms and printing.*
B15	25. *Audit charges.* Proportionate debit.

Forms for Part B

B-1. 9.—Stores. Cash purchases from contingencies

Date	Voucher No.	Article (Purchase of raw materials and stores locally.)	Amount.		
			Rs.	a.	p.

B-1a. 12. Allowances.

(Same form as B-9.)

B-2. 13.—*Contingencies General Charges. Direct and proportionate debit.*

Date	Voucher No.	Article	Proportionate debit			13.—Freight and packing on paper and issues		
			Rs.	a.	p.	Rs.	a.	p.

B-2a. Distribution of above.

—	Total proportionate debit.	1.—Hand	1(a).—Distribution	2.—Motor	3.—Lino	4.—Imposing	5.—Press	6.—Machine	7.—Litho drawing	8.—Litho printing	9.—Binding	11.—Mechanical	12.—Foundry	14.—Optical	15.—Surplus	16.—Freight		Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

B-3. 14.—*Supplies and Services. Cash purchases from contingencies. Direct debit.*

Date	Voucher No.	Nature of charge	10.—Capital Account			14.—Outwork. (Also for Statement No. II.)	15.—Supplies	16.—Freight and packing on paper and issues
			Purchase of lead stock	Purchase of petty plant	Purchase of spare parts			
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

B-3 14.—*Supplies and Services. Cash purchases from contingencies. Proportionate debit.*

General charges to be distributed to												
All branches	1.—Hand.	10(b).—Distribution.	2.—Mono.	3.—Line.	4.—Imposing	5.—Hand Press.	6.—Machine.	7.—Litho drawing.	8.—Litho printing.	9.—Bindery	11.—Mechanical	12.—Foundry
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

B-3a. 14a.—*Supplies and Services. Renewals and Replacements. Direct and proportionate debit.*

(Form exactly as B-3 above.)

B-4. 14—*Supplies and Services. Distribution of general charges.*

—	Total proportionate debit under column "all branches"	1.—Hand. %	10(b).—Distribution. %	2.—Mono. %	3.—Line. %	4.—Imposing %	5.—Press. %	6.—Machine. %	7.—Litho drawing. %	8.—Litho printing. %	9.—Bindery. %	11.—Mechanical. %	12.—Foundry. %	14.—Outwork. %	15.—Supplies. %	16.—Freight. %	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Add Distribution of total debit for "all branches".																	
Book Debit —																	
Grand Total (to be carried to Statement II.																	

B-5. 15.—*Mechanical. Distribution of charges for power and repairs to branches.*

(Form exactly as B-2a.)

B. 5(A). 15a.—Type Foundry.

Item of Charge	Hand.	Line.	Mono.	Supplies to Outside Officer.	Total.	How distributed.
1	2	3	4	5	6	7
Operatives.						
(1) Machine Caster ...						(1) To be distributed over columns 2, 4 and 5 in a fixed ratio.
(2) Metal-melter ...						(2) To be distributed over columns 2, 3, 4 and 5 according to the quantity of metal melted.
(3) Stereotyper, etc. ...						(3) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(4) *Overtime to above, bonus payments to above, allowance payments, if any.*						(4) To be distributed in the same ratio as the pay of the operatives concerned.
(5) Branch supervisors, Auxiliaries and Branch menials, Officers, establishment, allowances, contingencies, supplies and services, Mechanical, Depreciation on Plant, machinery and buildings, interest on buildings, leave allowances out of India, Pension, etc., Stationery proof paper, etc., Audit charges, stores (other than metal).						(5) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(6) Value of metal ...						(6) That portion of metal used for manufactures for out agencies to be debited to column 5.

B-6. 16.—*Stores.* *Distribution of issues of stores, petty plant, spare parts and proportionate debit.*

—	1.—Hand.	10A.—Distributed	2.—Mono.	3.—Line.	4.—Impedimenta.	5.—Press.	6.—Machine.	7.—Line drawing.	8.—Line printing.	9.—Bindery.	11.—Mechanical.	12.—Foundry.	14.—Outwork.	13.—Supplies.	Proportionate debit (a) to be distributed under all branches.	Proportionate debit (b) to be distributed under Hand, Mono and Line only.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Stores																	
Petty plant ...																	
Spare parts ...																	
Proportionate debit (a)																	
Proportionate debit (b)																	
Dead Stock ...																	

B-7. 17.—Depreciation.

—	1.—Hand.	10A.—Distributed	2.—Mono.	3.—Line.	4.—Impedimenta.	5.—Press.	6.—Machine.	7.—Line drawing.	8.—Line printing.	9.—Bindery.	11.—Mechanical.	12.—Foundry.	14.—Outwork.	13.—Supplies.	Proportionate debit (a) to be distributed under all branches.	Proportionate debit (b) to be distributed under Hand, Mono and Line only.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Direct debit—																	
(a) Old stock ...																	
(b) New purchases																	
Proportionate debit (a)																	
Proportionate debit (b)																	
Total ...																	

B-8. 18.—Interest on capital expenditure, plant, stock, etc., and on unused stock.

—	1.—Hand	1(a).—Distillery	2.—Mills	3.—Lime	4.—Lime-kiln	5.—Press	6.—Machine	7.—Lithographic	8.—Lime-pounding	9.—Boilers	10.—Mechanical	11.—Pumping	12.—Engines	13.—Sundries	Proportionate debts (Vide Rule 10 of Direct and Indirect Costs) under all headings.	Proportionate debts (Vide Rule 10 of Direct and Indirect Costs).	Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	R.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Value at beginning of the year																	
Value at close of the year																	
Total ...																	
Mean ...																	
Interest at 7 per cent.																	
*Proportionate debts, (a)																	
*Proportionate debts, (b)																	
Interest on unused stock at the end of the year																	
Total ...																	

*For proportionate debts (a), (b) see Chapter Statement A, page 178.

B-9. 19.—*Upkeep of Buildings.*

—	Total annual cost of upkeep	1.—Hand	1(a).—Distillery	2.—Mills	3.—Lime	4.—Lime-kiln	5.—Press	6.—Machine	7.—Lithographic	8.—Lime-pounding	9.—Boilers	10.—Mechanical	11.—Pumping	12.—Engines	13.—Sundries	Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Direct debts ...																
Proportionate debts ...																
Total ...																

B-10.—*Floor area of branches.*

Proportionate—	sq. ft.	*Direct*—	sq. ft.
Manager		1. Hand	
Assistant Manager		1 (*b*). Distribution	
Receiving section		2. Mono	
Clerical and Accounts		3. Lino	
General stores		4. Imposing	
Stationery and paper		5. Press	
Cashier		6. Machine	
Time-keepers		7. Litho drawing	
Chowkidars, etc.		8. Litho printing	
		9. Bindery	
TOTAL ...		11. Mechanical	
		12. Laundry	
		14. Outwork	
		15. Supplies	
		Add proportionate ...	
		GRAND TOTAL ...	

B-11. 20.—*Interest on buildings.*

(Forms same as B-9 and 10.)

B-11a.—*Details of proportionate debit.*

	Square feet.	Amount.				Square feet.	Amount.		
		Rs.	a.	P.			Rs.	a.	P.
Manager ...					Brought forward				
Assistant Manager ...					Stationery & paper				
Receiving Section ...					Cashier ...				
Clerical and Accounts.					Timekeepers ...				
General Stores ...					Chowkidars ...				
Carried over ...					Total ...				

B-11b. 20 (*a*).—*Depreciation on buildings.*

B-11c.—*Details of proportionate debit.*

(Forms same as B-10 and 11b.)

*B-13-24 [illegible] gratuity, provident fund and other contributions, etc.

—	No.	1.—Hired	1(B).—Departmental	2.—Stores	3.—Land	4.—Engineering	5.—Power	6.—Machine	7.—Lathe turning	8.—Lathe fitting	9.—Blacksmith	11.—Mechanical	12.—Foundry	14.—Outside	15.—Supplies	16.—Freight	Total
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Payments, vide working compilation forms: Part A :—																	
A-14																	
A-12																	
A-1 & A-2																	
A-14																	
A-2																	
A-4																	
A-5																	
A-7																	
A-8																	
A-10																	
Total																	
Pension charges, etc.																	
Gross 1/6th of the pay of officers in superior service.																	
Gross 1/16th of the pay of inferior servants.																	
Provident Fund Adjustments (a) & (b)																	
Net Pension Charges.																	

NOTE.—Totals against A should equal totals in the relevant working compilation sheets.

(a) Deduction on account of interior service.

(b) Addition for gratuity or provident fund.

B-14. 24.—Stationery, proof paper, office forms.

B-15. 25.—Audit charges.

(Form same heading as B-12.)

Costing Scheme, Part C.—Part C is merely a compilation form providing for the total of Parts A and B being brought together under the 25 sub-heads of Statement No. 1 for the purpose of transfer direct to that statement.

Annual Report, Statement No. 1.—The accuracy of the costing system depends entirely upon the compilation of Statement No. 1. This statement is compiled from the compilation forms A-1 to A-25a, Part A, and B-1 to B-15, Part B. For instructions in the compilation of these forms see pp. 165—175.

*For latest instructions regarding the preparation of this statement see item 22 of the Instructions for the compilation of forms, etc., on pages 185-186.

STATEMENT

EXPENDI

Head and Sub-head of Charges	I.—PRODUCTIVE						
	Composition.					Presses.	
	Hand Composition.	Distribution.	Monotype.	Linotype.	Impositions.	Hand Press.	Machine Press.
	1 (a)	1 (b)	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
PAYMENTS							
A.—Direct payments to workmen :							
1. Operatives							
2. Overtime in above							
Total A ...							
B.—Charges debited direct :							
3. Leave payments to workmen ...							
4. Payments for sick leave							
5. Branch Supervisors							
6. Auxiliaries							
7. Wastage and Compensations ...							
8. Servicing Fitters							
9. Repairs							
Total B ...							
C.—General overhead charges :							
ADMINISTRATION.							
10. Officers							
11. Establishments							
CONTINGENCIES.							
12. Allowances							
12a. Overtime allowances							
13. Contingencies							
14. Supplies and Services							
14a. Renewals and Replacements ...							
14b. Additions to Plant and Machinery							
Total C ...							
TOTAL PAYMENTS A, B, AND C ...							

No. 1.

TOUR.—(As subsequently revised.)

BRANCHES—			II.—SERVICE BRANCHES.			III.—OTHER EXPENDITURE.					
			Distributed under I.			Not distributed under I.					
Gratuity.	Sundry.	Total Cost.	Mechanical Branch.	Press work.	Type Foundry.	Capital Account and Plant.	Out-work.	Supplies to outside Offices and outside factories.	Store-keeping expenses, freights and packing on paper and stores.	Publishing Branch.	Total expenditure of Press.
7	8	9	10	11	12	13	14	15	16	17	18
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

STATEMENT

Head and Sub-head of Charges	I.—PRODUCTIVE						
	Composing.					Printing.	
	Hand Composition.	Distribution.	Monotype.	Linotype.	Impositions.	Hand Press.	Machine Press.
	1 (a)	1 (b)	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
BOOK ADJUSTMENT							
D.—Charges debited direct :							
15. Mechanical							
15a. Type Foundry							
16. Stores							
17. Depreciation							
18. Insurance (on plant and machinery stock)							
19. Upkeep of Buildings							
20. Insurance on Buildings							
20a. Depreciation on Buildings							
21. Pensions, gratuity, provident fund and other contributions, etc.							
22. Buildings							
Total D ...							
E.—General overhead charges :							
23. Stationery, proof paper, etc. ...							
24. Audit charges							
Total E ...							
Total Expenditure :							
A, B, C, D and E							
Charges debited direct:							
Total B and D ...							
Percentage of B and D to A ...							
General overhead charges :							
Total C and E ...							
Percentage of C and E to A ...							
Total B, C, D and E ...							
Percentage of B, C, D and E to A ...							

No. 1—*contd.*

BRANCH.			II.—SERVICE BRANCHES.			III.—OTHER EXPENDITURE.					
			Distributed under I.			Not distributed under I.					
7 Cashiers.	8 Sundry.	9 Total Cost.	10 Mechanical Branch.	11 Press Work.	12 Type Foundry.	13 Capital Account and Plant.	14 Outwork.	15 Supplies to outside Offices and miscellaneous.	16 Store keeping expenses, freight and packing on paper and issues.	17 Publishing Branch.	18 Total expenditure of Press.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

INSTRUCTIONS FOR THE COMPILATION OF FORMS FOR STATEMENT No. 1.

The first essential is to classify the employees as operatives, auxiliaries general and sectional supervisors, etc. etc. For this purpose the classification in Appendix A to Govt. of I., C. and I. Dept. Res. No. S. and P.-11065-11083-25, dated 8th December 1908, should be followed. If in any particular case owing to the peculiar conditions prevailing in a press this classification is in appropriate, it may be altered in consultation with the Accountant General, Central Revenues.

A.—*Direct payments to workmen.*

1. *Operatives.*—The gross payments made to workmen, permanent or temporary, whether salaried or piece, in the productive branches and payments for overtime or bonus to Lino and Mono Operators should appear under this head. Where composition includes distribution and composition, the total charges will appear under the head "composition". Under Mono and Lino, payments to operators, casters and compositors employed on author's corrections and alteration to standing matter, as well as payments to compositors for first and second reading corrections should all appear against operatives. Payments made to workmen employed in more than one productive branch are also separated and shown against productive branch where actually employed. The payments to workmen for printing forms, etc., for the use of the press are separated and exhibited under the column "Press work". (C. P. & S. *Memo No. 25/5/27-A. & F.*, dated 31st March 1933—reproduced below item 24.) When any workman is employed on non-productive work, such as auxiliary, clerical, branch supervision, etc., the payments for such employment should be separated and shown against the appropriate heads. Otherwise direct payments will be unduly inflated without any corresponding production.

[Forms A-1, A-14, A-17, A-17a, A-27 and A-27a.]

B.—*Charges debited direct to branches.*

2. *Leave payments to workmen.* [Forms A-15, A-28, A-28a.]

4. *Payment for idle time.* [Forms A-15, A-28, A-28a.]

These payments must be separated in the bill books and posted separately.

5. *Branch supervision.*—This falls under 2 classes, viz.—(1) direct debit charges which can be wholly allocated to one specific branch, such as sectionholders, and (2) proportionate debit charges which have to be distributed proportionately over more than one branch, such as foremen, overseers. In the latter case the proportion in which the charges are to be distributed will be fixed by the Manager on some known basis such as time devoted to each section or payments to the sections. [Forms A-2, A-2a, A-2b, A-3, A-3a, A-3b, A-4, A-4a, A-4b.]

6. *Auxiliaries and Branch menials.*—The remarks above apply to this head also. [Forms A-5, A-6, A-7, A-18, A-18a, A-19, A-19a, A-20, A-20a.]

7. *Reading.*—Reading charges can be separated into hand, mono and lino (see reading outturn sheet). Therefore the distribution forms A-9, A-22 and A-22a will only be required where the use of this outturn sheet [illegible] A-9, A-21, A-21a, A-22 and A-22a.]

8. *Standing forms.*—This charge (vide Form No. A-10) must be distributed under hand composition line and mono. [Forms A-10, A-11, A-22, A-23a, A-24 and A-24a.]

9. *Stores.*—All actual expenditure on local purchase of stores must be shown against this head in column 13—capital account and plant of Statement No. I. [Form B-1.]

C.—General Overhead Charges. Payments.

10. *Officers.*—The pay of the Manager must be distributed on the basis of the time devoted by him to the various sections of the press. It is not necessary to charge a proportion of the Manager's pay to the supervision of the office establishment and again redistribute it over the other sections. If in fixing the proportions to the various sections, this is also taken into account. [Forms A-16 and A-16a.]

11. *Establishment.*—Office establishment and accounts staff time-keepers, computors, estimators are detailed in the Forms A-12, A-25 and A-25a. The pay of the office establishment is to be distributed in the same proportion as the Manager's pay. The distribution is provided for in Forms A-12, A-26 and A-26a. [Forms A-12, A-13, A-25, A-25a, A-26 and A-26a.] For store staff see E.G.P.A.'s letter No. 131-C29/64-28, dated the 8th May 1929 (reproduced below).

Letter from the examiner, Government Press Accounts, to all Superintendents/Managers of Government Presses, No. 131-C.29/64-28, dated the 8th May 1929.

It has come to my notice that a uniform procedure is not being followed by the different Presses in regard to the calculation of freight on paper and stores in the cost statement. While some Presses charge an arbitrary percentage on account of freight others try to distribute the total charges according to weight of articles or their value. As the present procedure adopted by the several presses is inaccurate in some cases and involving considerable clerical labour in others without any appreciable advantage, some modification is desirable. I have discussed the question with the Controller of Printing and Stationery and the following instructions are issued with his concurrence.

2. In the first place it is unnecessary to add the charges on account of freight to the cost of individual articles in the stores ledger and it will appear sufficient for all practical purposes if the total charges incurred on this account during a year are distributed over the sections of the Press in proportion to the cost of stores consumed. Thus the freight charges on paper need not be added to the value of paper in the paper ledger. The total freight charges incurred during a year as shown in the pro-forma account of paper may be distributed at the end of the year over the several Departments in proportion to the total value of paper used by the Department as shown in Statement II—Value of work done. As regards all freight charges paid by the Press in cash or by book adjustment on account of stores, paper, etc., received in the Press, excluding dead stock articles, and all other expenses for sending out printed papers such as packing papers, motor lorry charges, coolie hire, etc., such portion of these as pertain to particular Departments and are debitable to them should appear in column 16 "Freight and packing on paper and issues" in model statement No. I—Analysis of Press Cost, during the year and should be charged to the Departments concerned in Statement No. II, and the balance should be distributed over the sections of the Press in proportion to the cost if stores consumed during the year.

3. The same principle may be applied in distributing the cost of Stock-keeping establishment employed in looking after stores and paper and binding materials and the cost may be debited to the sections of the Press or the different Departments concerned in proportion to the cost of stores or paper issued.

4. In the case of dead stock articles, however, the freight charges should be added to the cost of each article in order to arrive at the total cost of the articles for the purpose of working out depreciation.

Memorandum from the C. P. & S. L. to all Government of India Presses, etc., No. 27-32, C. & F., dated the 7th May 1936

Will the Manager kindly refer to paragraph 3 of Examiner, Government Press Accounts' letter No. 12-C-29/34-2a, dated the 9th May 1929? It has come to the notice of this office that the Government of India presses are not following a uniform procedure in regard to the inclusion of the cost of Store-keeping establishment in Statements I and II and pro-forma statement "E" of Paper and Binding material, etc., which are appended to the Annual Report on Government of India Printing.

2. The question has been examined in consultation with the Accountant General, Central Revenues, and it has been decided that the entire pay and allowances and leave and pensionary contributions of the Store-keeping establishment should be distributed over the entire cost of paper and binding materials, etc., issued for work done for the various departments, etc., during the year and thus included in Statement II. The cost of this staff will not be added to the overheads as calculated for Statement I.

3. It is also unnecessary to exhibit the cost of the above staff in Statement 3 pro-forma Account "E" of Paper and Binding materials, etc. The account should show only (i) the value of receipts and issues, and (ii) the incidental charges such as those for carriage, loading and unloading.

4. It is requested that the above instructions should be given effect to in the preparation of the Annual Report for 1935-36.

5. The amendment to the Handbook will issue in due course.

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12. *Allowances* must be distributed in the same manner as the pay of the officer who draws the allowances. [Form B-1a.]

13. *Contingencies general charges* must be distributed in the same proportion as the establishment charges. [Forms B-2, B-2a.]

14. *Supplies and Services.*—Purchase of dead stock, petty plant and spare parts.—The amount is shown under "Capital account and plant" (column 13 of Statement I). The amount spent on "Outwork" such as contract printing, line blocks, etc., must be shown under column 14 and debited (in Statement II) to the department for whom the expenditure was incurred. The amount spent on freight and packing on paper and issues must be shown in column 16. The remaining items are general charges which must be distributed over the productive sections as shown in Form B-4. [Forms B-3 and B-4.]

14a. *Renewals and replacements.*—[Forms B-3a and B-4.]

14b. *Additions to plant and machinery.*—Expenditure, if any, incurred under this head is shown in column "13-Capital account and plant" of Statement No. 1.

D.—Charges debited direct to branches.

15. *Mechanical branch.*—The mechanical branch is one of the two service branches of the press. Its activities may be divided into three groups: (a) repairs, (b) manufacture (chases, galleys, etc.), (c) generating power. See *pro-forma* account C (page 195) in which the items of charges are separately exhibited. The charges under groups (a) and (c) are distributed over the productive sections in the proportion of repairs executed (for which there will be work orders) or of power consumed [Form B-5]. The other charges are dealt with under *pro forma* account "mechanical". In the case of the Simla Press, the cost of repairs carried out by the Mechanical Section is however allocated to the productive branches according to certain fixed percentages without reference to the actual amount of work done for each Branch. (*I. & L. Dept. letter No. A-463, dated 29th June 1934, reproduced below.*)

Letter No. A-153, dated the 23th June 1934, from the I. & L. Department, to the C. P. & S. I.

"With reference to your letter No. A. & F. 24.5.34, dated the 4th May 1934, I am directed to say that in the circumstances explained, the Government of India agree to the continuance of the existing procedure in the Government of India Press, Simla, under which the cost of repairs carried out by the Mechanical Branch is allocated to the productive branches of that Press according to certain fixed percentages without reference to the actual amount of work done for each branch."

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15. *Type Foundry.*—This head has been opened under instruction 7 (c) of the Instructions for the Stock-taking and accounting, etc., of Type and Type metal. The cost of this section excluding the value of metal should be exhibited in Statement I under "II—Service Branches distributed under I". The basis for distribution of the individual items of charges should as far as possible be the work done for each branch of the press.

16. *Stores.*—All purchases of stores by book adjustment are taken under "Capital account and plant" (see pro-forma account). The actual issues made to the sections are distributed over the productive sections according to the detailed accounts kept in the press. [Form B-6.]

The value of unserviceable plant, etc., which is credited to the Fund is shown in Statement I under the head "Capital account and plant" but is not distributed over the productive branches. (*E.G.P.A. letter No. 261-C-Sml.*/35-26, *dated the 1st October 1926, extract reproduced below.*)

Extract from E.G.P.A. letter No. 261-C-Sml./35-26, dated the 1st October 1926.

* * * * * * * * *

2. Statement No. 1 of the Press Annual Report (Analysis of Press Costs) has so far been showing only the amount of the actual depreciation of the plant and the value of the unserviceable plant though credited to the Depreciation Fund was omitted from the Statement. In future the amount of the unserviceable plant also which was credited to the fund may be shown in the statement, but as this is not to be distributed over the branches, it may be shown under the head "Capital".

17. *Depreciation* will be calculated at the rates laid down on the depreciated value and distributed over the productive and service branches according to dead stock ledger. The depreciation of office furniture is redistributed over the productive sections. [Form B-7.]

18. *Interest on capital expenditure, plant, machinery, and unused stock of stores, etc.*—Interest should be calculated at the rate of 5 per cent. per annum on the mean value (i.e., half the sum of the values at the beginning and at the close of the year) of the Plant and Machinery.

Interest on unused stock of stores, paper and binding materials should, however, be calculated on the value *at the close of the year.*

The distribution of the amount will be as under:—

Interest on plant, etc., including unused stock of stores but excluding paper and binding materials.—[As in form B-8.]

Interest on the closing value of paper and binding materials.—Should be allocated entirely to the store-keeping establishment and exhibited in the column "Freight and packing on paper, etc." under "Part III—Other Expenditure" in Statement I. This amount together with the cost of the store-keeping establishment should be distributed

a Statement II of the Costing scheme on the basis laid down in the letter rom the E. G. P. A. No. 131-C-29/64-28, dated the 8th May 1929. (Reproduced under item 11 above.)

(The amendment will take effect from the 1st April 1939.)

(C. P. & S. 23/4/38-A. & F.)

19. *Upkeep of building.*—See B-9 and pro-forma account B.—The actual charges for repairs and upkeep must be distributed in the same manner as interest on buildings. [Forms B-9 and B-10.]

20. *Interest on buildings.*—[See B-11 and B-11a].—Interest at the rate of 5 per cent. on the capital cost of the buildings at the beginning of the year, as shown in column 2 of Statement "B—Capital Account—Buildings" (page 194), must be distributed according to the floor space occupied by each branch (see B-10). (C. P. & S. letter No. 35/2/34-A. & F., dated the 27th August 1934.) The portion for office will be redistributed over the various sections in the same proportion as office establishment.

With effect from the 1st April 1938 the distribution of interest and depreciation on, and the charges for the upkeep of, the bungalow occupied by the Manager should be made in the same proportion as the pay of the Manager. (C. P. & S. Memo. No. 23/4/38-A. & F., dated the 16th November 1938.)

20a. *Depreciation of buildings.*—Depreciation on buildings and electric and sanitary installations will be calculated at the prescribed rates on the value of the buildings, etc., at the end of the year, as shown in column 4 of Statement "B—Capital Account—Buildings" (page 194), and distributed in the same manner as interest on buildings. [Forms B-11b and B-11c.]

(C. P. & S. Memo. No. A. & F. 35/2/34, dated the 13th July 1934.)

21. *Pensions, Gratuity, Provident Fund and other Contributions, etc.*

[*Forms B-12.*]

1. These should be calculated as set out below and charged in Statement I.

(i) *Pensions and Gratuity.*—For the purpose of contributions Government servants of the Stationery and Printing Department have been classified in the following four grades :—

1. Members of Class I.—Central Services.
2. Members of Class II.—Central Services.
3. Members of Subordinate Central Services excluding inferior servants.
4. Inferior servants.

The rates of contribution for the above grades will be as under :—

Grade 1.—Rs. 209-5-0 per mensem.

Grade 2.—11.13 per cent. per mensem of the maximum monthly pay of the grade substantively held.

Grade 3.—9.5 per cent. per mensem of the maximum monthly pay of the grade substantively held.

Grade 4.—1/16 of pay.

(For pieceworkers 200 times the highest class rate below the selection class when the pieceworker is not in the selection class and 200 times the class rate held if the pieceworker is in the selection class, should be treated as pay.)

(ii) *Leave Salary.*—For the purpose of contributions for leave salary for Government servants who are granted leave under the Fundamental Rules, the classification will be as under and the rates to be adopted will be those shown against the appropriate category :—

1. Members of Class I.—Central Services—15-5/6 per cent.

2. Members of Class II.—Central Services and Subordinate Central Services excluding inferior servants—12½ per cent.

In the case of Government servants, who are subject to the Revised Leave Rules, 1933, the rate of monthly contribution of Leave Salary will be 11 per cent.

These percentages will be calculated on the total sanctioned cost or average cost (for time scale of pay) of all permanent sanctioned posts actually filled.

For Government servants to whom leave is granted under rules other than the Fundamental Rules and the Revised Leave Rules and inferior servants, actual leave payments will be charged in this item of Statement I except in the case of "Leave payments to Workmen" for which a separate item (B-3) has been provided.

(iii) *Provident Fund.*—An amount equal to the Government contribution to the Contributory Provident Fund should be charged.

(iv) *Passages.*—A contribution at the rate of Rs. 50 a month in the case of an officer entitled to 1st class passage and Rs. 20 a month in the case of an officer entitled to 2nd class passage should be charged. In the case of the permanent incumbent of a post, this contribution should be charged irrespective of whether the officer is on leave or on duty. In the case of an officiating incumbent who is entitled to passage concessions, this contribution should be made for the period such an officer holds the appointment in addition to the charge, if any, on account of the permanent incumbent of the post in question.

(v) *Compensation payable under the Workmen's Compensation Act.*—The actual expenditure, if any, on this account should be charged under this head.

II. The distribution of the above charges over the various sections of the press should be made in the same manner as the pay of the Government servant for whom the charge is made.

(This amendment takes effect from the 1st April 1939). (35/6/38-A. & F.)

22. *Buildings.*—The cost of new additions should be added to the capital value of the buildings.

E.—General Overhead Charges.

24. *Stationery, proof paper, office forms and printing.*—The value of these should be obtained from the respective accounts and distributed in the same manner as office establishment. [Form B-14.]

Memorandum from the C. P. & S. I., No. 35/5/37-A. & F., dated the 31st March 1938.

A copy of the correspondence mentioned below is forwarded to the Manager for information and guidance. The Statement I of the Annual Report of the press should be prepared in future in accordance with the decisions arrived at by the Accountant General, Central Revenues, in consultation with this office. The cost of the standard forms used by the press can be ascertained from the Forms Stores, Calcutta.

(i) Letter No. OA.-3-8-716, dated the 1st September 1937, from the Accountant General, Central Revenues, to the Controller of Printing and Stationery.

(ii) Letter No. 35/5/37-A. & F., dated 24th December 1937, from the Controller of Printing and Stationery, to the Accountant General, Central Revenues.

(iii) Letter No. OA.-3/8/1739, dated the 9th March 1938, from the Accountant General, Central Revenues, to the Controller of Printing and Stationery.

Copy of letter from the Accontant General, Central Revenues, to the Controller of Printing and Stationery, India, New Delhi, No. OA.-3/8/716, dated the 1st September 1937.

I have the honour to state that a question has arisen as to the figures that can be appropriately included in the annual financial statement No. 1 of the Government of India Presses under item "E-24—Stationery, Proof Paper, office forms and printing", vide page 178 of the Handbook of Government of India Presses.

(b) From the illustration contained in sheet B-14, which accompanied your letter No. Pg. (9), dated the 6th May 1924, to the Government of India, Department of Industries and Labour, it would appear that the following charges should be included in addition to the actual cost of paper and stationery :—

(i) Cost of standard forms obtained from the Forms Press, Calcutta; and

(ii) Labour and other charges incurred in printing locally non-standard forms required for the internal use of the Press.

(c) With regard to (i) "Cost of standard forms", it does not appear to be the practice in the Government of India Press, Simla, to ascertain and include the figure in Statement I.

(d) With regard to (ii) "Cost of local printing of non-standardised forms", the charges comprise of (a) Labour, (b) Paper, and (c) Overheads. As to labour, the parctice appears to be to include the same set of figures once under "A.—Direct payments" (Productive Section) and again under "E-24—Stationery, Proof Papers, etc." The payments to workmen in this case being in relation to an item of work which would correctly be classified as "Overheads", it would be correct to include them under "E-24—Stationery, etc.", and not under productive charges under "Underpayments to workmen". In order, however, to effect a reconciliation of the actual payments shown in Statement I with the booked figures of this office, it is suggested that payments to workmen should be noted in a separate column "Press work" under "Section II—Service Branches distributed under I", in the same way as payments to workmen in the mechanical branch and the type foundry are now recorded. The figure will then be distributed on a proportionate basis against line "E-24" under the several heads in "I—Productive charges".

The inclusion of overheads on a percentage basis in addition to the actual cost of labour and paper would also appear to be redundant, in view of the fact that every item of overhead expenditure is already included in the statement individually under one or other of the several items. It is, therefore, suggested that this addition of overheads on the basis of previous year's percentages may be discontinued.

2. The method of charging interest on capital expenditure would also seem to require reconsideration. In accordance with rule 18, interest on plant, machinery, and other similar assets is calculated on the mean of the value at commencement and at end of the year, whereas in accordance with rule 20, interest on buildings is calculated on the value at the commencement and at end of the year only, the cost of additions made during the year being ignored for the purpose. The reason for such differentiation is not known to this office, and a uniform procedure is apparently desirable.

3. The Manager of the Government of India Press, Simla, with whom the above proposals were discussed, agrees with the views expressed above. The favour of your views is requested.

Copy of letter from the Controller of Printing and Stationery, India, to the Accountant General, Central Revenues, New Delhi, No. 35/5/37-A. & F., dated the 24th December 1937.

With reference to your letter No. OA.-3-8-716, dated the 1st September 1937, I have the honour to state that instructions will be issued to the presses to ascertain the cost of the standard forms used by them and to exhibit the same in Statement I as originally contemplated in the illustration contained in sheet 5-B-14 which accompanied this department letter No. Pg. (9), dated the 6th May 1924, to the Government of India.

2. As regards the expenditure incurred by the press in printing the other forms required by it, I may say that this item was included as an item of on-cost in pursuance of the decision reached in the conference of the representatives of Government Printing establishments in India in 1924. The aim was presumably to allow for the increased cost that would be necessary if the press had to pay for all the forms it uses. In reaching that decision, however, allowance does not appear to have been made for the fact that in the case of forms which a press uses, the direct labour employed in such work is being employed on "unproductive work". I agree, therefore, that the payments to operatives for such work should not figure under "I—Productive Branches" in Statement "I—Expenditure of the press". The suggestion that such payments should preferably be exhibited in a separate column "Press work" under "Section II—Service Branches distributed under I" in the same way as payments to workmen in the mechanical branch and type-foundry is, therefore, agreed to.

As for the inclusion of overheads in arriving at the cost of the forms printed in the press for its use, it may be observed that this will be necessary as the actual cost of manufacture of the forms cannot be achieved otherwise. Strictly speaking, the indirect (charges) labour, etc., employed on the work should be ascertained separately as in the case of the other service branches and exhibited under the new column proposed to be opened. This would, however, involve unnecessary and unprofitable clerical work and it was presumably because of this that the conference decided to adopt the previous year's percentage for working out the cost of such forms. As, however, such a course does not allow for the fact that the existing resources of the press are employed on the work, the suggestion to exclude the overheads is agreed to even though this would result in a not strictly equitable distribution of the on-cost in respect of this item as may be observed from the following illustration. Suppose the forms required are set up by the mono-section only. In the revised procedure, all the indirect charges will be borne by mono-section only even though the forms printed may be used by the other branches as well. This is perhaps unavoidable as any further refinement in the allocation of this cost will entail clerical labour which will not be commensurate with the results obtained.

In the case of the Aligarh Press, however, I do not consider that the press should exhibit the cost of the forms printed by it for its own use in the manner outlined above. These forms are generally taken from the stocks of P. & T. forms and as the entire cost of this press is being borne by the Posts and Telegraphs Department, the calculation of overheads with such meticulous accuracy is not necessary in view of the labour involved, and the expense that will be incurred by the provision of additional staff to cope with the work.

3. The reason for charging interest on buildings on a basis different from that for plant and machinery is not traceable. It is essential in the case of the latter that interest should continue to be calculated on the mean value as the capital value is continuously variable. There is no objection to calculate the interest on buildings in the same way, viz., on the mean value (capital cost) of the buildings at the commencement and at the end of the year as a certain amount of uniformity would be achieved thereby and so there is no reason to suppose that this item of on-cost would be affected thereby. I may mention, however, that the present procedure for exhibiting this cost was approved by the Government of India and would, therefore, enquire whether you propose to refer the matter to the Government of India.

4. Necessary instructions will be issued to the presses when the question is finally settled.

Copy of letter from the Accountant General, Central Revenues, to the Controller of Printing and Stationery, India, New Delhi, No. OA.-3-8-1739, dated the 9th March 1938.

I have the honour to refer to your letter No. 35|5|37-A. & F., dated the 24th December 1937, and to request that necessary instructions may kindly be issued to the Managers of the Government of India Presses, so that—

(a) the cost of Standard Forms used by them should be ascertained and exhibited in Statement No. 1, as shown in the illustration contained in Sheet B-14 which accompanied your letter No. Pg. (9), dated the 5th May 1924, to the Government of India; and

(b) the payments to the operatives for printing non-standard forms required by the Presses, should not be shown under "18—Productive Branches" in Statement No. 1; but should be exhibited in a separate column "Press work" under "Section II—Service Branches distributed under I", in the same way as payments to workmen in the mechanical branch and type-foundry; and overheads should be excluded in working out the cost of these forms.

2. There is no objection to the proposal that the cost of non-standard forms in the case of Aligarh Press need not be worked out by the method proposed in paragraph 1 (b) above.

3. The question of changing the existing method of calculating interest on buildings so as to bring it into a line with that for Plant and Machinery has been considered again, and it has been decided to drop the point for the present, as the charges in question are not appreciably heavy.

4. A copy of your letter to the various Government of India Presses, when issued, may also kindly be endorsed to this office.

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25. *Audit charges.*—The charges ascertained from the accounts authorities concerned should be distributed over the various sections in the proportion of payments. [Form B-15.]

Annual Report, Statement No. II is compiled from the departmental registers and the stationery and paper ledgers, and represents debits raised against the various departments and offices through the Accountant General, Central Revenues. It is essential, therefore, that it be prepared carefully and accurately. The departmental registers are compiled from the bill books. It is essential that these departmental registers are kept up to date, and it is the duty of the accountant or other official entrusted with the duties, to report to the Manager fortnightly the progress made in the upkeep of the departmental registers. The compilation of the departmental registers should be commenced each month immediately the bill books are available after computation of payments due, etc. The figures of the departmental register are first abstracted in the Working Sheet and then posted in the Statement No. II.

The method of calculating the debits to be raised for the "Army Clerks" employed in the presses has been detailed by the Controller of Printing and Stationery, India, in his unofficial Issues No. 2|59|33-A. & F., dated the 12th March and 25th July 1936.

NOTE (i).—Work set up on Lino and Mono machines should be charged at the rates of 2 annas 6 pies and 3 annas per one thousand ems respectively plus the overhead charges for Lino and Mono of the press concerned. (Vide *Department of Industries and Labour letter reproduced below.*)

Letter No. A.-724, dated the 14th February 1929, from the Dept. of I. & L., to the C. P. & S., India.

In reply to your letter No. C.P.O.-21|1|28, dated the 14th December 1928, I am directed to say that the Government of India approve of your proposal that all work set up on Lino and Mono machines in the Government of India Presses,

Calcutta, Delhi and Simla, should be charged at the rates of 2 annas 6 pies and 3 annas per one thousand ems respectively and that overhead charges according to the figures worked out in each press for Lino and Mono should be added to these rates. No extra charge will be made for tabular matter produced on Monotype machines and no charge will be made for distribution, but imposition will be charged, as at present, at Handbook rates. In order to reduce clerical labour halves or fractions more than half will be counted as one and lower fractions will be neglected.

Note (ii).—The figures in Statements I and II should be reconciled as laid down in the instructions contained in Memorandum No. 35|1|38-A. & F., dated the 31st January 1939. (Reproduced below.)

Memorandum from the C. P. & S., India, to the Government of India Presses, etc., No. 35|1|38-A. & F., dated the 31st January 1939.

Subject :—*Reconciliation of Statements I and II.*

Attention is invited to the instruction laid down in the Handbook for the preparation of Statement II and the various instructions issued from time to time in regard to the valuation of the work done in the Press for the compilation of Departmental Registers. It is observed that no attempt is made in most of the presses to reconcile the total of the work charges in Statement II with the total of Statement I—Part I—Productive charges. The existence of salaried operatives in the press, the introduction of flat rates for valuing certain classes of work, etc., have caused the direct payments made to the operatives to diverage from the amounts shown in the departmental registers which form the basis for raising debits against the various departments and offices. The existing costing scheme aims at a valuation of the cost of work done for each department by the addition of a percentage to the direct payments made to the operatives for work done on behalf of that department, of which Statement 2 of the Annual Report is an abstract. The non-reconcillation of the totals referred to, therefore, results either in a short or over-allocation of the expenditure of the press to the various departments, etc.

2. It has therefore been decided that, in the case of the Government of India Presses, Calcutta and New Delhi, and the Forms Presses, Calcutta and Aligarh, the figure in Statement 2—showing the cost of printing, etc.—"Total Work Charges" should, with effect from the Annual Report for 1938-39, be made to agree with the total of A, B, C, D and E in Statement I—Expenditure—"Part I—Productive Branches", by adding to or deducting from the former as the case may be any difference which may be revealed when the Annual Report is prepared. The difference should be distributed proportionately over the various departments, etc., shown in parts (a) and (b) of Statement 2, i.e., excluding part (c) which relates to work done on cash payment, the amount to be added or subtracted in each case being that portion of the net difference which bears the same ratio to the total difference as the total work charges shown (in the unreconciled Statement 2) against it bears to the total work charges in parts (a) and (b), i.e., excluding part (c) which relates to work done on cash payment.

In the case of the Government of India Press, Simla, however, as the number of salaried operatives is large, it is desirable to secure a closer approximation of the figures in the departmental registers to the direct payments made to the operatives. The cost of the work done by the salaried operatives should be calculated, where possible, at the Handbook piece rates in the first instance and debited to the respective departments in the departmental registers. At the end of the year when the total figures of actual payments for the whole of the year are available, the cost worked out at Handbook piece rates should be converted into the figures of actual payments by adjusting against the various departments concerned the net difference arrived at in each category of operatives in proportion to the cost previously debited at the Handbook rates.

3. It should be borne in mind that Statement 2 of the Annual Report is intended to exhibit the value if work, etc., done by the Press during the year only and should not, therefore, include adjustments for work done by the Press in the previous years.

4. These instructions will be incorporated in the Handbook in due course.

Departmental Register of Charges.

Name of Department _____

Serial No.	P.O. No.	Name of Work.	Composition				Press Work				Warehouse and Bindery			Total
			Amount.						Amount.			Amount.		
			Finish composition.	Sundries, minor or alteration.	Authors' corrections.		Bill Book No.	No. of impressions.	On time.	On piece.	Bill Book.	On piece.	On time.	
			Rs. a. p.	Rs. a. p.					Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.	Rs. a. p.

(NOTE.—Additional columns may be inserted according to the requirement of each Press.)

Working sheet of Statement No. II.

(Left hand page.)

Name of Department.	%					
	Fresh composition.	Imposition and Deathbeds.	Total.	Supervision.	Cost of blocks, etc.	Total.

(Right hand page)

%			%			%		
Alterations to standing machy.	Supervision.	Total	Auditors' alterations.	Super-vision.	Total.	Printing.	Super-vision.	Total.

(Right hand page)

%			%		
Labor.	Supervision.	Total.	Binding.	Supervision.	Total.

Statement No. II.—Showing cost of printing and book-binding, paper and binding materials for the various departments and offices for the year——

Budget Heads.	(a) Cost of new printing.										(b) Cost of printing on work done.										(c) Cost of printing on cash payments.									
	2. Fresh composition (including cost of blocks, plates, etc.).	3. Alterations, etc.	4. Printing.	5. Binding.	6. Total Work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.		2. Fresh composition (including cost of blocks, plates, etc.).	3. Alterations, etc.	4. Printing.	5. Binding.	6. Total Work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.		2. Fresh composition (including cost of blocks, plates, etc.).	3. Alterations, etc.	4. Printing.	5. Binding.	6. Total Work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.	
1. Customs ...																														
4. Income-tax ...																														
5. Salt ...																														
10. Forests ...																														
15. Railways ...																														
20. Posts and Telegraphs.																														
23. General Administration.																														
25. Audit ...																														
27. Administration of Justice.																														
29. Police ...																														
30. Ports and Pilotage.																														
32. Ecclesiastical																														
33. Political ...																														
36. Scientific Departments.																														
38. Medical ...																														
39. Public Health																														
40. Agriculture ...																														
44. Aviation ...																														
47. Miscellaneous Departments.																														
48. Currency ...																														
49. Mint ...																														
50. Civil Works																														
56. Stationery and Printing.																														
57. Miscellaneous																														
58. Defence Services.																														
63. Provincial Governments.																														
Total ...																														

NOTE.—The budget heads under Column 1 should be adopted according to the requirements of each press.

Annual Report, Statement No. III.—The costing system necessitates the provision of seven pro-forma accounts, as under :—

A.—Capital Account—Plant and Machinery.

(Interest and depreciation on the capital value are transferred to working costs.)

Branch.	Existing Plant.				Additions of new plant during the year.	Closing Value of all Plant.	Remarks.
	Opening Value on 1st April 19	Less depreciation on 1st April 19	Less Book Value of Plant, etc., declared unserviceable during the year.	Closing Value.			
1	2	3	4	5	6	7	8
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Total ...							

NOTE.—The figures in column 2 are transferred from column 7 of the previous year's statement. Column 4 should agree with the value of plant, etc., disposed of during the year as per dead stock books. New additions (column 6) should agree with the issues in pro-forma account F under dead stock.

NOTE.—The above statement has been slightly modified. See end of section (2) of this Chapter.

B.—Capital Account—Buildings.

(Interest, depreciation and upkeep are transferred to working costs.)

Description of building.	Value on 1st April 19 .	Cost of additions during the year.	Total value at the end of the year.	Depreciation.	Cost of upkeep of buildings.
	Rs.	Rs.	Rs.	Rs.	Rs.

NOTE.—The value of the buildings having been ascertained from the P. W. D. the cost of additions and upkeep should be similarly obtained annually. Interest must be calculated at the rate of 5* per cent.

* From 1-4-38 (25/4/38-A. & F.).

C.—Mechanical Branch.

(The whole costs of the branch are distributed over the various branches of the press or offices.)

Total cost including overhead charges.		Distribution of cost.	
1		2	
	Rs.		Rs.
Power		(a) Power (branches)	
Other payments		(b) Repairs (branches)	
Materials		(c) Manufactures to press	
		to other presses	
		Balance in stock	
TOTAL ...		TOTAL ...	

NOTE.—The total charges of the branch should be analysed and posted in column 1, the value of materials being shown separately. Distribution of power to sections using the power should appear against col. 2(a). The cost of repairs should be ascertained and entered against col. 2(b) with reference to work orders. The charges in column 1 minus entries against cols. 2(a) and 2(b) should tally with the figure against col. 2(c) which represents the labour and overhead charges of manufactures with the value of materials supplied. The figure is distributed according to the office or branch supplied except in the case of the Simla Press, where it is allocated according to the certain fixed percentages, *cf.* item 15 of the Instructions for the compilation of Forms, etc., on page 183. Any balance remaining after issues during the year should be shown after col. 2(c).

D.—Foundry.

Expenditure.		Receipts.	
1		2	
	Rs.		Rs.
Cost of establishment and overhead charges			
Value of metal used			
TOTAL ...		TOTAL ...	...

NOTE.—The price per lb. is calculated for the purpose of debit by dividing the total expenditure of the foundry in column 1 by the number of pounds of type manufactured.

E.—Paper, Stationery and Binding materials.

(Not debited to press costs but distributed over gross departmental costs.)

Receipts.				Expenditure.		
Opening balance on 1st April 19 .	Stock received during year.	Paid on account of freight, etc.	Total.	Issues during year and freight.	Stock balance on 31st March 19 .	Total.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

NOTE.—The cost of freight must be added to the value of paper, etc., in showing the issue price. Issue prices for the various kinds of paper should be calculated by averaging out book value of existing stock plus price of and freight on new stock.

F.—Stores.

(Debited to press costs on issue from stock only, and not at the time of purchase.)

Receipts.						Issues.		
—	Raw materials.	Dead stock.	Press plant.	Spare parts.	Total.		Amount.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.
Total ...						Total ...		

(For instructions see App. 2.)

G.—Depreciation Fund Account.

[Depreciation will be calculated at the rates prescribed on depreciated value and distributed over the productive and service branches according to the dead stock ledger, see *Section* (4) *of this Chapter*. The depreciation of other non-productive sections is also redistributed over the productive sections. The distribution of office furniture is redistributed over the productive sections (see *Form B-7* on page 172).]

Credit.	Amount.	Debit.	Amount.
	Rs.		Rs.
Opening balance		By Mechanical Branch	
Credit on account of depreciation ...		By Foundry	
Book Value of plant, etc., disposed of during the year.		By Restoreness of dead stock	
Adjustments		Adjustments	
		Closing balance	
Total ...		Total ...	

DEPRECIATION ON PLANT AND MACHINERY.

Rules for the Depreciation Fund in Government Presses.

125. Preamble.—The object of a depreciation fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant machinery and furniture, in order that the press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the outturn of the press. The fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the fund, as such expenditure should normally be debited to running expenses, nor will the fund be applied to extension of the plant and machinery. Otherwise renewals and replacements will be met exclusively out of the fund. Expenditure in excess of the amount at the credit of the fund is prohibited.

Principle of debiting repairs to the Depreciation Fund.

All repairs should ordinarily be treated as working expenses and debited directly to the sections of the press concerned—the cost of replacing the spare parts in the course of the repairs, however, being met from the Depreciation Fund if they happen to be articles which by themselves earn depreciation at a specified rate. If, however the repairs are considered to be in the nature of a "renewal" or the cost involved is heavy the expenditure should be met from the Depreciation Fund with the prior approval of the Controller. (*C. P. & S. Memo. No. 35(6)36-A. & F.*, dated 11th December 1936.)

Value of replacement may exceed original cost.

As the object of the Fund is to provide a reserve sufficient to meet according to requirements the cost of renewals and replacements of plant and machinery in order that the Press may be kept in an efficient working condition, the entire cost of replacement even though it may exceed the original cost of the old machine may be met from the depreciation fund. It is not always possible to limit the cost of new machines to the original price and it is not intended that any such restriction should be placed or that the alteration of cost should be made as proposed by the Controller. (*U. O. L. No. L-116(Camp), dated the 10th August 1938, from the Examiner, Government Press Accounts, Bombay, to Manager, Government of India Press, Calcutta.*)

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*(1) The annual receipts of the fund shall consist of—

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

Note.—Depreciation is not calculated on the value of such stationery stores or office appliances, the cost of which is not met from the press budget allotment. (*C. P. O. F. No. 11/5/28.*)

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†See also E. C. P. A.'s letter Nos. 376-55-26 and 1284-55-26, dated the 1st August 1928 and 23rd March 1929, reproduced at the end of this Section.

Depreciation not charged on plant and machinery in stock

With reference to your letter No. 1776-G., dated the 26th August 1935, I have the honour to state that in the Government of India Presses no depreciation is calculated on new plant or machinery before it is actually taken into use, i.e., while it is held in stock. Depreciation is, however, calculated on plant and machinery which have been once taken into use and later on, for some reason or other, kept idle temporarily. (*Letter No. 35-5-35-A. S. F., dated the 4th September 1935, from C. P. & S. L. to the Supdt. Government Printing, Punjab.*)

(b) the book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year.

Note (1).—Depreciation shall be calculated on depreciated value, as prescribed in the rules for costing in Government presses by which the rate of depreciation is also governed.

Note (2).—See also note under (1) (a) above.

*(2) The Fund shall be treated as a deposit in the Government Accounts and receipts due to the fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

Note.—It is necessary that the amount of depreciation worked out in the books of the press of one year should agree with the amounts that will be charged to the Accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant General concerned. In order that this may be done the total amount to be credited to the depreciation fund, viz.:—

(1) the amount of depreciation calculated on the depreciated value of all plant, machinery and furniture borne on the register of Dead Stock at the beginning of each year;

(2) the book value of plant, machinery and furniture written off during the year and removed from the register of Dead Stock, should be worked out and intimated to the Accountant General concerned before 1st July of the following year to enable that officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.

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

Note.—Although it is not possible to estimate beforehand the exact amount that will have to be transferred to the fund, the provision should, however, be sufficiently approximate and based on the actuals of previous year. The actual amount to be transferred to the depreciation fund will be debited by the Accountant General concerned against the budget provision. It is, therefore, necessary that the budget provision should be as accurate as possible because it will be impossible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, the position should be reviewed during November of each year with reference to the actual transactions of the year, viz.:—

(1) the actual amount of depreciation that will have been worked out in the register of Dead Stock in accordance with rule 1 (a),

(2) the book value of the articles that will have been written off and removed from the register of Dead Stock in accordance with rule 1 (b),

and it should be ascertained whether the budget provision will have to be added to or reduced and that necessary steps be taken to obtain additional provision or surrender funds, as the case may be. Depreciation on the plant, machinery and furniture added to the stock during the year and the book value of the articles removed from the register of Dead Stock after the end of October will be credited to the fund during the following year.

* See also E. G. P. A.'s letters Nos. 378/35/26 and 1264-55-26, dated the 1st August 1935 and 23rd March 1929, reproduced at the end of this Section.

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

NOTE—Interest is not credited owing to the fact that the costing system in Government Presses includes a calculation of interest, not on original capital value, but on depreciated capital value only.

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

NOTE—The cost of a Mechanical Branch should be a charge on the Fund as regards renewals, etc., manufactured in the branch. The cost in such cases is governed by the costing rules. The following items of expenditure should be met from the depreciation fund :—

(1) Purchase of new machinery or articles in replacement of those worn out or condemned as unserviceable.

(2) Purchase of new type in replacement of worn-out or unserviceable type (as subsequently amended).

*Renewals of parts of machinery, e.g., matrices, knives, etc., should be treated as ordinary repairs to the machinery and should be met from the grant for spare parts. They are not to be met from the Depreciation Fund as the fund is intended to meet the cost of whole machines replaced and not of separate parts thereof. In making necessary provision in the annual budget for spare parts, the cost of renewals of parts of machinery which may have to be met during the year should be taken into account.

Administrative Instructions from the C. P. & S. (I.)

In accordance with the procedure laid down in the note to rule 3 of the Rules for the Depreciation Fund in the Government of India Presses, the cost of that portion of the Type Foundry and Mechanical sections employed on the manufacture of type, etc., for the renewal of existing stocks, is chargeable to the Depreciation Fund. The late Pay and Accounts Officer, Secretariat, held that since all expenditure in respect of renewals and replacements referred to above was provided under the appropriate detailed heads subordinate to "48—Stationery and Printing", it was not necessary to make provision under "Deduct amount transferred from the Depreciation Fund". Accordingly, the expenditure incurred in the Type Foundry and Mechanical Sections on renewals, etc., is being booked under the "Deduct" head referred to above after the close of the financial year.

2. As this procedure results in unutilised savings in the appropriation Accounts under the "*Deduct*" head mentioned above the Accountant General, Central Revenues, has lately taken up the question with this office with a view to introducing some suitable procedure which would remedy or reduce the variation. The matter has been examined in detail and it has been decided that the present procedure should continue to be followed in respect of 1935-36 and 1936-37 except that for 1936-37 suitable provision will have to be made for renewals in the Type Foundry and Mechanical Sections under "*Deduct* amount transferred from the Depreciation Fund". For this purpose, the necessary figures debitable to the Depreciation Fund should be included in the final forecast estimate due in this office by the 1st March (now within the first week of March) each year, for necessary action. From 1937-38 onwards, it will be necessary to make budget provision for the cost of renewals and replacements in the Type Foundry and Mechanical Sections under "Deduct amount transferred from Depreciation Fund" on the basis of actuals of the previous year.

3. Budget provision on account of expenditure for the above is made under various detailed heads, *e.g.*, Supplies and Services, Contingencies, Mechanical Section, Type Foundry, etc., and the expenditure thereon is recorded against those heads in the first instance. As this amount has to be met from the Depreciation Fund, it is necessary that the same should pass through the head "Renewals and Replacements". It has, therefore, been decided in consultation with the Accountant General, Central Revenues, that the cost of renewals and replacements excluding overhead charges, in the Type Foundry and Mechanical

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* Cost of renewals of worn-out parts of Mono moulds is debited to the [illegible]

Sections, i.e., expenditure incurred on such renewals and shown in the first instance against the various detailed heads, should be worked out by the Manager when preparing his *final forecast estimate*, which is due in this office by the 1st week of March each year, and included under the head "Renewals and Replacements" in the final estimate, the detailed head concerned being reduced by the amounts included under "Renewals and Replacements". The distribution of this amount among the various detailed heads concerned should be shown clearly in the remarks column and this office will then reappropriate funds to the extent required from the various detailed heads concerned to the head "Renewals and Replacements". The expenditure as booked by the Accountant General, Central Revenues, under the detailed heads will also have to be reduced by the respective amounts transferred from those heads and for this purpose a statement should be submitted to the Accountant General, Central Revenues, giving the same details, *i.e.*, the amounts to be transferred from the detailed heads to "Renewals and Replacements". The net position under the heads "Renewals and Replacements" and "*Deduct* amount transferred from the Depreciation Fund" will still show a small variation under the former head on account of overhead charges, but this is unavoidable.

[Memo. from C. P. & S. I. No. 5/2/36-A. & F. dated the 20th June 1936.]

(6) Budget provision must be made annually in the usual way for all expenditure to be met from the fund during the year, but provision shall not be made in excess of amount that will be at the credit of the fund. The amount budgeted for will be covered by a corresponding deduct entry, viz., amount transferred from the depreciation fund.

Expenditure from the fund must be accounted for in the first instance under the appropriate detailed heads subordinate to "56—Stationery and Printing—Government Press". At the end of the year an equivalent sum will be transferred from the deposit head "Depreciation Fund" to "56—Stationery and Printing".

NOTE.—If the provision in the Depreciation Fund is not sufficient to meet the cost of any new machinery to replace machinery worn out or condemned as unserviceable which may be required urgently, special provision should be made in the budget for the purpose before any purchase can be made. The cost of machinery, etc., purchased in England through the High Commissioner for India is adjusted in his books under the head "Cost of Stores purchased from Depreciation Reserve Fund" subordinate to minor head "Charges in England—Stores for India" under "56-Stationery and Printing" and will be subsequently transferred to the Depreciation Reserve Fund by credit to the detailed head "Deduct amount transferred from the Depreciation Reserve Fund". The revised procedure has the approval of the Finance Department and will take effect from the 1st April 1941. (As amended, vide *A. G. C. S. Letter No. 77/6-6/1943*, dated 6th January 1941.)

(7) Subject to necessary provision in the budget to the powers of the officer concerned to purchase and enter into contracts and to the general control of the Controller of Printing and Stationery, India / Administrative Department of the Local Government, officers in charge of presses are authorised to incur expenditure from the fund, but no such officer should be permitted to spend out of the fund in excess of the bona fide requirements of the press, merely because there is a balance in the fund or for any other reason.

(8) A statement shall be appended to the annual report of each press showing :—

(a) the amount of the opening balance of the fund,

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

(c) expenditure from the fund during the year, and

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

126. Transfer of credit in the Depreciation Fund when the asset is transferred.—(a) When plant, machinery, etc. (excluding type), is transferred from one press to another a corresponding amount in the Depreciation Fund (i.e., the amount credited to the fund on account of the article

in question) should also be transferred, as the press to which the transfer of plant, etc., is made will be responsible for the replacement of these assets in future. No transfer of amounts from the Depreciation Fund of one press to that of another should, however, be made if the original value of the asset transferred does not exceed Rs. 1,000. This arrangement took effect from the year 1936-37. (*Memo. from the C. P. & S. I., No. 23-20-35-A. & F., dated the 3rd February 1936.*)

(b) When a machine is transferred from one press to another the value of the machine should be written off the stock ledger, but no credit should be afforded to the Depreciation Fund. The transaction should, however, appear in the Stock Register of the presses concerned.

The amount already written off as depreciation and which has been credited to the Fund on account of plant or machinery transferred should, subject to the conditions laid down in (a) above, be transferred to the press concerned by effecting adjustments through the following budget heads :—

(i) *Deduct amount transferred from the Depreciation Fund.*—The deduction will be provided for by the press from which the machine is transferred.

(ii) *Provision for Depreciation Fund.*—The provision will be made by the receiving press.

(*C. P. & S. Memo. No. 35/4/36-A. & F., dated the 20th October 1936.*)

Letter No. 376/55-26, dated 1st August 1929, from the Examiner, Government Press Accounts, to the Managers of Government Presses.

I have the honour to issue the following instructions in connection with the working of the rules for the Depreciation Fund in Government Presses contained in Appendix B to No. F.-9, dated the 8th May 1924, from the Controller of Printing, Stationery and Stamps, to the Government of India, Department of Industries and Labour. These are issued with the approval of the Government of India and the Auditor General.

2. Rules (1) and (2) will be amended to read as shown below :—

"(1) The annual receipts of the Fund shall consist of—

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

(b) the book value of plant, machinery and furniture written off and removed from the Register of Dead Stock up to the end of October of the year."

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

3. The object of amending rule (2) is to effect an agreement between the amount of depreciation worked out in the books of the Press of one year and the amounts that will be charged to the accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant General* or the Pay and Accounts Officer. In order that this may be done you should work out the total amount to be credited to the Depreciation Fund, viz., (1) the amount of depreciation calculated on the depreciated value of all plant, machinery and furniture borne on the Register of Dead Stock at the beginning of each year, and (2) the book value of plant, machinery and furniture written off during the year and removed from the Register of Dead Stock, and intimate the same to the Accountant General / Pay and Accounts Officer before 1st July of the following year to enable that officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.

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*This term "Accountant General" includes Comptroller.

4. Rule (3) requires that necessary budget provision should be made for the amount to be transferred to the Fund, but as it is not possible to estimate beforehand the exact amount that will have to be transferred to the Fund, it is intended that the provision should be sufficiently approximate and based on the actuals of previous year. The actual amount to be transferred to the Depreciation Fund will be debited by the Accountant General / Pay and Accounts Officer against the budget provision. It may be pointed out in this connection that it is necessary that the budget provision should be as accurate as possible because it will not be possible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, Superintendents / Managers of Presses should review the position during November of each year with reference to the actual transactions of the year, viz.—

(a) the actual amount of depreciation that will have been worked out in the Register of Dead Stock in accordance with rule (1) (a), and

(b) the book value of the articles that will have been written off and removed from the Register of Dead Stock in accordance with rule (1) (b),

and ascertain whether the budget provision will have to be added to or reduced, and take necessary steps to obtain additional provision or surrender funds, as the case may require. Depreciation on the plant, machinery and furniture added to the stock during the year and the book value of the articles removed from the Register of Dead Stock after the end of October will be credited to the fund during the following year.

5. The Depreciation Fund is intended to meet the following items of expenditure :—

(1) Purchase of new machinery or articles in replacement of those worn out or condemned as unserviceable

(2) Purchase of new type in replacement of worn-out or unserviceable type. (As subsequently amended.)

Renewals of parts of machinery, e.g., moulders, rollers, etc., should be treated as ordinary repairs to the machinery and should be met from the grant for spare parts. They are not to be met from the Depreciation Fund as the Fund is intended to meet the cost of whole machines replaced and not of separate parts thereof. In making necessary provision in the annual budget for spare parts, the cost of renewals of parts of machinery which may have to be met during the year should be taken into account.

6. As the provision in the Depreciation Fund which has recently been started may not be sufficient to meet the cost of any new machinery to replace machinery worn out or condemned as unserviceable which may be required urgently, special provision should be made in the budget for the purpose before any purchase can be made.

7. The cost of machinery, etc., purchased in England through the High Commissioner for India is adjusted in his books, but a further adjustment is made in the Indian accounts crediting the cost of the stores to the sub-head "Renewals and Replacements from Depreciation Fund" subordinate to the head "46—Stationery and Printing—Government Presses" by credit to "Deduct English cost of stores, etc.", under the same head. This adjustment is made at the prevailing rates of exchange on the basis of statements of payments received from the High Commissioner. The transfer of the expenditure to the Fund is made by a regular account adjustment through the sub-head "Deduct amount transferred from the Depreciation Fund" (since revised—for latest instructions see note to Rule 6 above p. 200).

8. These instructions may be given effect to commencing from the accounts for the year 1928-29.

Letter No. 1294-55-26, dated 23rd March 1929, from the Examiner, Government Press Accounts, to the Controller of Printing and Stationery, New Delhi, as amended by his memo. No. 55-C-29-55-26, dated the 29th April 1929.

I have the honour to invite your attention to paragraph 2 of my circular letter No. 376-55-26, dated the 1st August 1928, and to point out that the revised rule (1) of the Rules for the Depreciation Fund involves one important change in the existing practice which has to be brought prominently to notice. Hitherto depreciation was calculated for the whole year on all plant, machinery and furniture on the books at the beginning of each year, and in the case of articles purchased during the year depreciation was calculated for the period during which they were actually in use during the year. Similarly, in the case of articles condemned as unserviceable during a year depreciation was calculated up to the date they were so treated. As this involved unnecessary refinement in calculation and extra work, this was dispensed with in the revised rule. According to the revised rule, therefore, depreciation will be calculated for the whole year on the articles on the books at the beginning of each year, but not on those added to the stock during the year. Similarly, depreciation will be calculated for the whole year even on articles which are declared unserviceable during the year. Thus, the omission to calculate depreciation for a part of the year when the article is first brought into use will be made up to some extent by the calculation of depreciation for a whole year during the last year in which it is declared unserviceable, and taking into account the amount of depreciation credited to the Fund from year to year, so long as the entire balance of the book value is credited to the Depreciation Fund when an article is declared unserviceable, the full book value will eventually have been credited to the Fund.

2. I attach herewith copies of revised illustrative Statements A.—Capital Account, and G.—Depreciation Fund Account, to replace those included in Controller's letter No. Pg.-9, dated the 6th May 1924, addressed to the Government of India, Department of Industries and Labour, to make the position clear.

3. The calculation of Depreciation may also be adopted in Rupees only to save clerical labour.

NOTE.—Eight annas and above should be treated as one rupee and less than annas eight should be disregarded. (*C.P.O. F. No. 11:11/31.*)

Controller's letter No. Pg.-9, dated the 6th May 1924, addressed to the Government of India, Department of Industries and Labour.

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A.—Capital Account of Plant, etc., for the year ending 31st March 1928.

Branch	Existing Plant				Addition of new plant during the year from 1st April 1928 to 31st March 1929	Closing value of all plant as 31st March 1929
	Opening value on 1st April 1928	Depreciation on 1st April 1928	Less book value of plant, etc., declared unserviceable during the period from 1st April 1928 to 31st March 1929	Closing value		
1	2	3	4	5	6	7
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Hand Composition ...	40,000	2,440	2,000	35,560	11,674	47,234
Mono	60,000	4,600	...	55,400	10,000	65,400
Line	40,000	4,600	...	35,400	10,000	45,400
Hand Press	20,000	900	1,000	18,100	5,000	23,100
Machine Press	60,000	6,300	...	73,700	10,000	83,700
Drawing and Litho ...	3,000	80	...	2,920	...	2,920
Binding	40,000	3,020	1,000	36,980	10,000	36,980
Mechanical	21,000	1,320	...	22,700	5,000	22,700
Engine Power	30,500	1,800	...	28,700	4,520	33,220
Type Foundry	10,500	800	...	9,700	...	9,700
Office	20,000	1,100	...	18,900	4,000	22,900
	3,39,000	22,940	(a) 4,000	3,22,060	70,194	3,99,254

	Rs.
(a) Book value of plant, etc., declared unserviceable from 1st April 1928 to October 1928 ...	3,100
Ditto ditto 1st November 1928 to March 1929 ...	900
	4,000

G.—Depreciation Fund Account for the year ending 31st March 1929.

Credit	Rs.	Debit	Rs.
Opening balance on 1st April 1928	16,000	By Mechanical Branch	634
Credit on account of depreciation during the year 1928-29	27,940	By Foundry	6,000
Book value of plant, etc., disposed of during the period from 1st November 1927 to 31st October 1928	4,660(a)	Closing balance	39,926
TOTAL ...	46,500	TOTAL ...	46,500

	Rs.
(a) Value of unserviceable articles disposed of during 1st November 1927 to 31st March 1928	1,560
and from 1st April 1928 to 31st October 1928	3,100
	4,660

Section (3)

DEPRECIATION ON BUILDINGS

127. **Rates of Depreciation.**—The inclusion of depreciation of buildings (including sanitary and electric installations) in the costing system of the major Government of India Presses was sanctioned with effect from the 1st April 1929. (The relevent correspondence on the subject is reproduced at the end of this section). No actual Depreciation Fund was, however, created to meet the cost of renewals of buildings.

The rates of depreciation, which should be calculated on the value of the buildings, etc., at the end of the year, are as follows :—

Statement showing the rates of depreciation of buildings and sanitary and electric installations of Government Presses.

—	Rate of depreciation of buildings proper	Rate of depreciation of electric installations	Rate of depreciation of sanitary installations
1. Government of India Press, Calcutta.	1/2 per cent. per annum	7 1/2 per cent. per annum on the cost of electric installation.	2 1/2 per cent. per annum on cost of the sanitary installation.
2. Government of India Forms Press, Aligarh.	2 per cent. per annum	Dona	There is no sanitary installation.
3. Government of India Press, Simla.	1 1/2 per cent. per annum	5 per cent. per annum on the cost of electric installation.	2 1/2 per cent. per annum on the cost of sanitary installation.
4. Government of India Press, New Delhi.	3 per cent. per annum	5-6 to 6 per cent. per annum on the cost of electric installation.	3 per cent. per annum.
5. Government of India Forms Press, Calcutta.	1/2 per cent. per annum	10 per cent. per annum	2 1/2 per cent. per annum.

NOTE.—(i) The Manager's bungalow should be regarded as a part of the press buildings and included in the relevant pro-forma account.

(ii) Depreciation is not deducted when arriving at the value of the buildings which consequently should be the value on the 1st April 1929 plus any subsequent increases.

Inclusion of depreciation of buildings in the cost accounts of the Government of India Presses.

Letter from the Department of Industries and Labour, No. A.-463, dated the 22nd August 1929, to the C. P. & S. I.

I. I am directed to enclose a copy of the correspondence with the Auditor General noted below :

(1) From the Auditor General, No. 180-Com.|15-25, dated the 8th December 1925,

(2) Memo. to the Auditor General, No. A.-463, dated 27th February 1929, with enclosure,

(3) From the Auditor General, No. 1045-Com.|15-25, dated the 22nd March 1929,

and to say that the Government of India have decided that depreciation of buildings (including sanitary and electric installations) should be included in the costing systems of the major and minor Government of India Presses and should be calculated on the present value of the buildings occupied by the press at the rates shown in the attached statement. (*Not printed—see paragraph No. 127*). The detailed instructions regarding the respective costing system should be amended accordingly in consultation with the Examiner, Government Press Accounts.

2. The Government of India have also accepted the proposal of the Auditor General that the words "in use" occurring in sub-para. (1) (a) of the Rules for the Depreciation Fund in Government Presses should be deleted and that depreciation should be calculated also on the machines, etc., not actually in use in the press.

Letter No. 180-Com./15-25, dated 8th and 9th December 1925, from the Auditor General in India, Department of Industries and Labour.

I have the honour to address the Government of India on the rules for the Depreciation Fund in Government Presses sanctioned by the Government of India in their letter No. A.-483, dated the 18th September 1924. [*See* section (a) of this Chapter.]

In the course of an examination into the Costing system for Minor Printing Presses under the Government of India, my Director of Commercial Audit brought to my notice the fact that no provision has been made therein for depreciation on buildings. From correspondence with the Controller of Printing, Stationery and Stamps, which followed it has been ascertained that buildings are not depreciated in the case of major Presses. As heavy printing machinery has usually a damaging effect on buildings and as in the case of similar concerns outside Government a charge for depreciation is invariably debited in the accounts, the Director of Commercial Audit is of opinion that Government Press buildings should also be depreciated. He has therefore suggested that para 1 (a) of the Depreciation Fund rules mentioned above may be altered to read " ....on the value of buildings, plant....." and that the relative headings in Statement I of the rules in respect of both classes of presses be altered accordingly. He has also suggested the deleting of the words "in use" in the same sub-para. for the reason that machines, etc., not in use often depreciate more rapidly than those in use.

I agree with the views of the Director of Commercial Audit and recommend that his suggestions be accepted by the Government of India.

Memorandum No. A.-483, dated 27th February 1929, from the Department of Industries and Labour, to the Auditor General in India.

The undersigned is directed to invite a reference to the Auditor General's letter No. 180-Com./15-25, dated the 8th December 1925, and to his unofficial notes Nos. 179-Com.-15-25, and T/111-Com./15-Com./25, dated the 23rd March and 10th June 1928 respectively. * * * * * The proposal to include a charge for depreciation on buildings in the costing system of Government Presses calculated on the present value of the buildings, was accepted by this Department and the Controller of Printing and Stationery has suggested in consultation with the local Public Works Department authorities that depreciation should be charged on the buildings occupied by the major and minor Government of India Presses at the rates specified in the attached statement (not printed). These rates are chiefly based on the probable life of the respective buildings and installations. The undersigned is to enquire whether the rates are in accordance with ordinary commercial practice and have the approval of the Auditor General.

2. The Controller of Printing has assumed that it is intended to include the depreciation of buildings in the cost accounts of both major and minor Presses under the Central Government and that it is not proposed to start a separate depreciation fund for buildings used as presses or to replace such buildings as are borne on the books of the Public Works Department from such a fund. In the Auditor General's letter, dated the 8th December 1925 it was stated that provision for depreciation of buildings should be made in the costing systems of both classes of Presses and also in the Rules relating to the Depreciation Fund which apply only to the major Presses. An amendment was accordingly suggested to paragraph 1 (a) of the Depreciation Fund Rules. In his unofficial note, dated the 23rd March 1928, the Auditor General also remarks that it was necessary to make provision in regard to buildings in the Depreciation Fund to meet renewals and replacements. Will the Auditor General kindly state whether it is necessary that a separate depreciation fund should be started for buildings occupied by the major Presses under the Central Government.

Letter No. 1045-Com./15-25, dated 22nd March 1929, from the Auditor General in India, to the Department of Industries and Labour.

With reference to your Memo. No. A.-483, dated the 27th February 1929, I have the honour to state that I have no comment to offer on the rates of depreciation suggested by the Controller of Printing and Stationery. The presumption of the Controller of Printing regarding the adjustment of depreciation charges in the cost accounts is correct. It is not necessary to open a separate depreciation fund to meet renewals and replacements of buildings.

Section (4)

DEAD STOCK

123. General Procedure and Depreciation Rates.—The general procedure regarding the accounts, etc., of dead stock and other articles and stores in the Presses is contained in the following orders:

Letter No. 6151, dated 12th July 1916, from the Department of Commerce and Industry, to all Local Governments and Administrations (except Madras, Bombay, Coorg, Ajmer-Merwara and Baluchistan).

I am directed to refer to the Resolution No. 11080-11082-25 recorded in this Department on the 8th December 1905, which contained a scheme for the exhibition of the accounts of Government Presses in India and the subsequent letters in which minor changes of detail have, from time to time, been made. The scheme was brought into effect from the 1st April 1909 and the various annual statements prescribed have since been exhibited in identical form by all the Presses concerned. There are, however, still certain differences in the methods of preparing the figures for the statements in the different Presses, and, in order to consider whether a uniform system could not be introduced in this matter, a conference of Superintendents of Government Presses was held in Calcutta in February 1917, under the presidency of the Controller of Printing, Stationery and Stamps.

2. One of the most important points discussed was the rate of depreciation to be written off the value of dead stock articles. It had long been recognised that this matter demanded reform, owing to the great variety of practice in different Presses, both as regards the rates of depreciation assigned to similar articles and also as regards the differentiation between dead stock and store articles. After full discussion the conference eventually decided to recommend that there should be only three rates of depreciation for dead stock articles, viz., 3, 6 and 10 per cent. to be worked off the depreciated value of the articles (Letter No. 9219, dated 7th September 1918, from Commerce and Industry Department). Lists have been prepared and are contained in the Appendix to this letter of the articles from the value of which deductions at the rate of 3 should be made. The rates seem to the Government of India to be fair, and I am to request that they may be adopted in all presses and applied when working out depreciation in the dead stock ledgers at the end of the current and succeeding years. No article which does not appear in these lists should be treated as dead stock without reference to the Examiner of Government Press Accounts (now Accountant General, Central Revenues, New Delhi).

3. It will be necessary to re-value all the dead stock articles of the kinds mentioned in the lists before introducing the new rates, unless they have been revalued within the last five years. This should be undertaken by the Superintendent or Manager of the Press, who should have regard to the present condition of the articles, their original cost, the period for which they have been in use, and their estimated future life. The valuation lists should show the depreciated value that each article bears in the Dead Stock Ledger alongside the value now estimated and should be submitted to the Controller of Printing, Stationery and Stamps, before the figures are entered in the ledgers.

4. Hitherto depreciation has not been worked off the value of an article for the year in which it is first brought into use. This practice, however, operates unfairly for it makes no allowance for the varying time that may elapse between the date on which the article is brought into use and the end of the year. In future, a proportionate deduction on account of depreciation should be made for the period of the first year for which an article is in use.

5. The consideration of the question of depreciation led the conference to review the whole system of accounting for articles of dead stock and store, and, in order to secure uniformity in preparing the figures in the statistical statements, the Examiner of Government Press Accounts has now recommended and the Government of India agree that the following instructions should be observed.

6. Many articles of trifling value and short life are at present treated as dead stock, and depreciation is worked off their value. Articles of this kind have been eliminated from the lists in the Appendix to this letter and they should be removed also from the dead stock ledgers. As it is, however, necessary to keep a strict account of their number to avoid the possibility of loss, they should in future be styled "Petty Plant" to distinguish them from Dead Stock and Stores, the latter being the term applied to articles of a consumable nature such as, flour, oil, coal, etc.

7. Articles classed as "Petty Plant" should be accounted for in the two ledgers, viz. (a) Store Ledger, and (b) a Petty Plant Ledger.

(a) Store Ledger.—The form of ledger which is already in use, or suggested for use, for accounting for consumable stores received from England would be suitable for this purpose with the second column amended to provide for both India Office invoice number and contingent bill number, so as to accommodate articles imported and purchased locally. As the store ledger for petty plant articles will also accommodate dead stock articles, which are stored before issue, and spare parts of machinery, it may appropriately be styled "Store Ledger of Dead Stock, Petty Plant and Spare Parts". A separate set of pages should be allotted to each of these three groups. Articles classed as petty plant which are purchased locally and stored before issue should first be accounted for in the store ledger, the contingent bill number being entered in the ledger. If the article is purchased in England it should, however, be accounted for in the store ledger, whether it is brought straight into use or not, the India Office invoice number being entered in the ledger. The object of this distinction in treatment between locally purchased and imported articles is to ensure that the cost of the latter is properly debited. There is wide divergence of practice in different presses in this respect, and it is important that the procedure now indicated should be uniformly observed. The cost of articles purchased locally, whether stores, petty plant or spare parts of machinery, should be debited to the appropriate account of the press on purchase through the Contingent Register. The cost of a piece of article should, however, be debited on issue. Articles are purchased locally as occasion demands and there should never in ordinary circumstances be any considerable balance at the end of a year. In the case of imported articles, on the other hand, which are intended for once a year, there is frequently a large balance and the debit of the entire cost would unnecessarily inflate the expenditure. The value of the unconsumed balance of imported articles should be accounted for in Statement No. I "Expenditure" of the Annual Report under the head "Capital Account and Stock".

(b) Petty Plant Ledger.—The most suitable form for this ledger is the dead stock ledger with the omission of the survey columns which are not required as at the store ledger. The object of the ledger is to keep an account of the number of articles of each description which are classed as petty plant, and when such articles are brought into use either from store or directly on purchase they should be accounted for in the ledger.

8. Stock should be taken annually of petty plant articles in store along with stock of "consumable stores and stock" should be taken of petty plant articles in use when stock is taken of dead stock articles, which should never be less frequent than every five years. It would be advisable not to allow fresh issues of petty plant articles until the worn-out articles are returned from the sections concerned and written off the ledger.

9. The Dead Stock and Store Ledgers should be maintained in the same format as at present, but care should be taken to observe the following instructions:—

(a) Type is not to be entered in the Dead Stock Ledger until it is actually brought into use. It is not necessary to account for type in use by detail of bodies. It is sufficient to enter in lump in the Dead Stock Ledger all the type of every description that has been issued from the type store during the year. This lump sum will be the sum of the totals of the yearly issues in the type store register, and the value will be obtained from the same source. The quantity and value of unserviceable type that is thrown out during a year should be deducted from the total quantity and the value of type shown in the Dead Stock Ledger, and depreciation should be calculated on the balance. The value to be written off on account of unserviceable type should be at the current rate for old type metal. Stock of type should also be taken in lump without attempting to account for different bodies separately. (Since revised—for the revised procedure see Instructions for Stock-taking and Accounting, etc., of Type and Type Metal in the Government of India Presses.)

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* Note.—When submitting to the Controller of Printing and Stationery, India, the results of the quinquennial stock-takings for adjustment of the excesses and deficits the value of deficits should be estimated by the Manager at approximate local market rates and intimated to the Controller.

(iii) The value of stores and dead stock shown in the ledgers should include all incidental charges such as freight, packing, insurance, cost of receipts, etc. When it is not possible to apportion these charges exactly owing to several articles of a different nature being included in one consignment, they should be distributed in proportion to the value of the articles forming the consignment. As regards dead stock articles, depreciation should be calculated on the gross value inclusive of all incidental charges. As regards locally purchased stores, the full value of the stores purchased during the year (inclusive of incidental charges) should be debited to working expenses. As regards imported stores, the amount consumed during the year (inclusive of incidental charges) should be debited to working expenses, the unconsumed balance being debited to "Capital Account and Plant".

10. The following instance will serve to illustrate the correct method of accounting for the spare parts and accessories of machines, etc. The full value of a guillotine machine, which includes that of the spare knives, should be shown in the Dead Stock Ledger, and depreciation worked off accordingly. The spare knives should, however, be shown in the Store Ledger of Dead Stock, Petty Plant and Spare Parts without any value. When any of the knives is taken out of store to replace one on the machine it should be shown as issued in the Store Ledger but no addition is to be made in the Dead Stock Ledger, as the only effect of the transaction is to restore the value of the machine to its book value. If, however, a spare knife has to be purchased separately and is kept in store, it should, if purchased locally, be shown in the Store Ledger together with its cost and debited at once to working expenses. If purchased in England, it should pass through the Store Ledger even if it never goes into store, but the cost is only to be debited when it is issued in accordance with the principle already enunciated in connection with the debit of articles classed as petty plant.

11. Under existing orders the cost of repairs is to be debited to "Capital Account and Plant" in Statement No. — "Expenditure" of the Annual Report. This practice is open to objection that the cost of repairs is not debited to working expenses unless the charge is added to the value of the article repaired and depreciation calculated on the total, which is wrong in principle, as the value of an article is not increased when it is repaired. Repairs should, in future, be treated as working expenses and debited directly to the section of the Press concerned as a contingent charge.

12. I am directed to request that if [illegible] no objection, the procedure indicated above may be observed in future in the Presses under [illegible] control.

ANNEXURE

[As amended by para. [illegible] of the Instructions forwarded with the Govt. of India, Department of Labour letter No. [illegible], dated the [illegible] January 1939.]

3 per cent. *

Boards of every kind, whether wooden or metal (not glass boards).
Chases.
Imposing stones.
Ink tables, stone or slate.
Oil cabinets and filters.
Presses.

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 floor cloth).
Cots, lockers, furniture, wheel barrows.
Clocks and time recorders.
Computing scales.
Engines [illegible] of accessories.

Racks of every kind.
Rails, rods, etc., made of steel, iron or other metal.
Safes.

Steel beams. (a)
Tubes, troughs, tanks.

6 per cent. *

Machines of every sort.
Metal furniture, regals and queens.
(Wooden furniture, regals, queens and keys at petty plants.)
Microscopes.
Motors. (a)
Moulds of all sorts.
Photographs.
Paper cutting machines.
Pipes (of iron or steel) (a).
Pulleys, pulley blocks and chains.

*6 per cent.**—contd.

Fans (*), electric, jost, etc. (*) (if purchased by the Press).
Filters.
Fire engines.
Forges, furnaces.
Forme carriers and carriages.
Furniture, *e.g.*, almirahs, chairs, commodes, cabinets, side-boards, benches, stools, tables, thermantidotes, book cases, pigeon holes, shelves, cupboards, drawers, decks, brackets.
Galleys, whether wooden or zinc.
Gas compressor.
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.

Pumps.
Punkhas.
Roller frames and stocks.
Scales of all sorts (the weights to be included).
Shaftings.
Stands, platforms, tables of every sort.
Sterro casting box.
Sterro type agitator.
Stoves 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 leaf cutters, pestles and mortars, vices, swage blocks, brace makers, planes (other than hand planes).

Trays (other than paper trays).

Type cases.
Type founder punches and gauges.

Typewriters.
Vandyke printing frames.

10 per cent. *

Automatic type high numbering machines, counting machines, if they are moved from one machine to another. If they are used on one machine only the value should be included in that of the machine.
Bellows (foundry, etc.).
Binders' tools.
Bicycles and Tricycles.

Curtains, portieres, chicks.
Dust extractors.
Fire extinguishers.
Melting pots of every kind.
Rubber hose and piping.
Tarpaulins.
Thin zinc plates.
Type.
Type metal.

NOTE.—Borders, ornaments rules, corners, leads, clumps, quotations, quads, etc., etc., should be treated as dead stock and classified under type or type-metal in accordance with paragraph 1 of the instructions enclosed with the letter from the Government of India, Department of Labour No. A-463, dated the 19th January 1939. *(Letter No. A-463, dated the 8th November 1946, from the Department of Labour.)*

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* Depreciation will be calculated at the rates of 4, 8 and 12 per cent. instead of the existing rates on depreciated value and distributed over the productive and service branches according to the Dead Stock Ledger. *Vide* Controller's letter No. Pg.-9, dated the 6th May 1924 and Industries and Labour Department's letter No. A.-463, dated 10th September 1924.

For the periods from the 1st April 1931 to the 31st March 1937 and 1st April 1938 to 31st March 1939, no depreciation was written off in the major Government of India Presses, as a result of the suspension of rules 1—3 of the Rules for the Depreciation Fund. The rates for depreciation have been altered to 2, 4 and 6 per cent. with effect from the 1st April 1937 for the Simla, New Delhi, Aligarh and Calcutta Presses (Industries and Labour Department letter No. A.-463, dated the 1st July 1931 and the Auditor General's letter No. 63-Ac/155-36, dated the 18th February 1937). The Forma Press, Calcutta, will continue to calculate depreciation at the earlier rates of 4, 8 and 12 per cent. (Letter No. O.A./856, dated 29th November 1940, from the Accountant General, Bengal, to the A.G.C.R., C. P. & S. F. No. 25/2/36-A. & F.)

(a) 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.

Special rates for certain articles in the Aligarh Press

Serial No.	Name of article	Rate of Depreciation
1	Furnace and Drying Chamber	4%
2	Electrotyping outfit	4%
3	Flag (Union Jack)	2%
4	Crane	10%
5	Lift (Goods)	10%
6	Switch Board (for power generation)	5%
7	Voltmeter	5%
8	Adjustable type High Gauge for stereotyping	4%
9	Megger	5%
10	Ampere Hour Meter	5%
11	Lightning Arrestor	3%
	Fire Protection Plant	
12	Pipe Line	2%
13	Well (Masonry)	2%
14	Pump (Mechanical)	5%
15	Pump Room	5%
16	Tanks	2%

(Letter No. A-463, dated the 8th November 1940, from the Department of Labour.)

Rate of depreciation for motor vehicles.

Letter No. A.-463, dated the 13th February 1932, from the Department of Industries and Labour, to the C. P. & S. I.

I am directed to say that the Government of India sanction your proposal that the rate of depreciation in the case of motor vehicles in use in the various Government of India Presses should be fixed at 20 (twenty) per cent.

Procedure regarding maintenance of dead stock registers, both for receipts and issues.

Unofficial Note No. Pg.-232|1, dated 27th August 1924, *from* the Controller of Printing, Stationery and Stamps, to the Superintendent, Government Printing, India.

In connection with the recent issues of printing plant and materials to Messrs. Karim Bux, I have examined the system used in the Calcutta Press for maintaining the *dead stock registers*, both for receipt and issue of stock. The system, so far as any system exists, is extremely bad. The basis of the system is the maintenance of two registers, the Stock Book of Printing Materials and the Stock Ledger of type, printing materials, etc. These registers, so far as we are now concerned, deal only with stock actually in the press and not with stock in the Stores. The former register is maintained by the Store-keeper, the latter by the Accounts Branch. Theoretically the procedure is as follows. On receipt of plant, etc., the Store-keeper enters the items in the Stock Book with reference to invoices, etc. Evidently at the close of the year the Stock Book is made over to the Accounts Branch which proceeds to make the necessary entries in the Dead Stock Ledger. As regards disposal of stock by sale, as unserviceable, etc., I was unable to discover any trace of a system; apparently no entry is made in the Stock Book, and no system exists for reporting to the Accounts Branch for entry in the Ledger. It is clear that under the present system stock could be disposed of or sold without any entries being made in the Ledgers. The Ledger is supposed to serve as an authentic record of press stock; I enquired what would happen supposing that the Store-keeper omitted to enter a machine in his Stock Book, as this would result in a corresponding omission in the Ledger. I was

suggested that this omission would be discovered in audit. I cannot too strongly condemn this theory of office administration. In the first place there is no certainty that audit would discover such an omission; in the second place the Accounts Branch is responsible that the Ledger contains a correct account of all stock in the press. Under the existing system the branch can only certify that the Ledger corresponds with the Store-keeper's books. In other words there is no control at all over stocks and stores—control which is essential and insisted on in all offices and deal largely with Stores. It is fundamentally wrong to suppose that an audit is a substitute for work that is required from an office, and the sooner the Calcutta Press realises this the better. The system in force is unsound; the method of operating the system is worse. The Store-keeper has made no entries in his Stock Book since the 31st March 1924—evidently he fills up the book annually from old notes and papers at the end of the year, and for 12 months the press possesses no authentic record of its stock. When the entry is made, the date of receipt (an important item in many cases) is not given. In entering the description of a machine, the maker's number—the only means of identification—is not given except in rare instances. The Stock Ledger is written up only to 31st March 1923—in other words the register on which we have to rely is 18 months in arrears. This register is used for showing depreciation and accordingly present value of machines; under the heading "Printing Machines" I noted an entry "Machines, Number 44 Value so: so—less transferred to Delhi. In other words there is no record of each individual machine and it is impossible to find the present value of each as values and depreciation are only entered in lump. In cases where individual machines are entered separately, the maker's number is seldom entered. As a detailed register of stock the Ledger is incomplete and from the method of its preparation unreliable. As regards disposal of stock I have already stated that no system of any description exists for posting in the Ledger. It is essential that a radical change in the system should be made at once.

2. The following system will be introduced with immediate effect. The Stock Book and the Dead Stock Ledger will in future both be maintained by the Accounts Branch. If the Store-keeper desires to keep a Stock Book for his own information he may do so, but it will not be treated as an official register. The following procedure will be adopted for maintaining the Stock Book and Ledger:

I.—Receipts.

(a) *Imported Stores.*—The Invoice will be made over to the Accounts Branch on receipt and the Packing Account to the Store-keeper. On receipt of the machine, material, etc., in proper condition the Store-keeper will make the Packing Account over to the Accounts Branch with a certificate of receipt endorsed on it. Until receipt of the Packing Account from the Store-keeper Accounts Branch will hold the Invoice in suspense; in case of delay in receipt of Packing Account they will enquire from Store-keeper. On receipt of the Packing Account, entry will at once be made in the Stock Book, including date of receipt of machine, etc., full description including maker's number, and then in the Ledger; a separate page should be used for each machine, but small items, *e.g.*, gallys, chases, etc., may be grouped together. When entries have been made in the Stock Book and Ledger, the Invoice and Packing Account will be disposed of in the usual way. All entries in the Ledger must be initialled at once by the Officer-in-charge of press.

(b) *Stores purchased locally.*—The bills are sent for payment to the Accounts Branch; they should be accompanied by (i) the order to purchase, (ii) certificate of supply. Before payment is made, entries must be made in the Stock Book and Ledger as in (a).

(c) *Stores manufactured in the press or supplied from store.*—These are obtained from the Stores, Type Foundry Stores and Mechanical Branch. Nothing is to be issued from any of these branches except on proper vouchers. These vouchers will be prepared in triplicate, one part to be retained by the issuing branch, one by the indenting branch and the third to be sent to the Accounts Branch, which will at once make the necessary entries in the Stock Book and Ledger. In the case of all stock received the Dead Stock Ledger folio number must be endorsed on the invoice, receipt or chalan in the case of imported, local and manufactured articles respectively. This will apply similarly in the case of issues.

II.—Issues.

Issues cover the sale of surplus stock, disposal of unserviceable articles, transfers from one press to another or to Stores. These instructions do not affect the existing practice as regards entries in the unserviceable stock register and

Dead Stock Ledger, but will apply as soon as the unserviceable articles are removed for sale. Accounts Branch should however watch delays in disposal. In order to control issues, dead stock will be deemed to be in charge of the Assistant Manager, and no article of dead stock will be allowed to leave the press premises except under his signature. In the case of sale or disposal of unserviceable or other articles the orders in writing of the Officer in charge of the press are required before an issue order is given. Dead stock will only be allowed out of the press on chalans signed as above in triplicate; the chalan must state distinctly the person or place to which consigned and the reason for issue. One copy of the chalan will be retained by the Assistant Manager, one kept by the Time-keeper at the time of issue and the third sent to the consignee. The Time-keeper's copy shall be made over daily by the Time-keeper to the Accounts Branch. The consignee's portion will be returned, with a certificate of receipt, by the consignee and sent to the Accounts Branch. Except in the case of articles sold (unless adjusted by book debit) the Accounts Branch will as soon as both copies of the chalan have been received note the facts in the stock Book and Ledger and put the Ledger up to the Officer in charge for signature. In the case of articles issued "sold" or "for sale", the Accounts Branch will keep the chalans in suspense pending receipt of the price; in case of delay of receipt of cash, the branch will report for orders; on receipt of cash they will make the necessary entries in Stock Book and Ledger, including the price received and put up to the Officer in charge for signature.

3. Separate Stock Books and Ledgers must be opened for the Dharamtala Form-Press. A new Ledger must be opened for the main press in order to conform with the instructions given under I (a), separate pages for each machine, separate valuation and separate depreciation. All machines must be properly described and identified by maker's numbers. If any difficulty is found in carrying out these orders they should be referred to me at once. A possible difficulty might be the transfer of stock from Hastings Street to Dharamtala, the second from Dharamtala to the purchaser. This can be watched easily by the Accounts Branch. No alteration is required in the present form of registers, but a combined index to the Ledger and Stock Book is essential.

Customs Duty, Freight, Insurance, etc. chargeable to Depreciation Fund.

With reference to your letter No. 356-G., dated the 4th May 1935, I have the honour to say that all incidental charges, *e.g.*, Customs duty, freight, insurance, etc., incurred on the replacement from the Depreciation Fund of plant or machinery should also be met from the Depreciation Fund. (*Letter No. 35/4/35-A. & F., dated the 24th June 1935, from the Controller of Printing and Stationery, India, New Delhi, to the Superintendent, Government Printing, Punjab, Lahore.*)

Adjustment of differences between the stock and book balances of paper, binding materials and dead stock articles, etc.

1. I have the honour to invite a reference to paragraph 8 of letter No. 6454, dated the 12th July 1918, from the Government of India, Department of Commerce and Industry, regarding the stock-taking of petty plant and dead stock articles, and to paragraph 88 (revised No. 149) of the Handbook of the Government of India Presses, which lays down the existing procedure for the stock-taking of paper, binding materials and dead stock articles. The Deputy Accountant General, Central Revenues, Calcutta, has now suggested a change in procedure and I enclose a copy of his letter No. 24-L. A. I. 8 (i)/32, dated the 25th June 1932, and an extract from a subsequent note by him on the subject. The Accountant General, Central Revenues, who was consulted by this office, agrees with the views expressed by the Deputy Accountant General.

2. At present the balance sheets are audited before sanction is accorded to the adjustment of the differences, but, according to the revised procedure suggested, it will be necessary to accord sanction first to the adjustment of the differences. The balance sheets will be audited later and any points which the auditors wish to bring to the notice of the controlling authority will be commented upon in the Audit and Inspection Report. It will be seen, however, that the revision is directed towards more efficient stock accounting.

3. An objection to the procedure proposed is that the sanctioning authority will have to sanction write-off, the adjustment of the differences, etc., without being able to satisfy itself as to the correctness of the entries made in the balance [illegible] to make a personal examination of the stocks

and accounts concerned. It may also be necessary on occasion to issue supplementary sanctions as appropriate which the auditors discover will not be brought to notice till a later date, since the points will be commented upon later in the Audit and Inspection Report. In view of the fact, however, that the procedure proposed is apparently being followed satisfactorily in other Government commercial concerns and since its introduction will avoid delays in opening the ledgers, I propose to agree to the revision. But, before doing so, I would be glad of the approval of the Government of India, as instance may arise where the required sanction would have to be given by the Government of India. *(Letter from the C. P. & S. L. to the Department of Industries and Labour, No. A. & F. 25-13-32, dated the 12th November 1932.)*

In reply to your letter No. A. & F. 25-13-32, dated the 12th November 1932, I am directed to say that the Government of India approve of the revised procedure proposed therein for the adjustment of differences between the stock and the book balances of paper, binding materials and dead stock articles, etc., in the Government of India Presses and other offices of the Stationery and Printing Department. *(Letter from the Department of Industries and Labour, to the C. P. & S. L., No. A.-579, dated the 7th January 1933.)*

Adjustment of differences in stock found on stock-taking in the Government of India Presses.

I have the honour to state that the late Examiner of Press Accounts in his letters Nos. 96-C.-29/176-28, dated the 25th April 1929, and 156-C./176-28, dated the 30th May 1929, prescribed after taking your approval a procedure for the adjustment of differences in stock found on stock-taking in the Government of India Presses; but it has been intimated by the Controller of Printing and Stationery that the procedure is not being uniformly followed in all the Presses.

2. The matter was, therefore, examined anew here, and in consultation with the Controller of Printing and Stationery, who has accepted the proposals, it is considered desirable that the following method should be adopted uniformly by all the presses in future:—

(a) In the case of paper and binding materials and articles other than dead stock on adjustment in respect of values should be made, and only the correct quantities as found on stock-taking should be shown in the ledgers, by addition to Receipts or as additional issues, as the case may be. The adjustment of values is not essential in these cases as the issue price of these articles will get corrected on the basis of the articles in stock. This will be in accordance with the existing practice suggested by the late Examiner of Press Accounts under your orders.

(b) In the case of articles of dead stock * * * * the adjustments should be made in the ledgers both in values and quantities. This is considered necessary because for purposes of correct costing accounts the amount of depreciation should vary with the actual stock value of the type, type metal and other articles of dead stock. Further the value of articles found short or in excess is appreciable and this seriously affects the amounts to be debited under "Depreciation and Interest" in Statement No. 1—Analysis of Press Costs.

3. The necessary instructions will be issued accordingly to the Managers of the Government of India Presses on receipt of your approval. *(Letter No. O.A.-3-8-1604, dated the 29th March 1933, from the A. G. C. R., New Delhi, to the Auditor General of India.)*

With reference to your letter No. O.A. 3-8-1604, dated the 29th March 1933, I have the honour to state that the Auditor General approves of the procedure suggested by you. *(Letter No. 44/-Ac./179-37, dated the 1st May 1933, from the Auditor General of India, to the A. G. C. R.)*

Adjustment of differences in stock found on stock-taking of the articles of petty plant in the Government of India Presses.

It has been decided, with the concurrence of the Accountant General, Central Revenues, New Delhi, that the values of estimated current market rates, of articles of Petty Plant shown to be in deficit as a result of the antiquenial stock-taking of Petty Plant in use should in future be shown in the stock-taking lists of such articles. The value of excesses and deficits of petty plant articles in

store should continue to be shown in the annual stock-taking lists in accordance with the instructions for stock-taking of such articles as laid down in the Handbook of the Government of India Presses. (C. F. & S. Memo No. 2515/40-A. & F., dated 17th October 1940.)

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129. Type and typemetal.—The procedure for the accounting, stock-taking, etc., of type and typemetal is contained in the following orders :—

Supply of types, other printing materials and stores

I am directed * * * * * * * and to say that for the reasons given in paragraphs 2-4 thereof the Government of India have decided that no recovery should be made by one Government of India Press from another for the supply of types, other printing materials and stores. The orders issued in this Department letter No. 4113-A., dated the 5th July 1907, are accordingly cancelled. *(Letter No. D.-6755-F., dated the 21st September 1932, from the Finance Department, to the A. G. C. R.)*

Adjustment of manufacturing charges of type, etc.

With reference to your letter No. 11/6/24-A. & F., dated the 30th August 1932, I am directed to say that the Government of India sanction your proposal that the manufacturing charges of type, etc., supplied by one Government of India Press to another should be adjusted in the accounts of the receiving Press under the head "Renewals and Replacements from Depreciation Fund" and that the charges for type, etc., manufactured for its own use only should be adjusted against the Depreciation Fund of the Manufacturing Press.

The orders contained in the letter from the Government of India, Finance Department, No. D.-6755-F., dated the 21st September 1932, to the Accountant General, Central Revenues, forwarded to you with this Department endorsement No. A.-138, dated the 3rd October 1932, will be modified accordingly. *(Letter No. A.-465, dated the 23rd December 1935, from the Department of I. & L.)*

Note.—Orders contained in paragraph 1 above have been modified. See item 8 (a) of the Instructions for the Stock-taking and Accounting, etc., of Type and Type Metal, reproduced in this section.

Unserviceable type removed from Dead Stock Ledgers.

I am directed to refer to paragraph 9 (a) of the Government of India, Department of Commerce and Industry letter No. 6454, dated the 12th July 1918 (copy forwarded to you with that Department endorsement No. 6455 of the same date), which laid down inter alia that the value to be written off on account of unserviceable type that is thrown out during a year should be calculated at the current rate for old type metal. The Government of India understand that no uniform practice in this respect obtains at present in the several presses under their administrative control. In some presses it is the book value that is written off while in others the value of the type metal is deducted from the Ledgers. In order to ensure a uniform practice in the matter the Government of India, with the concurrence of the Auditor General, have decided that in accordance with rule 1 (b) of the Depreciation Fund Rules published with your letter No. 376/55-28, dated the 1st August 1928, the value of unserviceable type to be written off should in future be based on its book value and not on its metal value. *(Letter No. A.-570, dated the 11th July 1930, from the Department of I. & L., to the Examiner, Government Press Accounts.*

Type and type-metal—Stock-taking of—Depreciation, etc.

I have the honour to invite a reference to paragraph 5 of letter No. 6454, dated the 12th July 1918, from the late Government of India, Department of Commerce and Industry, and to paragraph 89 of the Handbook of the Government of India Presses which lays down the existing procedure for the stock-taking of type and its accounting in the dead stock ledgers. The increasing bias towards mechanical composition in the three major Government of India Presses has led practically to the replacement of type, which was generally bought from outside, by type-metal. The orders of the Government of India referred to did not

essentially apply to type-metal, which came to be treated as "dead stock" in 1923 with the concurrence of the Examiner, Government Press Accounts. Certain difficulties in stock-taking, etc., of this commodity have come to notice and the Government of India were apprised of some of them in this office letter No. [illegible]-A. & F., dated the 20th July 1934, when sanction was requested to the write-off of certain deficits disclosed in the quinquennial stock-taking in the Government of India Press, New Delhi. The matter has been dealt with in extenso by me in consultation with audit and I consider that the following detailed instructions are necessary to ensure uniformity and proper accounting of this commodity in the presses.

2. One important change consequent on the suggestion accepted by audit will be that there will be no "type" in the major presses except display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources. As such there will be no "manufacturing charges" on account of type in any of the presses. These charges which are at present debited to the budget head "Renewals and Replacements from the Depreciation Fund" at the end of the year constitute a charge on the Depreciation Fund of the press concerned and in the new definition, these charges will be debited to the working expenses of the press. Consequently these charges have to be distributed over the various sections of the press in the preparation of Statement I of the costing scheme. Also, the existing orders under which the press was entitled to recover the manufacturing cost of the type supplied to other presses including the Government of India Presses will have to be modified. This has been done in the instructions attached.

* * * * * * * * *

4. I would therefore request the formal approval of the Government of India for the issue of the instructions attached which should be brought into force with effect from the 1st April 1939.

* * * * * * * *

(*Extract from letter No. 25/236-A. & F., dated the 6th October 1936, from the C. P. & S. L. to the Department of Labour.*)

Instructions for the stock-taking, accounting, etc., of type and type-metal in the Government of India Presses.

With reference to your letter No. 25/236-A. & F., dated the 6th October 1936, I am directed to say that, pending a closer scrutiny by the Accountant General, Central Revenues, during test audit, the Government of India agree to the adoption tentatively of the enclosed instructions for the stock-taking, accounting, etc., of type and type-metal in the Government of India Presses, with effect from 1st April 1939.

* * * * * * * * *

INSTRUCTIONS FOR THE STOCK-TAKING, ACCOUNTING, ETC. OF TYPE AND TYPE-METAL IN THE GOVERNMENT OF INDIA MAJOR PRESSES.

1. **(a) All type** (excluding display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources), mono-metal, lino-metal, stereo-metal and other type-metal, including antimony, lead, tin, bismuth, metal reviver and other elements used for rejuvenating metal shall be designated "type-metal" and treated as a dead stock article.

(b) Display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources shall be designated "type" and treated as a dead stock article.

NOTE.—Under the above definition, ordinary type at present in use in some of the presses, e.g., Simla, Calcutta and New Delhi, will be treated as "type-metal" while in others, e.g., Forms Presses, Aligarh and Calcutta, it will be treated as "type" only, as in the latter presses there is no equipment for manufacturing the article in question.

2. (a) Type-metal is not to be entered in dead stock ledgers until it is actually brought into use. The Ledger should be maintained in sections—one section for each branch of the press using the commodity—and the value and quantity of issues to each branch should be posted to the respective section of the ledger. (Inter-branch transfers of type-metal inside the press need not be accounted for.) The grand total of the various sections shall form the basis for stock-taking.

(b) Type will be accounted for separately for each class in the dead stock ledger as at present. No attempt need, however, be made to account for each class in use by detail of bodies.

3. (a) The value of unserviceable type-metal that may be finally rejected should be written off in the ledger section concerned at the average rate as arrived at by dividing the book value of the type-metal registered in the ledger by the total quantity as disclosed by the ledger at the time of such rejection.

(b) The value of unserviceable type that may be finally rejected should be written off the ledger, at its book value. If, however, any such type is put back into circulation in one of the mechanical composing sections, the value and quantity of such type shall be deducted from the ledger account concerned and added to the type-metal in use in the appropriate section of the ledger.

4. Depreciation at the rate fixed must be calculated and written off annually in the ledger at the rate prescribed *both in value and quantity in the case of type-metal and value only in the case of type*, as in the former case the loss in value is mainly quantitative while in the latter such loss is qualitative only.

The stock found in each section on physical verification at the end of every five years will form the basis of distribution of the depreciation (in value) over the various sections for the preparation of Statement I of the Costing Scheme for the succeeding quinquennium.

5. The loss in quantity of type-metal that occurs in a press is primarily due to loss on account of dross, evaporation, etc., in melting and although it is not possible to exercise a strict control on this loss, a portion of it at least can be watched and for this purpose a statement on the lines of the attached form No. 1 should be maintained.

6. Stock-taking will be done quinquennially as at present, care, however, being taken to see that type and type-metal including standing matter are actually weighed wherever possible. Estimation of weight should be resorted to only when actual weighment is not possible. The excess or deficit should be adjusted both in the value and quantity in the stock ledgers with the sanction of the competent authority.

7. (a) In view of the new definition of type-metal it is evident that there will be no "manufacturing charges of type" in future. The cost of operating the mechanical casters, etc., will therefore be treated as current expenditure and distributed to the various productive sections of the press as outlined below :—

(b) Such of the mono casters (including sorts casters) as are entirely engaged in producing sorts required for the correction of monotype set matter should be attached to the mono section. The other casters, viz., those engaged in producing founts, sorts, etc., for hand composition as well as for the correction of mono-type set matter should remain in the "Type Foundry" of which section metal melting, stereotyping and the necessary equipment will form a part—except in the case of the Forme Press, Aligarh, where stereotyping will continue to be a separate [illegible]

(c) The cost of the type foundry as worked out at present but excluding the value of the metal issued to the branch should be exhibited in Statement I of the Costing Scheme as heretofore but it should appear in all cases under part II thereof "Service branches distributed under part I" in the same way as the Mechanical Branch is treated at present. A new sub-head of charge "15a—Type Foundry" should also be opened in this statement for the purpose of exhibiting the distribution of the cost of the type foundry over the various branches of the press. The basis for distribution of the individual items of charges in the type foundry should as far as possible to be the work done by the foundry for each branch of the press. An additional working compilation sheet as in the attached form No. 2 is therefore introduced to facilitate distribution.

8. (a) The Governmnet of India orders contained in their letter No. A.-463, dated the 23rd December 1935, from the Department of Industries and Labour, in regard to the adjustment of the manufacturing charges of type, etc., should be modified in so far as they relate to the manufacturing charges of type. Such charges will be arrived at from column 5 of the new compilation sheet referred to in paragraph 7(c) above and intimated to the receiving press along with the value of metal utilised. The value and quantity of such metal will be reduced in the dead-stock ledger of the supplying press and brought on to the ledger of the receiving press. If that press is the Forms Press at Aligarh or Calcutta, the manufacturing charges will be added to the value of metal and the total accounted for as a receipt of type in the stock ledgers of that press.

(b) The last item, with the footnote pertaining thereto, under the head 'Ten per cent.' in the Annexure to the late Department of Commerce and industry letter No. 6454, dated the 12th July 1918, is hereby deleted. The following items may be added in its place :—

Type metal.

Type.

9. These instructions do not however apply to the accounting of these commodities in the store ledger of the press for which purpose the existing instructions should continue. *(Extract from letter No. A.-463, dated the 16th January 1939, from the Government of India, Department of Labour, to the Controller of Printing and Stationery, India.).*

FORM No. 1

Type Foundry

Outturn sheet of the Metal-melter.

Date.	Quantity received (weight of metal prior to Melting).	Quantity delivered (weight of metal after melting).	Loss in melting.

FORM No. 2

WORKING COMPILATION SHEET

II. 5-A.

15-a. Type Foundry.

Item of Charge.	Hand	Line	Mono	Supplies to Outside offices	Total	How distributed
1	2	3	4	5	6	7
Operatives.						
(1) Machine Caster						(1) To be distributed over columns 2, 4 and 5, in a fixed ratio.
(2) Metal-melter						(2) To be distributed over columns 2, 3, 4 and 5 according to the quantity of metal melted.
(3) Stereotyper, etc.						(3) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(4) *Overtime to above, leave payments to above, idle time payments, if any.*						(4) To be distributed in the same ratio as the pay of the operative concerned.
(5) Branch supervision, Auxiliaries and Branch menials, Officers, Establishment, Allowances, Contingencies, Supplies and Services, Mechanical, Depreciation on Plant, Machinery and Buildings, Interest on buildings, Leave allowances out of India, Pension, etc., Stationery, Proof paper, etc., Audit charges, Stores (other than metal).						(5) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(6) Value of metal						(6) That portion of metal used for manufactures for out agencies to be debited to column 5.

130 Adjustment of cost of Lino slugs.—The Lino slugs required for printing work for the Posts and Telegraphs Department are usually prepared by the New Delhi Press and supplied to the Aligraph Press. The cost of composition and other charges incurred by the New Delhi Press should be included by that press in the monthly statement of debits against the Posts and Telegraphs Department. The slugs should be sent "freight-to-pay" to the Aligarh Press and the metal after use, if returned, should be forwarded "freight-paid" to the New Delhi Press. These and other incidental charges borne by the Aligarh Press should be debited to the Posts and Telegraphs Department.

2. The slugs should ordinarily be returned to the supplying press. If, however, these are retained by the Forms Press, Aligarh, the value and quantity of the metal should be brought on to its dead stock ledger.

CHAPTER IX

OFFICE PROCEDURE

Administration and Accounts Branch

GENERAL

The Printing Department is established for the execution of the printing work of the Government of India, the presses at present existing for this purpose being the Government of India Presses at Calcutta Simla and New Delhi and the Forms Presses at Calcutta and Aligarh—the work of the latter being confined to work for the Indian Posts and Telegraphs Department. A limited amount of form work is executed by outside contractors. Each press is in charge of a Manager under the orders of the Controller of Printing and Stationery, India. The Managers are responsible for the efficient and economical working of the presses.

No private work is undertaken by any Government of India Press, nor are supplies of printing materials made to private presses or bodies.

131. Assistant Manager.—The Assistant Manager (Overseer in the case of the Forms Press, Aligarh) will assist the Manager in the technical work of the press. He should be a thoroughly trained printer and capable for supervising the working details of every branch of the press. He will acquaint himself with the Cost Accounting system and Depreciation Fund rules. He shall have control of all workmen employed in the press and be responsible for the prompt and careful manner in which the work is executed. He must exercise a close supervision over the workmen and see that all men on salaries give a proper daily outturn. He will see that all material, the property of Government, receive proper treatment at the hands of the workmen, and that all machinery and fittings are maintained in a state of the highest efficiency. He shall in particular exercise a strict supervision over the supplies sent in to the press by the various contractors and see that the quality contracted for is in every instance rigidly adhered to. He will bring to the notice of the Manager for further action all supplies which are not up to standard or according to sample. He is responsible for issues of Dead Stock articles disposed of and no such article will be allowed to leave the press premises except under his signature. *(Pg. 232-1, d. 27-8-24.)*

The Assistant Manager is not authorised to engage, promote, degrade or dismiss any workman but his reports shall be considered before any workman is engaged, promoted, degraded or dismissed. He may for the purpose of work transfer men from one branch to another, provided the transfer does not entail a reduction of rank, grade or earnings; and all workmen under pain of dismissal shall obey his orders in this respect.

132. Head Assistant.—The Head Assistant in Calcutta and New Delhi (the Head Clerk in the other presses), is responsible for the general supervision of the clerical establishment. He should see—

(a) that all letters and indents received are duly registered and passed on to the branches or sections concerned, and when finally dealt with, are properly recorded;

(b) that all work ready for despatch is properly packed and duly sent out by the prescribed mode, and all work vouchers are duly receipted and returned for production when required;

(c) that file copies of all such work are carefully maintained;

(d) that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and

(e) that all letters issued are intelligently and briefly registered and office copies preserved.

NOTE.—The Head Clerk in Aligarh Press in addition watches work in the Forms Store Accounts, etc. The Accountant in the Forms Press, Calcutta, has also to perform the duties of the Head Assistant and Cashier in that Press.

Questions in the Legislature.—The disposal of questions in the Legislatures should be given precedence over all other work and enquiries made by the Headquarters office should be returned with replies within twenty-four hours of their receipt. This procedure may be exceeded only when it is essential to do so and in such cases an explanation should always be given for the delay. When a delay is likely to occur the Headquarters Office should be informed at once so that the question of giving and *ad interim* reply may be considered. (*C. P. & S. I. Memo No.* 31/26/33-*A. & F.*, *dated* 14th *September* 1933.)

Reports and Returns.—He should also see that the reports and returns specified, are prepared by those responsible in time for submission to the officers and departments by the dates mentioned:—

Statement of Returns showing date of submission, etc.

Serial No.	Details of Return	Period required	Date due	Presses by which submitted	To whom submitted
1	Register of letters, etc., issued (Dak), and Service Stamp Account	Monthly ...	1st	By all Presses except Aligarh.	Manager.
2	Statement showing earnings of piece-workers on piece and on time with average earnings per hour.	Do. ...	15th	Calcutta, New Delhi.	Do.
3	Fine Fund to be deposited in Post Office Savings Bank.	Do. ...	10th (15th in New Delhi)	By all Presses.	Do.
4	Statement showing consumption of Store articles.	Quarterly ...	15th January, 15th April, 15th July, 15th October.	Calcutta ...	Do.
5	Arrear of work standing in type.	Monthly ...	10th	Calcutta ...	Departments concerned.
6	Statement showing deposits in Post Office and refunds of undisbursed pay and deductions for courts.	Do. ...	10th (15th in the case of New Delhi).	All Presses	Do.
7	Cost Accounts, Part A ...	Do. ...	15th ...	Calcutta, New Delhi, Simla.	Do.
8	Cost Accounts, Part B ...	Weekly ...	Weekly ...	Do.	Do.
9	Departmental Register ...	Fortnightly	1st and 15th ...	Calcutta, New Delhi.	Do.
10	Working Cost Abstract Book ...	Monthly ...	15th ...	Do.	Do.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period required	Date due	Presses by which submitted	To whom submitted
11	Annual indent for local stores purchased through the Stationery Office or the Indian Stores Department.	Annually ...	As and when required.	By all Presses.	D. C. S., Calcutta
12	Progressive statement of expenditure.	Monthly from August.	8th Sept. to April.	Do.	Controller.
13	Gradation list of the clerical establishment.	Annually ...	10th April ...	Do.	Do.
14	Adjustment of the cost of repairs and replacements in the Mechanical Section of the Government of India Presses.	Do. ...	1st week of March.	Do.	Controller and A. G., C. R.
15	List of officers of the Department of Labour.	Half-yearly	15th June, 15th November.	Do.	Controller.
16	Statement of expenditure incurred in executing printing work for the Paying Departments.	Monthly ...	15th	Do.	Controller and A. G., C. R., New Delhi.
17	Statement of actual debits for the whole year against Paying Departments.	Annually ...	As soon as possible after end of year.	Do.	Do.
18	Book value of plant, etc., disposed of.	Do. ...	15th July, 15th October, 15th January, 15th April.	Calcutta, Simla.	A. G., C. R.
19	Statement showing cost of printing specifications.	Monthly ...	20th ...	Calcutta ...	C. I. S. A. C., Cawnpore.
20	Statement showing printing work done for various medical store depots.	Do. ...	15th July, 15th October, 15th January, 15th April.	Calcutta, Simla.	Individual Medical Store Depot.
21	Jury List for High Court ...	Do. ...	On or before 15th December.	Forest, Calcutta, Calcutta.	Calcutta High Court.
22	Day book of issue of paper	Fortnightly	1st & 15th ...	Calcutta, New Delhi	Manager.
23	Registration of motor lorry ...	Annually ...	March / January	Calcutta / Aligarh	Dy. Commissioner of Police. / Registering Authority.
24	Annual indent for imported articles and office stationery.	Do.	15th May (1st February in New Delhi).	By all Presses.	D. C. S., Calcutta.
25	Statement showing details relating to gazetted officers in the Government of India Presses for inclusion in the list of officers under the Department of Industries and Labour.	Half-yearly	31st May, 30th November.	Do.	Controller.
26	Administration Report ...	Annually ...	30th September.	Do.	Do.
27	Indent for paper on Stationery Office.	Quarterly ...	3rd of January, April, July and October, 1st week of Feb., May, August and November, in the case of New Delhi.	By all except Forest, Calcutta.	D. C. S., Calcutta.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period required	Date due	Presses by which submitted	To whom submitted
28	List of bills outstanding ...	Monthly ...	5th ...	Calcutta, New Delhi, Poona, Calcutta.	Controller.
29	Fine Fund Account ...	Half-yearly	April and October	By all Presses.	Do.
30	Statement of printing work done for offices of the Assigned Tracts of Bangalore and Mysore Residency.	Quarterly and Annually.	10th March, 10th June, 10th September, 10th December.	Calcutta, Simla.	Controller and Secretary to the Hon'ble The Resident for Mysore.
31	Budget Estimates	Annually ...	1st September ...	By all Presses.	Controller and A. G., C. R.
32	First Forecast and Revised Estimates.	Do. ...	8th December ...	Do.	Controller.
33	Return showing monumental compositions in press establishment.	Do. ...	20th January ...	Do.	Do.
34	Total amount of depreciation during the year (April to March).	Do. ...	Annually ...	Do.	A. G., C. R.
35	Statement showing compensation sanctioned under the Compensation Act.	Do. ...	15th April ...	Do.	Controller.
36	Return showing sanctioned strength, etc., of compositors, Line and Mono operators and correctors, mornings, evening.	Monthly ...	At the end of each month, Monday.	Calcutta, New Delhi, Simla.	Do.
37	Statement showing requirements of fresh work for following week.	Weekly ...	Weekly ...	Do.	Do.
38	Annual indent for stores, paper and other imported printing stores.	Annually ...	As and when received by G.O.O.	By all Presses.	D. C. S., Calcutta.
39	Annual Establishment Return as it stands on 1st April (For instructions see C. P. and S. U. C. I. No. 25/30/Ex-A. and F., dated 11th January 1930).	Do. ...	15th May ...	Do.	Controller and A. G., C. R., New Delhi.
40	Acknowledgments of permanent advances (Imprest).	Do. ...	15th April ...	Do.	A. G., C. R.
41	Return of workmen under Workmen's Compensation Act.	Do. ...	1st February ...	Do.	Chief Inspector of Factories concerned.
42	Annual Return of Factory with Statement of wages.	Do. ...	15th January 31st	Do.	Inspectors of Factories, Patna, Lahore, Poona, Calcutta, U. P., Cawnpore.
43	Income-tax Statement ...	Monthly ...	5th / 20th	Simla / New Delhi	Rent Office, C. P. W. D., New Delhi.
44	Income-tax Return	Do. ...	April ...	By all Presses.	Income-tax Officer.
45	Timing of Tiffin and Holidays.	Do. ...	20th ...	New Delhi, Simla, Aligarh.	Inspector of Factories, Lahore, and Assistant Inspector of Factories, Delhi, and Chief Inspector of Factories, Cawnpore.
46	Statement showing the number of new time [illegible]	Half-yearly, Monthly.	Half-yearly, Monthly.	Calcutta, New Delhi, Simla.	Controller.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period required	Date due	Presses by which submitted	To whom submitted
47	Sale proceeds of gazette ...	Annually ...	Annually ...	Simla ...	Manager, C. P. S. Calcutta.
48	Final Forecast estimates ...	Do. ...	1st week of March.	By all Presses.	Controller.
49	Proposals for new heads of expenditure.	Do. ...	10th July ...	Do.	Do.
50	Return under the Payment of Wages Act.	Do. ...	February ...	Do.	Chief Inspector of Factories concerned.
51	Recommendations for Indian Tables.	Half yearly	1st January and 1st August.	Do.	Controller.
52	Statement showing printing work done for Registrars and examination of Accountants on all India basis.	Annually ...	1st week of May	Simla, New Delhi.	Government of India, Commerce Department.
53	Statement showing printing work done for Registrar of Divorces.	Annually ...	15th April ...	All Presses except Aligarh.	Controller.
54	Statement showing details of articles supplied by the Stationery Office.	Quarterly ...	1st week of July, October, January and April.	By all Presses.	D. C. S. C. ...
55	List of surplus machinery and other articles.	Annually ...	1st week of April	Do.	Do.
56	Statement showing printing work done for the Indian Stores Department and its attached and subordinate offices.	Do. ...	15th April ...	Simla, Calcutta, New Delhi.	Controller.
57	Statement showing printing work done for Manager of Publications, Delhi.	Do. ...	Do. ...	Simla ...	Manager of Publications.
58	Statement showing printing work done for Opium Agent, Ghazipur.	Do. ...	2nd October ...	Do. ...	Opium Agent, Ghazipur.
59	Statement showing printing work done for Frontier Scouts, etc.	Do. ...	June ...	Do. ...	Controller, N.-W. F. P. Railway.
60	List of employees whose services have been retained beyond the age of 55 years.	Do. ...	15th April ...	By all Presses.	Controller.
61	Statement showing average outturn per Foot and amount of bonus earned by Line and Mine Operators.	Monthly ...	5th ...	Simla ...	Manager.
62	Statement of excess and deficits in outturn of Hand Compositors and Machinemen.	Do. ...	Do ...	Do ...	Do.
63	Short outturn statements of Line (Randomen and Mine Correctors).	Do. ...	Do. ...	Do. ...	Do.
64	Outturn statements of Caster Attendants.	Do. ...	15th ... 8th ...	New Delhi ... Simla	Do.
65	Statement showing allotment of quarters placed at the disposal of the Simla Press.	Annually ...	Annually ...	Simla ...	Estate and Rent officers, C.P.W.D., New Delhi and the Ex. Engineer, Simla Central Division, Simla.
66	List of publications daily to be issued.	Monthly ...	1st week ...	Do. ...	Manager of Publications.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Returns	Period required.	Date due.	Process by which submitted.	To whom submitted.
67	Proceedings of the Works Committee meetings.	Monthly	Early in the month.	By all circle Forms, Calcutta.	Controller.
68	Statement showing the cost of work done for the Civil Secretary, Aden.	Quarterly ...	10th of January, April, July and October.	New Delhi	Controller and A. G., C. R.
69	Classified statement showing the approximate expenditure incurred in connection with the work done for the Military Department.	Monthly ...	15th (22nd in the case of Simla).	By all Presses except Aligarh.	Controller.
70	Hutch final statement showing the cost of work done for the Aden Administration.	Annually ...	10th April ...	New Delhi	Controller and A. G., C. R.
71	Pro-forma estimates of Printing Stores.	Do. ...	1st November ...	Do. ...	D. C., S., Calcutta.
72	Stock-taking lists of General Stores, and paper and binding materials, etc.	Do. ...	15th June ...	In all the Presses.	Controller.
73	Stock-taking list of forms ...	Do. ...	June ...	Forms, Calcutta, Aligarh.	Do.
74	Capital and revenue accounts of residential buildings.	Do. ...	20th October ...	Aligarh ...	A. G., C. R.
75	List of holidays to be observed in the following year.	Do. ...	23rd December ...	Do. ...	Controller.
76	Certificate of Postal Secretary ...	Do. ...	1st week of April.	Do. ...	G. A. G., P. and T., Delhi.
77	Financial review of Stores Accounts.	Do. ...	1st week of October.	By all Presses.	Controller.
78	Estimate of paper in bulk ...	Do. ...	30th June ...	Aligarh ...	D. C., S., Calcutta.
79	Estimate of oil fuel ...	Do. ...	15th July ...	Do.	Do.
80	Estimate of oils, lubricants, grease, etc.	Do. ...	25th July ...	Do. ...	Do.
81	Estimate of ink, Roller composition and glue.	Do. ...	9th August ...	Do. ...	Do.
82	Estimate of binding materials	Do. ...	21st August ...	Do. ...	Do.
83	Estimate of hardware, general stores, textiles, etc.	Do. ...	31st October ...	Do. ...	Do.
84	Estimate for stitching wire and brass rules.	Do. ...	1st week of November.	Do. ...	Do.
85	Estimate for wooden furniture	Do. ...	Do. ...	Do. ...	Do.
86	Estimate of metal ...	Do. ...	Do. ...	Do. ...	Do.
87	Indent for stitching wire and brass rules.	Half-yearly	7th February and 7th August.	Do. ...	Do.

Important files and unofficial cases.—The head assistant also deals with all special administrative matters under the direct orders of the Manager, and with all unofficial references made by departments, and by the Controller of Printing and Stationery, India. A register must be maintained for all unofficial receipts and issues, and care should be taken to see that replies to them are not, on any account, delayed. The branches concerned should be reminded of any outstanding cases, and failing immediate attention, the matter should be brought to the notice of the Manager.

Handbook of the Government of India Presses.—He will bring to the notice of the Manager all changes necessary in the Handbook for further reference to the Controller of Printing and Stationery, India, who will arrange for the issue of amendment slip. It may be noted that most of the specimen forms given in the Handbook are those in use in the Government of India Press, Calcutta, and they may be adopted in all the other presses with minimum modifications where necessary to suit local conditions.

Much of the routine followed by the Forms Press, Aligarh, differs from that outlined in the Handbook, which is based on the procedure of work in the major Government of India Presses, and not always suitable for the Forms Press, Aligarh. That press should, however, endeavour to follow the general principles laid down in this Handbook.

The head assistant in Calcutta and New Delhi (the head clerk in Simla and Aligarh), is responsible for seeing that the routine work involved in the work docket system detailed below is properly carried out:—

Work docket system.—Immediately on receipt in the press, and after entry in the receiver's registers, every job is enclosed within a Work docket, in which the essential particulars are inserted, and made over to the Assistant Manager or Overseer.

Work Docket[1]

GOVERNMENT OF INDIA PRESS, ————

WORK DOCKET.

Date P. O. Regr. No. From Dept.

No. of MS. pages

SUBJECT.

proofs wanted by copies wanted by

SPECIAL INSTRUCTIONS.

Acknowledgment Slips.
Press Regr. No. ————
When read ————

PROOF RECEIVING
To ————
Date ———— Time ————
Received ————
Press Regr. No. ————
When read ————

PROOF CORRECTED
To ————
Date ———— Time ————
Received ————
Press Regr. No. ————
When read ————

[1] A Special work docket form suitable for forms work is in use in the Aligarh Press, and the Head Assistant, Forms Store, deals with the issue of forms work dockets.

Type	Measure	Set.	Dec.	Type	Measure
		Mac.	When performed		
		When cast			
		When received in C. S.			

Sent to Reading Section for 1st / Proof / final reading on _____ Returned back on*

" " " " " " "

*To be filled by the Reader.

Number of proved pages.	1st Proof.		2nd Proof.		3rd Proof.		Number of copies printed.
	Sent.	Returned.	Sent.	Returned.	Sent.	Returned.	

Paper to be used

Sent to Machine Room on Printed off on Forms reached the Binding Branch.† } (Date and time.)

Sent to Despatcher †
(Date and time.)

†(To be filled by B. 2.)

Copies despatched under Acknowledgment Voucher No. _____ dated _____

From Receipt
To _____
Date _____ Time _____
Received _____
From Regr. No. _____
When rept. _____

From Composing
To _____
Date _____ Time _____
Received _____
From Regr. No. _____
When rept. _____

From Reading
To _____
Date _____ Time _____
Received _____
From Regr. No. _____
When rept. _____

From Composing
To _____
Date _____ Time _____
Received _____
From Regr. No. _____
When rept. _____

From Machine
To _____
Date _____ Time _____
Received _____
From Regr. No. _____
When rept. _____

From Binding
To _____
Date _____ Time _____
Received _____

Daily work progress book.—The Receipt clerk will enter in the work docket the date for despatch of the job, if indicated by the department sending the requisition. If no date for completion is given, a date will be fixed by the Assistant Manager, and an entry in the page allotted to that particular date will be made by the Receipt clerk in his *Daily Work Progress Book*. The Assistant Manager or Overseer will mark on the docket the Section or Branch to which it will be sent. The Receipt Clerk will then send all the dockets to General Foreman, who will transfer the job with the work docket to the Section Holder or the head of the branch concerned. On completion of work in each branch the job with the work docket will be transferred to the branch next concerned. All letters, special instructions, etc., received during the progress of the work will be filed in the work docket so that they may be available in all the branches. The branch transferring will fill in the acknowledgment slip, and immediately forward it to the Receipt clerk, duly signed, to enable him to keep in touch with the progress of the job throughout the branches. The information given on the acknowledgment slip will be entered in the *Daily Work Progress Book*. On completion of the job it will go together with the work docket to the

despatcher, who, after despatch, will forward the work docket to the Record Keeper, who is responsible that it is carefully filed together with its contents.

In the Forms Presses the procedure outlined in this paragraph is not observed. The work in its various stages is supervised by the Forms Store Branch in the case of the Forms Press, Aligarh, and by the Press Foreman in the case of the Forms Press, Calcutta.

Daily Work Progress Book

(These cases to be despatched to-day.)

Date originally fixed ——————————————— 19 .

Date of Receipt.	Press Register No.	"A" or "F".	Approx. No. of pp.	Urgent, immediate or closed.	Proof or copies.	Composing.		Machine.		Binding.		Voucher No. (if not despatched to-day). Date to be changed.
						Received.	Sent for Printing.	Received	Sent for Binding	Received	Sent for Despatch.	
						Date.	Time.	Date.	Time.	Date.	Time.	

Work Docket for Payment Work.—The *Work Docket for Payment Work*, which is specially printed on coloured paper, will eventually be returned to the Head Computor by the despatcher, after despatch of the job. The former will work out the amount from the docket referred to and pass on the working sheet along with the docket to the accounts section, which will prepare a bill and send it out immediately for the recovery of the amount. The *Work Docket for Payment Work* is similar to the docket on previous page, except that a check slip is attached, which is detached and sent by the Receipt clerk direct to the accountant before issuing the work docket to the General Foreman.

Check Slip attached to Payment Work Docket.

ACCOUNTANT.	*Detached slip for*
Reg. No. ——————*dated* ——————*is to be noted by you as payment work for which a bill is to issue. Watch for receipt of necessary files and determine for completion of the job.*	*Reg. No.* —————— *dated* —————— —————— *Accountant.*

Arrear list.—At the end of each month, the Receipt clerk will compile from his *Work Progress Book* a list of work which has been sent out in proof and which has been outstanding over a month. This list will be sent to the Head Assistant to enable necessary action to be taken with the officer, or department concerned.

Arrear list and particulars of work standing in type for more than a month.

Press Regr. No.	Name of work.	Size.	No. of pages.	When sent out.	Length of time in type.	Orders of the Department.

Certified that I know the pages of copy of the regr. nos. shown in this list are standing in the Press.

RECEIVING AND DESPATCHING SECTION

133. Desk receivers.—All letters and indents received by post are opened in the presence of the Manager, and will be passed on to the receiver concerned through the Assistant Manager.

All confidential and secret covers are opened by the Manager, or Assistant Manager. Receipts under all other heads are diarized by the receivers in the *Inward Register of Letters Received* and passed on to those concerned. All unofficial cases are, on receipt, submitted to the Manager, and, as soon as passed out, made over to the head assistant, who maintains the *Unofficial Register* and deals with all unofficial references.

Inward Register of Letters received

General No.	Date of receipt.	From whom.	Forwarding office.		Subject.	Disposed of by Outward No. or file.	Case No. (if any).	Remarks.
			No.	Date.				

134. Register-keepers.—Press letters and requisitions are registered departmentally, in the *Printing Office Register* and made over in the work docket, by the head assistant after being entered in the *Work Progress Book*, to the overseer of the branch concerned.

Printing Office Register

Name of Department——————————————

Date of Receipt.	Requisition No. and date.	Indenting officer.	Description of work.	No. and date of forwarding letter, if any, Diary No.	Press Register No.	Section.	When due.	No. of copies printed.	Details of Despatch.				Remarks.
									Supplied to		Voucher Nos.	Date.	
									Dept.	C. P. R.			
									No. of copies.	No. of copies.			

NOTE.—All work whether for printing or binding should be entered here. If any work is sent to private presses for execution, the fact should be noted in the "Remarks" column with the cash voucher number and the contingent bill. Chargeable work should have a separate register.

Transit book.—Register-keepers will see that every letter or document made over to any branch or section is sent in the *Transit Book*, and that an acknowledgment is received for the same.

Transit book.

Date.	Diary No.	Reg. No. and Department.	Section or Branch.	Receiver's Initials.

Register-keepers are held responsible that no form or work is registered in the press, for which no sanction has been obtained by the officer or department concerned. A *Register of Sanctioned Work* will be maintained. These rules must be rigidly adhered to.

Register of Sanctioned Work

Name of Department

Date of Receipt.	Letter No.	Diary No.	Descriptive.	Section to which allotted.	Date of copies sent to C. P. & S.	Remarks.

Registering ordinary work.—In registering, particular care should be taken that the departmental initials are neatly written, as any discrepancy is likely to result in the charge for one department falling on another, or charges recoverable in cash from a particular officer never being recovered at all.

Registering payment work.—Work, for an officer not entitled to free printing, should be registered in a separate "Payment" register, and should bear the initials "C. P." clearly prefixed to the register number. This is essential for the eventual recovery of the cost.

Non-registration of letters.—On no account should any letter or indent be allowed to leave the registry section before it is properly registered. Serious notice will be taken, if any one is found in possession of a letter which has remained unregistered for more than 24 hours.

Requisition form.—Register-keepers should see that all work is accompanied by the standard requisition form properly filled in.

Reminders.—In the case of reminders, etc., register-keepers should look up and note all references to previous correspondence, the register numbers of the work in question, and the particular section doing the work, before sending them to the overseers or heads of branches.

Filing letters.—The file system given at Appendix I of the Manual of Office Procedure introduced in 1924 for the Office of the Controller of Printing and Stationery, India, should as far as possible be followed.

155. **Despatch Branch.**—In despatching printed copies of any work, despatchers should see that they are accompanied by a file copy of the job showing the printing office register number, the date and the number of copies, and signed by the section-holder concerned. They should also see that the requisition ordering the supply is within the work docket, and refer to the same when preparing the *Despatch Voucher*.

Despatch Voucher

MANAGER, GOVERNMENT OF INDIA PRESS,————,

Despatch Voucher No.——

ADVICE NOTE OF DESPATCH OF ——— (PROOFS / COPIES) AND ACKNOWLEDGMENT VOUCHER.

Despatch Voucher No.

P. O. No.————

Forwarded to————

————

By————

Date————19

Despatcher.

Particulars of work————

————

————

————

Register No.

Requisition No.————

No. of copies————

Received the————day of————

By————

Of————

As————

Type to be kept standing / distributed.

NOTE.—For despatching publications to the Central Publication Branch special form C. P. B. 29-S. should be used.

Numbering of vouchers.—The press vouchers used in the section for the despatch of printed copies and proofs, should have only one running number for the year.

Work files.—The despatcher is responsible for the regular filing of work dockets and files of the work done. They should be arranged departmentally, in the order observed in the printing office register, with the voucher numbers noted on them. When supplies are made in part, the file copies should be returned to the case room for completion of the balance, all delays in the receipt of the balance due being brought to the notice of the Assistant Manager.

Requisitions disposed of.—After despatch, the work dockets are marked off by the despatcher for filing, and handed over to the register-keeper to mark off his register as filed.

Mode of despatch.—Beyond the limit of four book packets, the post should not be resorted to in despatching supplies to any individual address. Bulkier supplies should be sent by rail, care being taken that nothing is despatched by passenger train, except when specially desired, or when extreme urgency is otherwise indicated in the requisition. The despatcher will be liable for any claims arising out of improper recourse to passenger trains. In cases of large consignments by goods train, discretion should be used as to whether a small portion should not be sent by post as an advance supply, intimation being given in the despatch voucher of action taken in regard to the balance. All despatches should be entered in the *Outward Register of Railway and Steamer Parcels.*

Outward Register of Railway and Steamer Parcels.

Serial No.	Voucher No. and date.	Officer's name.	Station.	No. of parcels.	Date sent out.	Date R/R or receiver acknowledgment received.	R/R No. and date.	Date R/R posted.	Remarks.

All bulky overseas consignments shipped via the port of Calcutta should be despatched through the Deputy Controller, Stationery, who has undertaken the duties of an Agent, Government Consignment, and those shipped via Bombay should be despatched through the Deputy Manager, Bombay Port Trust, Hamallage, Alexandra Dock, Bombay.

Packing consignments.—The packing to be used for all rail freight consignments should be determined by the nature of the contents; form work generally and envelopes, case covers, etc., being only wrapped in gunny with a brown cartridge lining. Packing cases should be used only in cases of book work, and other important printed papers. Overseas consignments require special treatment.

Railway credit notes.—Credit notes are issued to railways for supplies intended for the army. The despatcher will be liable for any claims arising out of the injudicious issue of credit notes. Credit notes are also issued by the press for taking delivery of consignments booked by departments—"freight-to-pay". The Credit Note system should be utilised on the East Indian and North Western Railways only in cases where the amount involved is Rs. 50 or more (*C. P. & S. Memo. No. 8/73/33-A. & F., dated 13th October 1934*). Ignorance of rules will not be accepted as an excuse for such action. All doubts and difficulties in such matters should be referred to the Assistant Manager.

Railway receipts.—Rail despatches particularly those by passenger train should be followed immediately by advices, signed by the Assistant Manager and accompanied by railway receipts, per registered post.

Local delivery.—All letters and packets for local delivery shall be sent to the Despatch Branch. After necessary entries in the Despatch Register they shall be entered in a peon book and the Despatch Branch shall be responsible that they are sent to the proper addresses and receipted. All railway and overseas consignments shall also be despatched by the Despatch Branch and any contingent charges in connection therewith shall be vouched for in the prescribed Cart and Cooly-hire Book.

Despatch by post.—All letters and packets for the post shall be sent to the Despatch Branch in time for the day's post. The postal receipts obtained for parcels and registered packets, etc., shall be filed by one of the clerks in the Despatch Branch.

Service Stamps.—Service postage stamps shall be used for postage and the cost incurred on each packet or letter shall be carefully entered by one of the clerks in the Despatch Branch in the Dak Book and totalled up at the close of the day's work. The clerk who keeps the Dak Book shall be responsible for the correct tallying of his daily receipts and issues of these stamps. The Register shall be checked by the Accountant or the Head Computor and submitted to the Manager every month.

Despatch Register.

Date.	Register No.	Peon's name.	For what office.	Voucher No.	No. of copies.	Date on which the voucher returned.	Remarks.

Dak Book

Expenditure of Service Postage Stamps during the month of .....

Letter No.	Receipt No.	Voucher No.	To whom sent.	Station.	Book Packets.	Parcels.	Letters.	Amount of Postage. Parcels.		Letters.		Remarks.
					No.	No.	No.	Rs.	a.	Rs.	a.	

CORRESPONDENCE SECTION.

138. Senior assistant.—*Letters.*—All letters issued are signed by the Manager, to whom drafts are first submitted for approval. The drafts are made out by the senior assistant of the correspondence section, from the instructions received from the several branches of the press. Instructions for all press letters have to be approved by the Assistant Manager. Drafts involving technical matters should previously be referred to the branches concerned, before they are submitted to the Manager for approval. All "accounts" matters particularly come under this class.

Telegrams.—Telegraphic references should not be necessary except under extreme urgency. Strict economy should, therefore, be observed in the use of cables and telegrams, and express letter forms should be used wherever possible. All telegrams will be signed by the Manager.

Prompt issue of letters and telegrams.—Ordinarily, letters and telegrams should issue on the same day they are received from the branch concerned.

Records.—The records of this section should be overhauled every year, and older registers and work files destroyed under orders of the Manager, to make room for new ones. No issue letter files should, however, be destroyed on any account, nor files of any book-work of importance.

PUBLICATION SECTION.

(SIMLA PRESS.)

137. Gazettes.—Copies of the Gazette of India are printed and distributed in accordance with the instructions received from the Central Publication Branch, Delhi, and are accounted for by the Press in a Stock Book. Any surplus copies left after distribution are sent to the Central Publication Branch weekly. Sale-proceeds of any copies sold by the press are credited to Government; a yearly account being furnished to the Central Publication Branch.

NOTE.—With the exception of town copies which are distributed by the press to avoid delay, all copies of the Gazette printed by the New Delhi Press are made over, directly they are printed, to the Central Publication Branch where they are stocked for sale and distribution.

ACCOUNTS SECTION.

138. Accountant.—The Accountant, or in the case of the Government of India Press, Simla, an Upper Division Clerk selected for the duties, is responsible for the general administration and efficiency of the clerical establishment of the section, and that the prescribed routine regarding accounts questions is strictly observed. He will maintain a complete set of all the forms authorised for use in the various branches, and see that no alteration or addition is made to them except under the orders of the Manager, who will obtain the approval of the Controller of Printing & Stationery, India, if necessary.

Pay Bills.—The Accounts Section under the orders of the Accountant is responsible for the preparation of Pay Bills. Separate bills should be prepared for the clerical and industrial establishments. Pay bills of the clerical establishment should be drawn on presentation of the bills at the Local Treasury or the Accounts Officer four days before the last working day of the month to which they relate. Amount estimated to be sufficient to pay the industrial staff should be drawn from the Treasury or Bank on a simple receipt and pay bills in adjustment thereof should be sent to the Accounts Officer within 15 days of the drawal of the simple receipt. Care should be taken to see that the provisions of section 5 of the Payment of Wages Act, 1936, are complied with. Every arrangement should be made for the submission of the pay bills to the Manager for signature and despatch in time.

Administration and accounts letters.—All letters received and marked "adm." and "accounts" by the Manager are to be received by the Accountant personally, and distributed to the clerks concerned, together with any instructions necessary for dealing with them. He will be held responsible that they are dealt with expeditiously.

Remittances.—He is responsible for seeing that receipts are despatched promptly for all remittances received, after they have been dealt with in the cash section.

Payment work.—He is responsible for seeing that bills are sent out promptly for all payment work. He will receive from the head computor a check slip detached from every payment work docket, and must see that he receives from the despatcher through the head computor the docket, and files relating to the check slip, for the purpose of compiling the bill for the work done.

Budget.—He is responsible for the preparation of the budget estimate [illegible] and accurately, for submission to the Manager. The estimate is due to be sent to the Controller and to the Accountant General, Central Provinces, by the 1st September. It should be submitted to the Manager at least two weeks previous to this date, so that he may have time to examine it thoroughly.

The following instructions should be observed for the preparation and submission of Budget estimates:—

(1) The Budget estimates should be submitted to the Headquarters office *by not later than the 1st September.*

(2) The estimates should be prepared in final form with the actuals for the past three years completely filled in as also the Budget grant for the current financial year printed in the Book of Demands for Grants and the proposed provision for the next financial year, *with clear and brief explanations for variations in the figures for these two years.*

(3) The following details which are required by the Government of India should also be furnished:—

(a) Full details in respect of the strength of the piece establishments should be clearly shown in the working sheets forwarded with the Budget estimates.

(b) Explanations should be given in the working sheets forwarded with the estimates, in respect of cases where certain incumbents have been permitted to retain their old time scales till they have earned their next increments in these scales.

(c) Reasons in detail for the provision made for leave salary should be furnished in the 'Remarks' column of the estimates. A separate statement showing actuals of leave salary paid during the past three years, in respect of each of the various classes of workers, *e.g.*, Operatives, Auxiliaries, etc., should also be furnished in the following form:—

—	1929-30.	1930-31.	1931-32.	Total.	Average.	Provision proposed.
Operatives ...						
Branch supervision						
Auxiliaries ...						
Do. ...						
Do. ...						
Total ...						

(4) All new items of expenditure for which it is necessary to obtain the approval of the Standing Finance Committee of the Legislative Assembly before they can be incorporated in the Budget, should be shown separately in Part II—Fresh charges, with full reference to the communications to the Controller of Printing and Stationery, India, containing the proposal or letters to the Government of India as the case may be. No provision should be proposed for any item for which proposals have not been submitted to the Government of India.

(5) Provision for temporary posts which are sanctioned for one year only should be treated as new items of expenditure in the following year's budget if their continuance is considered necessary, the provision for such posts should be included in Part II—Fresh charges of the estimates.

(6) In cases where lump cuts have been made by the Accounts Officer, the Controller or the Government of India in the Budgets for the current year under the head 'Deduct probable savings', such cuts should be taken into account in preparing the estimates for the next year.

(7) Budgets should be accompanied by a covering unofficial note in which all the important points should be clearly explained.

(8) *Three* copies of the estimates complete in all respects with the necessary statements duly signed should be submitted to the Headquarters Office and two similar copies should be forwarded simultaneously to the Accounts Officer concerned, the fact being mentioned in the covering note.

(9) Budget estimates under the head "Civil Works" in the case of Calcutta Offices only should be prepared and submitted direct by the 15th August to the Executive Engineer, Calcutta Central (Aviation) Division, Calcutta. (*C.P.&S.I. Memo. No. 9|4|32-A. & F., dated 3rd July 1932.*)

(10) The budget provision for pieceworkers should be made on the basis of the actual average earnings of the previous three years with modifications in the light of any increase or decrease of establishment, annual increments, etc. (*Labour Dept. letter No. A627, dated 14th August 1938, F. No. 2D|57|37-A. & F.*).

Un-official Memorandum No. H. Q.-2568, dated the 11th June 1928, from the Controller of Printing and Stationery, India.

As it is very essential that any new proposals which necessitate extra budget provision in next year's budget estimates should be carefully examined and reported to the Government of India in order to give the Department of Industries and Labour ample time to examine such proposals, will the Manager D. C. kindly submit any proposals for additional machinery or otherwise by not later than July the 15th, 1928. In this connection owing to the transfer of a very considerable amount of work from the various Provincial Government Presses to the Government of India Presses, I understand the work has increased and all the Government of India Presses have been kept more than busy during the last year. If, therefore, you consider that you require any additional Monotypes or Linotypes and staff for this purpose, please submit your proposals by the above date and at the same time give details of any increase in work which you have been called upon to produce, as in order to obtain any extra or additional machinery it will be necessary to give the Department of Industries and Labour a full and detailed report on the subject.

C. P. & S. I. Memorandum No. 28|6|34-A. & F., dated the 8th August 1934, to all Government of India Presses.

Will the Manager kindly refer to this office un-official memorandum No. H. Q. 2568, dated the 11th June 1928, in which it was impressed upon Managers that proposals for additional machinery, etc., should be submitted to this office in advance of the budget so that adequate provision might be made in the estimates for the following year with the approval of the Government of India. These instructions have not been rigidly followed and proposals for the replacement of plant and the purchase of additional plant have been received despite the fact that no provision exists in the budget to meet the cost of the same. When sending up such proposals it is incumbent on the Manager to see that funds have been provided specifically in his budget to meet the cost of the plant and to mention this in his application for sanction and the extent to which funds are available. Except for very special reasons reappropriation from other heads to meet the cost of items not provided for will not be sanctioned.

Monthly statements.—Monthly statements of expenditure have to be despatched to the Controller by the 15th of every month. No statements are required for the first four months of the year. The first statement to be submitted will be that due in September which should show actuals up to the end of August. Thereafter the statements should be submitted monthly. It is the duty of the Accountant to see that these statements are submitted to the Manager in time, for examination before despatch.

Memorandum No. 39|3|39-A. & P., dated the 8th March 1939, from the C. P. and S. I., to all Presses and Branches.

With a view to reducing work in the Accounts Sections of the Presses and Branches of the Stationery and Printing Department, the following procedure may be adopted with effect from the 1st April 1939, in regard to the submission of monthly financial statements.

Monthly Statements of Expenditure.

No statements are required by this office for the first four months of the year. The first statement to be submitted will be that due in September which should show the actuals up to the end of August. Thereafter the statements should be submitted monthly. Present dates of submission should be observed.

Monthly and Final Paying Departments Statements.

The statements showing debits raised against the paying departments should be submitted by the prescribed dates as at present.

(With effect from the 1st April 1939, it is not necessary to send a copy of the statement showing the cost of standard forms supplied to Provincial Governments to this office, but it should continue to be submitted to the Accountant General, Central Revenues.)

[With effect from the 1st April 1939, it is not necessary to send to this office copies of statements showing credits to paying departments on account of sales of their publications, but they should be submitted to the Accountant General, Central Revenues, as at present.]

[It is no longer necessary to submit statement II attached to the monthly expenditure statement in such an elaborate form. It should be prepared on the lines of the attached form and submitted along with the expenditure statement as in paragraph 2 above.

(ii) Statements III, IV, V, IX and X attached to the present monthly expenditure statements may be discontinued from next year.

(iii) The statment showing value of indents passed for supply to paying departments should be submitted monthly as at present. The details in respect of 'V. 1 (3)-Military' should be shown at the foot of the form instead of in a separate sheet. Details in respect of "Northern India Salt Revenue" may be shown in a separate sheet or at the foot of the form whichever is convenient.

The monthly expenditure statement of the Reserve Stamp Depot may be substituted by a quarterly statement.]

NOTE.—Portions within ( ) to Central Forms Store only, [ ] to C. P. B. only, and { } to D. C. S. only.

Checking of bills.—All bills received for printed work executed, or for supplies made by outside firms, are to be checked by the Accountant after they have been dealt with by the assistants concerned, and before they are submitted to the Manager to be passed for payment.

Checking receipts and issues of service postage stamps.—The Accountant will be responsible for the correct accounting for all stamps received, and issued by the press. The stamp account will be also checked frequently by the Manager.

Letter No. 4659, dated 13th October 1924, from the Under Secretary, Finance Department (Central Revenues), to all Local Governments and Administrations.

I am directed to refer to my circular letter No. 1501, dated the 15th May 1924, and to say that it has been represented to the Government of India that some doubt exists whether the inspection and audit of service postage stamps referred to therein will be done by the heads of Departments and other officers concerned or by the Audit authorities. I am to say that the intention of the Government of India was not to burden the audit authorities with additional duties, but that all heads of Departments should make their own arrangements for inspection and a domestic audit of their stamp accounts. I am accordingly to request that if the Secretary to the Government in Council sees no objection the various heads of Departments and other officers concerned may be instructed accordingly.

Refunds.—Amounts received in excess, or sent to the press in error are to be returned to the remitter, or to the office for which they are intended. On receipt of instructions from the assistant dealing with the case, the accounts section will prepare a refund voucher in duplicate, one for submission to the Accounts Officer and the other to be sent to the cashier as authority for the refund of the amount mentioned therein. The amount refunded must be noted in the *Cash Remittance Register* by Accountant himself. A *Statement of Refunds Register* (see page [illegible]) is maintained by the cashier.

Refund Voucher.

Date——————19 .

Returned
Transferred to——————————————————
Paid

the sum of Rupees——————————————————out
of Rs.——————————received in this office on——————19
from——————————————————————being
the amount overpaid on account of——————————————
supplied, vide Memo. No.——————A, dated——————19 .
Rs.——————

Manager, G. of I. Press,——————.

Bill for Refund of Balances of sums deposited in Treasuries.

Month and date.	Name of Treasury.	From whom received.	Amount paid into the Treasury.	Amount refunded.	Remarks.
					This item was included in item for Rs. As. P. deposited in the Imperial Bank of India, vide receipt No. , dated 19 .
					This item was included in item for Rs. As. P. deposited in the Imperial Bank of India, vide receipt No. , dated 19 .
					This item was included in item for Rs. As. P. deposited in the Imperial Bank of India, vide receipt No. , dated 19 .

Bill No.——————

Forwarded to the Accountant General,——————for refund.

Certified that all amounts drawn on previous bills have been duly disbursed to the persons to whom they were due, and that orders for refund have been duly noted against the original receipt entry in my books and that previous orders for refund of the same sum have not been issued.

(K. & O. E.)
Received payment
Manager, G. of I. Press,——————

139. Estimates.—All estimates asked for by departments must be prepared by the estimator promptly except in the case of the Government of India Press, Simla, and Forms Press Aligarh, where such work is performed by the Senior Computor and computor respectively. Before submission to the Manager they should be checked carefully by the Accountant. The working sheets showing the calculations must be carefully preserved. It is essential that the sale price of all Government publications be based on the actual cost of production, with the addition of the proportionate cost of overhead charges and materials. It is, however, impracticable to fix the price on this basis in all cases. The estimator, however, will, in every case, base the estimate on actuals as far as the job has gone at the time the estimate is required, estimating only for the unfinished portion of the work.

140. Stock Ledger Keeper.—The stock ledger keeper is responsible for the maintenance of the following :—

(a) Stock book of printing materials.

(b) Dead stock ledgers.

On receipt of invoices from the general storekeeper, he enters all particulars in the *Stock Book of Printing Materials.*

Stock Book of Printing Materials.

Date.	Description of materials.	From whom rec'd.	Quantity or No.	Rate.	Amount.			Total.			Stock Ledger Folio.	Remarks.
					Rs.	a.	p.	Rs.	a.	p.		

From this, the entries are carried to the *Dead Stock Ledger* (*Type, printing materials, etc.*).

Dead Stock Ledger (*type and printing materials*).

(Left hand page.)

Name of article.....

Date.	Description of material.	Source of receipt.	India Office Invoice, Contract Voucher No. or letter.	Date.	Quantity.		
					lb.	oz.	No.

Hand.		Distribution.		2.—Mono.		3.—Lots.		4.—Sal-Posing.		5.—Hand Press.		6.—Machine.	
No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.
	Rs.		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.

(Right hand page.)

RATE FOR DEPRECIATION PER CENT.

Rate.	Amount.			Total.			Manager's orders as to disposal if unserviceable.	Remarks.
	Rs.	a.	p.	Rs.	a.	p.		

BUTION

7.—Drawing.		8.—Printing.		9.—Binding.		11.—Mechanical.		12.—Foundry.		14.—Outwork.		15.—Supplies.		Total.	
No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.
	Rs.		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.

NOTE.—For detailed instructions regarding the maintenance of Dead Stock ledgers see Chapter VIII, Section IV.

Unserviceable articles.—On receipt of the "*Unserviceable Register*" of any branch, containing an entry of an article declared unserviceable by the Manager, or Assistant Manager, the stock ledger clerk shall immediately write the article off from his ledger, and return the register to the branch concerned, so that it may be sent with the article for safe custody to the general storekeeper (see page 254).

Depreciation.—The stock ledger keeper is responsible for the correct working off of depreciation on all dead stock articles.

Stock-taking of paper, binding materials, dead stock articles, stores and spare parts, etc.—The stock ledger keeper or the General Storekeeper, as the case may be, is responsible for intimating in time, to the Manager, the date on which stock has to be taken. It should be taken annually (31st March) of petty plant articles in store, along with the stock of consumable stores. Stock of dead stock articles and petty plants in use must be taken every five years. (*Dept. of C. and I. No. 6454, d. 12-7-18, reproduced in Chapter VIII, Section IV*). On intimation that stock-taking is due, the Manager will detail the officers and issue such instructions as are essential for the particular stock-taking which has to be carried out. On completion of the stock-taking, the working sheets initialled by the officer deputed to take stock, are made over to the Stores Branch for compilation and computation, if necessary, by the computors. The stock ledger keeper or the General Storekeeper, as the case may be, on receiving the results of the stock-taking will immediately proceed to prepare the balance sheets and other annual statements. The fair copies of the balance sheets are then submitted to the Manager for signature. Afterwards the unaudited balance sheets are sent to the Controller of Printing and Stationery, India, for the purpose of obtaining his sanction, or that of the Government of India, if necessary, to the adjustment of any differences. On return from the Controller stock ledgers for the ensuing year should be opened with the results of stock-taking. Adjustment of differences in stock found on stock-taking should be made according to the procedure outlined in letter No. G.A. 3-8-1804, dated the 29th March 1938 from the Accountant General, Central Revenues, to the Auditor General of India (reproduced in Chapter VIII, Section IV). After the audit of the annual accounts of the press the audited balance sheets, stock-taking lists, etc., together with the audit certificates and any explanations required regarding discrepancies should again be sent to Controller for necessary adjustment of differences discovered after audit. Such adjustments should be made on receipt of the Controller's sanction.

The values at estimated current market rates of articles of Petty Plant shown to be in deficit as a result of the quinquennial stock-taking of Petty Plant in use should be shown in the stock-taking lists of such articles. (*C.P. & S. Memo. No. 25|5|50|40-A.&F., dated 17th October 1940, reproduced in Chapter VIII, Section IV*).

STATIONERY AND STORES SECTION.

141. **General Store-keeper.**—The general store-keeper is personally responsible for the care of all general and stationery stores whilst in stock and for the proper accounting for all receipts and issues.

A.—General Stores.

Classification of stores.—The general stores consists of three classes:—(a) English stores (b) local stores, and (c) unserviceable stores.

(a) (i) *English Stores*.—English stores are obtained on annual indent submitted to the Controller of Printing and Stationery, India. The consignments of English Stores shipped to the port of Calcutta from England are delivered by the Deputy Controller, Stationery, Calcutta, and those shipped to the port of Karachi, by the District Controller of Stores, N. W. Railway, Karachi. On receipt, the cost challans are signed by the store-keeper and after the contents of the packages have been checked, the duplicate packing account is signed by the Manager and returned to the High Commissioner for India, London. The date of receipt, invoice no. and date, quantity, rate and amount are then recorded in the general store ledgers.

(ii) *Forecast of English Stores*.—The Managers of the presses will estimate their requirements of printing stores to be purchased in England, *e.g.*, spare parts, accessories of printing, binding and other machines and other articles as are included in the Home Indent, value them and forward the estimate to the Deputy Controller, Stationery, Calcutta, by the 15th July each year. Subject to modification under the orders of the Controller of Printing and Stationery, India, the Deputy Controller, Stationery, will include those requirements in the Home Indent and shall intimate the items eventually included in the indent to the presses concerned by the 10th August for information.

(iii) *Printing Machinery*.—Printing machinery of all descriptions will as a rule be purchased in India and provision should, therefore, ordinarily be made in the budget estimates of the presses under the usual expenditure heads, viz., "Additions to Plant and Machinery", "Renewals and Replacements", etc. In cases where it is definitely known before the submission of the budget estimates that the purchase will be made in England, the press should intimate the amount involved to the office of the Controller of Printing and Stationery, India, by the 15th August each year. Budget provision for the purchase will then be included by that office in the estimate of "Expenditure in England". In such cases, however, where the expenditure is ultimately debitable to the Depreciation Fund of the Presses, the provision for such expenditure will be included in the press budget under the heads concerned. Debits for such expenditure will be passed on to the presses through the Accountant General, Central Revenues, for final adjustment in the press accounts under the heads "Renewals and Replacements" and "*Deduct* amount transferred from the Depreciation Fund". When submitting indents to the Central Stationery Office for compilation of the Home Indent, the presses should clearly indicate items the cost of which will be debitable to the Depreciation Fund. (*C. P. & S. Memo. No. 9|43|38-A. & F., dated the 1st February 1938 and u.o No. 9|2|38-A. & F., dated 27th March 1939.*)

No orders entailing an expenditure of more than Rs. 250 should be placed with the Central Stationery Office, Calcutta, for the supply of printing stores, without the previous sanction of the Controller of Printing and Stationery, India. (*C. P. & S. I. Memo. No. 26|4|38-A. & F., dated 25th April 1938.*)

(b) *Local Stores*.—The major items of local stores are purchased by, or through the agency of the Indian Stores Department, or the Deputy Controller, Stationery, in accordance with the Stores Purchase Rules. Petty items are purchased locally by the Manager. Tenders are invited by advertisement in the daily papers, and schedules are issued setting forth the descriptions and estimated quantities of the articles to be supplied during the year. Successful tenderers are required to execute an agreement and to deposit a sum as security for the due fulfilment of

the contract. The date of receipt, invoice no. and date, quantity, rate and amount are then entered in the store ledgers after personal check by the store-keeper.

Agreement for the supply of local stores.

, the undersigned,
of
do hereby contract to deliver to the Manager, Government of India Press, , miscellaneous articles and whatever else may be required by him for the use of the Government of India Press, at the prices detailed in the list annexed, for one year, commencing from the 1st of the month of 19 , and ending on the 31st of the month of 19 , subject to the conditions and agreement hereafter specified; and agree to deposit with the Manager a sum of Rs. as security for the faithful performance of this contract.

2. All supplies, in quantities according to written orders to be given by the Manager, or others authorised by him to give such orders, to be delivered at at such times as they may be required, free of cost of conveyance, either by or by an authorised agent, who shall be responsible to the Manager for the quality of the article supplied.

3. The Manager undertakes that each bill, to be presented by as soon after each delivery of goods as is practicable, shall be paid after such time as is reasonable for check.

4. All articles supplied by to be subject to the inspection and approval of the Manager and any such articles considered by the Manager to be inferior in quality to that contracted for, may be rejected by him. In the event of any article being so rejected, agree to replace it with an article of proper quality within a reasonable time of its rejection, and to submit to a fine the amount of which shall not exceed the value of the article rejected.

5. In the event of such second supply being necessary the Manager will determine whether the quality of the second supply is or is not equal to that contracted for; and if he shall consider it inferior to this, he shall be at liberty to purchase from the market, at cost and at such price as he may be able, the article or articles of stipulated quality. The cost of any article so purchased, as well as the fine imposed, to be deducted from bill for the month in which the failure occurs.

6. agree and consent that, in case of the non-performance on part of any of the conditions herein contained, the Manager may purchase the required articles elsewhere, and charge the cost of them to and take and appropriate the sum of Rs. deposited by , as liquidated damages for such breach of contract. It is agreed, further, that the Manager may at any time determine the contract now made, upon giving one calendar month's previous notice in writing to of the intention to determine the same; and in like manner the said may determine this contract by giving to the Manager two calendar months notice in writing of intention to do so. But the right of the Manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

7. agree that all articles shall be furnished, on the written order of the Manager, within reasonable time of the receipt of such order by .

8. further agree that nothing in this contract shall be held to bind the Manager to purchase from any of the articles enumerated in the schedule which it may be found possible to procure from a Government manufactory.

Manager,
Government of India, Press.

Contractor.
Witness.

NOTE.—For instructions regarding the public opening of tenders, see paragraph No. 697 in Chapter IV.

Ordering local stores.—All stores are ordered only over the signature of the Manager. The order is made out in duplicate, one copy of which is retained by the storekeeper, except in the case of articles purchased through the agency of the Indian Stores Department, when indents are made out in sex-tuplicate, copies going to (1) Contractor (2) Indenting officer (3) Consignee (4) and (5) Inspecting Officer, Indian Stores Department, and (6) Audit Officer of the Indian Stores Department.

Order for Stores

Order No. Dated 19 .
To
Please supply as follows :—

Description of materials	Quantity or Number

Manager

Delivery of local stores.—On delivery of the stores, receipts are granted by the general storekeeper after a personal check of their quality and quantity by the Assistant Manager. The number and date of these receipts, together with the quantity and rate, are at once entered in the *Store Ledger*.

Receipt for Stores

Receipt No.——— Dated———19 .
From———
Received as follows :—As per order No.———dated———

Description of materials	Quantity or Number

General Storekeeper.

Note.—This receipt is made out in duplicate, one copy being retained by the general storekeeper while the other is sent to the supplier.

Bills for local stores.—Bills for local stores are checked with the general storekeeper's receipts, and with the order, and passed by the Accountant to the Manager for orders as to payment. The budget head to which the purchases are debitable is noted on the bills before they are forwarded for necessary action to the Accounts Officer and issue of the cheque or pay order for the amount due.

Issue of stores.—All issues to the branches or sections are made only on receipt by the storekeeper of a *Store Issue Voucher* signed by either the Assistant Manager, or Manager. On receipt by the branches or sections the vouchers are signed and returned to the storekeeper. This voucher is made out in duplicate.

Store Issue Voucher

_____ Branch.

Issue voucher No._____ Dated_____19 .

F. O. No. or description of work (if possible).	Description of articles.	Ledger Folio.	Quantity or Number.

Supply.

Signature.

Manager.

NOTE.—The storekeeper should not issue any articles until the worn-out article is returned from the section indenting, the head of which will take the necessary steps to get the returned article certified unserviceable by the Manager, or Assistant Manager.

General Store Ledger.—The general store ledger will be maintained separately for—

(a) Dead stock articles.

(b) Petty plant articles.

(c) Spare parts.

(d) Raw materials.

Articles classed as "petty plant" which are purchased locally and stored before issue should first be accounted for in the *General Store Ledger*, the contingent bill no. being entered, and on issue to the branches, entered in the *Petty Plant Ledger*. If the article is purchased in England is should be accounted for in the *General Store Ledger*, whether it is brought into general use straightway or not. The invoice no. should be entered in the ledger.

NOTE.—The object of this distinction in treatment between locally purchased and imported articles is to ensure that the cost of the latter is properly debited. It is important that this procedure should be uniformly observed. (*Dept. of C. and I. No. 8454, d. 12-7-18.*)

The cost of articles purchased locally, whether stores, petty plant or spare parts of machinery, should be debited to the appropriate branch or section of the press. The cost of imported articles should, however, be debited on issue.

NOTE.—Articles are purchased locally as occasion demands and there should never, in ordinary circumstances, be any considerable balance at the end of the year. In the case of imported articles which are indented for annually there is frequently a substantial balance and the debit of the entire cost would unnecessarily inflate the expenditure.

The value of the unconsumed balance should be accounted for in the Store Account at the end of the year.

General Store Ledger

Name of article

RECEIPTS

Date	Receipt No. or Indent Office Invoice No.	Quantity or number	Rate	Cost: Authorised tax per Col. 41	Cost: Departmental charges	Cost: Freight	Cost: Contingencies	Total Cost	Cash Voucher No. & remarks
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	

ISSUES

Date	Issue Voucher No.	Charges: 1a. Wood	1b. Distribution	2. Mines	3. Line	4. Impounding	5. Hand Pump	6. Mechanical Pump	7. Drainage	8. Fencing	9. Sanitary	11. Miscellaneous	12. Planting	14. Railway	15. Surveys (Field Work)	16. Office	17. Sundries (Pumps)
		No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.

Petty Plant Ledger.—The object of the ledger is to keep an account of the number of articles of each description which are classified as petty plant, and whenever such articles are brought into use, either from store, or directly on purchase, they should be accounted for in this ledger.

Petty Plant Ledger

Name of article

Date of Receipt	Folio of Store Ledger	Name of Section	Number or Quantity	Initials of party receiving	When returned to Stores as unserviceable	Remarks

(c) Unserviceable Stores.—Immediately stores are certified by the Manager, or Assistant Manager, in writing, to be unserviceable, they are written off the stock ledgers, entered in the "Unserviceable Register" (see page 248) and handed over for safe custody to the general storekeeper who will grant a receipt for the same. The storekeeper will retain the articles in safe custody until orders of the Manager are issued as to their disposal by public auction, etc., on the premises, or by the despatch to a firm of auctioneers. The quantity, rates, amounts realised and the cash receipt no. and date will be entered in the unserviceable register. The sale-proceeds are credited under the head "Sale-proceeds of waste paper and other unserviceable materials".

B.—Stationery, Paper and Binding Materials.

Indents for stationery stores, paper and binding materials.—Supplies of paper, binding materials and stationery store articles are obtained by the general storekeeper on indent, submitted quarterly to the Central Stationery Office. The indent forms used are those prescribed and supplied by that office. Immediately on receipt, all supplies must be entered in the ledgers direct from the Stationery Office vouchers, after careful check.

Receipts of stationery stores.—Immediately on receipt, stationery store articles are entered in the Stationery Store Ledger.

Stationery Store Ledger.

(Left hand page)

Name of Article.

RECEIPTS								
Date	Stationery Receipts No. and date	Quantity received	Rate	Cost				Total cost
				Amount (as per Col. 4)	Telegram	Freight	Cost of Costly size	
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

ISSUES																	
	1(a). Hand		1(b). Distribution		2. Mimeo		3. Line		4. Imposing		5. Hand press		6. Machine press				
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount			
		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.	Rs. a. p.		Rs. a. p.				
Office Direct																	
Totals																	

(Right hand page.)

ISSUES							
Date.	Issue Voucher No.	Branch of the Press	Quantity or Number	Date	Issue Voucher No.	Branch of the Press	Quantity or Number
		TOTAL ...				TOTAL ...	

BUTION

Litho				9. Bindery		11. Mechanical		12. Foundry		14. Outwork		15. Supplies		Total	
7. Drawing		8. Printing													
No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
	Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.

Receipts of paper and binding materials.—Paper and binding materials are posted immediately on receipt in the *Paper and Binding Materials Ledger.*

Paper and Binding Materials Ledger.

Kind of material———————————.

(Left hand page.)

Date	From whom received.	1.—Invoice 2.—Receipt 3.—Contingent Bill voucher, or 4.—Departmental issue No. and date	Value, freight, etc.	Quantity.	Date	From whom received.	1.—Invoice 2.—Receipt 3.—Contingent Bill voucher, or 4.—Departmental issue No. and date.	Value, freight, etc.	Quantity.

To whom issued.*	April.				May				June				July			
	I. R. folios.	Rms.	qrs.	shts.	I. R. folios.	Rms.	qrs.	shts.	I. R. folios.	Rms.	qrs.	shts.	I. R. folios.	Rms.	qrs.	shts.

*The monthly total of each departmental day-book of issues should be entered here.

(Right hand page.—Same as above but bottom half columns **August to March.**)

Receipts of D. O. papers and envelopes, etc.—Supplies of D. O. papers and envelopes, etc., are received from departments and officers and from the Stationery Office for special printing. These are posted in the *Stationery Receipts (D. O. papers and envelopes) Register.* This register is also used for water-marked paper.

Stationery Receipts (D. O. papers and envelopes) Register.

Date.	Department from which received.	Description of Articles.	Forwarding letter No.	Receipt No.	Quantity.			Register No.	Date of [redacted]
					Rms.	Qrs.	Shts.		

Waste paper.—The general storekeeper is responsible for the disposal of waste paper. Tenders are invited annually for the disposal of waste paper by means of advertisement in the newspapers, and the successful tenderer is required to enter into an agreement.

Waste paper agreement.

, the undersigned
of do hereby contract to purchase waste paper from the Manager, Government of India Press, , at the rate of Rs. per maund for a period of twelve months, commencing from the 1st April 19 and ending on the 31st March 19 , subject to the conditions and agreement hereafter specified; and agree to deposit with the Manager a sum of Rupees one thousand in G. P. note as security for the faithful performance of this contract.

Deliveries of waste paper will be taken weekly from the premises at agree to supply all bags, boxes, vehicles and to provide such coolies as may be required to remove all the waste paper from the godown and the press premises daily.

agree and consent that in case of the non-performance on part of any of the conditions herein contained, the Manager may sell the waste paper to any other purchaser and charge the loss that may be caused by such sale to and take and appropriate the sum of Rupees deposited by as liquidated damages for such breach of contract.

It is agreed further, that the Manager may at any time determine the contract now made upon giving one calendar month's previous notice in writing to of the intention to determine the same; and in like manner the said may determine this contract by giving to the Manager two calendar months notice in writing of intention to do so. But the right of the Manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

If at any time it is proved that the contractor has given a gratuity to any of the employees of the press, the contract will be instantly cancelled and his security money forfeited.

Manager,
Government of India Press.

Contractor.
Witness.

The general storekeeper will personally supervise the weighing of waste paper, and be held responsible that the challans and cart passes showing the quantity given delivery of, are sent to the accounts section for the preparation of the bill.

Closing ledgers and striking balances.—At the close of the financial year (31st March), the general storekeeper will close the paper and stationery ledgers by totalling the receipt and issue sides and strike a balance of each item. He will then prepare a statement showing the balances in hand of each item under their respective charge. In order that this work may be completed quickly, both the receipt and issue sides of the ledgers will be totalled at the close of each month, so that at the end of the year these only have to be totalled.

142. *Issue clerk.*—The issue clerk is employed under the general store-keeper, and is responsible for the correct issue of paper and binding material. He will see that the correct quantity of paper is issued for each job, and that it is of the proper description as regards size, weight and colour; special attention being paid to the "shade" as paper of similar size and weight but of different "making" varies at times in "shade". When it is necessary to cut paper to suit a particular job, the issue clerk must see that the offcuts are carefully kept and utilised at the first opportunity. In storing paper, he will see that it is properly and carefully stacked, and so arranged that it can be readily inspected and checked from time to time.

Posting of issues.—Issues are posted under these separate heads:—

(a) Paper for printing.
(b) Paper and materials for binding.
(c) Proof paper.
(d) Stationery for office use.

(a) *Issues of paper for printing, etc.*—Paper is issued to the press and machine branch on receipt of the print order files signed by the machine and press foreman, and accompanied by the Work Docket. The files must be in duplicate, one copy being returned to the press room stamped "issued" for submission to the computing section, the other retained in the stationery section and numbered serially.

Posting.—Papers issued to the branches of the press, excepting the bindery, are posted in the "*Day Book of Issues of Paper*" at the time of issue.

Day Book of Issues of Paper.

Kind of paper——————————

Date.	Voucher No.	Description of work.	F. O. Rep. No.	Copies.	Quantity.

Note.—There should be one day-book for each of the brass-ruled columns 1, Statement No. II, page

At the end of each month the issues of paper entered in the day books must be abstracted for each kind of paper, separated and posted under its head in the *Paper and Binding Materials Ledger* (see page 252).

(b) *Issues of paper and materials for binding.*—Binding materials, and paper for binding, are accounted for in a separate day book of issues. These are issued only on receipt of the binding order signed by the overseer, and accompanied by the work docket. Binding orders are not submitted in duplicate but are to be numbered serially by the issue clerk. They will be returned by him to the bindery until the work has been completed, when they must be sent to the stationery section together with any offcuts of paper, cloth, leather or other materials not utilised. The issue clerk is responsible for seeing that he gets back all the binding orders for the purpose of record. Any delay in the return of these orders must be brought to the notice of the Assistant Manager.

Posting.—Binding materials and paper for binding purposes are posted in the *Day Book of Issues of Binding Materials.*

Day Book of Issues of Binding Materials.

Date.	Binding No.	Description of work.	Description of binding	Paper.				Country handmade.				English handmade.				Greenhouse.				Cloth.				Miscellaneous articles.				Initial of Binder.
				No. of Sheets.	Size.											Super royal.	Double Royal.	Royal.	Crown.	Long.	Medium.	Extra.	Crown.	Half leaves.	Extra.	Half cloth boards.	Red tape cover board.	

Note.—At the end of each month the total issues of each kind of paper and binding materials are posted in the *Paper and Binding Materials Ledger.*

(c) *Issue of Proof Paper.*—Paper issued for clean proofs is separately accounted for, as well as paper issued for replacing spoilt sheets and for working ready.

Posting.—This paper is first accounted for in the *Memo. of Paper issued for proofs* from which it is transferred to the day books at the close of the month.

Memo. of Paper issued for proofs.

Description of paper——————————————

Date of issue.	Reg. No.	Department.	No. of pages or signatures.	Serial No. of proofs.	Number of proofs.	Quantity.			Serious holder's initials.	Remarks.
						R.	Q.	S.		

(d) *Issues of stationery for office use.*—Stationery articles for office use, and materials for packing, are issued to the several branches of the press on receipt of issue vouchers signed by the Manager, or Assistant Manager.

Posting.—Issues of stationery for office use are posted direct into the day book and thence to the ledger.

COMPUTING SECTION.

143. **Head Computor.**—The head computor is responsible for the expeditious compilation of the bill books showing the dues of the operatives in the different branches of the press. They must be submitted to the accounts section by the dates prescribed by the Manager, in order that the salary bills may be prepared in time for submission to him for examination and signature, and for forwarding for pre-audit to the Accounts Officer. The head computor is responsible for the preservation of all charge files, etc., for the purpose of audit. He is responsible that certain bill books, selected each month by the Manager, are checked with the assistance of computors other than those who compiled them. This checking must be carried out immediately after payments have been made. The head computor will maintain a list, showing month by month, the racks on which the charge files of the several branches and sections have been stored, together with the names of the computors responsible for the charges on the files.

Change of computors.—The allotment of computors to the different sections should be done by rotation every month under the direct orders of the Manager, which will be obtained from him by the head computor.

Computors.—Extreme care and accuracy is enjoined on all computors when computing value of the work done by piecworkers from the charge files. Careless work will result in either loss to Government or to the piecworkers. If the computor has any doubt about the amounts to be paid for a piece of work he should at once refer the matter to the head

computor. The computor must examine all files very carefully before commencing the computation, check folios and the type, sizes and, generally, satisfy himself that he is computing a genuine charge file. The computor must abide strictly by the sanctioned rates and on no account has he any authority to add to, or deduct anything from, the rates prescribed. If a charge file is submitted for any work which does not fall within the rates he must refer the matter to the Manager for orders, through the head computor.

Checking compositor's charge files.—On receipt of the charge files, each computor will check the voucher numbers noted on them by the section holders, with the daily list of vouchers furnished by the despatching section.

The computors and section-holders will be specially held responsible that no files are charged twice. It will be the duty of the computors to see that the files are kept in accordance with these directions. They will see (1) that the files are arranged under the proper departments, (2) that they are inserted serially with regard to (a) register numbers (b) paging. They will, therefore, examine monthly each department's files, and in the event of there being two copies of the same file, they will verify the genuineness of the file from the department's requisition on the press for the work, the register of work received, the voucher signed by the departmental officer, and the press office file. If on examination the file is found to be spurious, the matter must be reported without delay. At the end of each month, each computor will stamp with red ink on each file, the name of the month in which the file was charged. Thus all files belonging to the bill books for May will have the words—

Charged in May

stamped in large bold red letters at the top in the centre of the page.

All composition charge files after having been checked and charged to the respective departments will be filed departmentally, according to their consecutive register numbers from one onwards. When a register number extends over a number of pages, the pages will be arranged in numerical order from one onwards.

Storing charged files.—Each computor will be responsible for the proper storage of charge files, etc., computed by him. Once the files are charged they must not leave the possession of the computing section, except under orders, in writing, from the Manager. Each file, on being removed under such orders, will be replaced by a copy of the orders and a receipt, slip signed by the person requiring the file. Any contravention of this rule regarding the custody of charge files will be very severely dealt with.

The object of these instructions is to prevent work being charged twice, and hence any violation of these rules will be liable to be regarded as evidence of conspiracy or contributory carelessness on the part of the persons in fault. Each computor will be personally held responsible that the files in support of the charges in his bill book are kept in accordance with these directions.

*Piecework**ers working in sections other than their own.*—The work of piecework**ers** assisting a section other than their own, is charged in the bill book of the section for which the work is done; the sums thus entered are immediately transferred to the credit of the men in the bill book of the section to which they belong, and deducted at the close of

the month from the total of the bill book of the section for which the work is done. At the end of the month, the sums credited to each compositor and the entries against each work are totalled, and the bill book, signed by the computor, is made over to the accounts section for the compilation of the monthly bills.

Computing hand compositor's charge files.—The method to be adopted in computing hand composition is explained in detail in Chapter XI. All details of charges are first noted on the proof itself and thence transferred to the *Compositor's Bill Book*. The computor should not compute any charge files without the initial of the section-holder.

Monthly report of hand composition.—At the end of every month the head computor will submit to the Manager a statement showing the number of hours of attendance, the number of hours and earnings of each compositor on time work and piece work respectively.

Linotype charge files and computing operator's outturn.— The computor will see that each charge file received by him is a genuine proof of unmade-up matter, initialled by the section-holder on each page or galley. He will then compute the number of ens composed by each man, and enter them in the *Outturn Register of Linotype Operators* daily. The number of ens on account of corrections will not be credited as they are supposed to be carried out by the operator in his own time, that is, in other than the time engaged on time work or chargeable stoppages. At the end of the month, the number of ens for all fresh work, author's correction and repeat lines actually done will be totalled up, and divided by the difference in the number of hours between the total hours attended, and the total hours occupied on time or special and intricate work and chargeable stoppages. This will be arrived at from the attendance register and the *Outturn Register*. The result will give the average per hour in corrected ens for all work done by each man during the month.

Outturn Register of Linotype Operators.

——————19 . Name of operator——————

Date.	Machine No.	Reg. No. and Dept.	Number of ens.			Hours worked.				Stoppage hours.			Total Attendance.	Remarks.
			Fresh composition	Repeat lines.	Author's correction	Fresh composition	Correction.	Author's correction.	Total, excluding stoppage.	Repairs and checks.	Shortage of work.	Other causes, viz., etc.		

The computor must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the *Daily Dockets* and proofs are not sent to him regularly every day. The section-holder will be held responsible for any delay in submission. He will at once report to the Assistant Manager all instances of doubtful charge files. For calculating operator's bonus see *Outturn Statement and Bonus Bill of Lino|Mono Operators* on page 267.

Monotype charge files and computing operators' outturn.—The computor will see that each charge file received by him is a genuine proof of unmade-up matter, initialled by the section-holder on each page or galley. He will then compute the number of ens composed by each man and enter them in the *Monthly Outturn Book of Mono Machines* daily. The time taken in carrying out corrections other than operator's errors will not be debited against operators paid on corrected ens. The procedure in such cases is to debit against the operator 2/3rds of the time taken by compositors in carrying out corrections. In calculating outturn no deduction should be made for blanks actually perforated by the operator. At the end of the month, the number of ens for all fresh work actually done will be totalled up, and divided by the difference in the number of hours between the total attendance hours with the number of hours occupied by the compositor in correcting operators' errors added to it (when the operators are paid on uncorrected ens, compositor's time for correction need not be added), and the total hours on time or special and intricate work and chargeable stoppages.

The computor must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the Daily Dockets and charge files are not sent to him regularly every day. He will at once report to the Assistant Manager all instances of doubtful charge files. Operators' average outturn and amount of bonus are recorded in the *Outturn Statement and Bonus Bill of Lino|Mono Operators* on page 267.

Formula for outturn and bonus.—The following formula should be adopted for calculating the outturn and bonus of lino and mono operators :—

Let A = Number of ens of fresh work including authors' corrections and repeat lines in the case of Lino Operators.

B = Total attendance hours including overtime.

C = Hours occupied by correctors in carrying out corrections in operators' proof.

D = Hours of time work done by operator.

E = Hours of chargeable stoppages.

O = Hours of overtime worked.

R = Rate of outturn in ens per hour.

OUTTURN.

Lino Operators.

	Scales.	
	85—100	80—4—100—5—125 or 70—3—85—4—105.
New Delhi and Simla Presses	$R = \frac{A}{B-(D+E)}$ ¢	$\frac{A\ ¢}{B-(D+E)}$
Calcutta Press	R = ... ¢	Do.

Mono Operators.

Scales.

	80—4—100 (uncorrected ems).	80—4—100—5—125 or 70—3—85—4—105 (corrected ems).
New Delhi and Simla Presses	$R = \frac{A}{B-(D+E)}$	$\frac{A}{(B+2/3\ C)-(D+E)}$
Calcutta Press	R = ...	Do.

BONUS.

Line Operators.

Scales.

	85—100 pies.	80—4—100—5—125 or 70—3—85—4—125. pies.
New Delhi and Simla Presses, Bonus =	$\frac{21}{1000}(R-5000)\ [B-(D+E)]$	$\frac{8}{1000}\ [A-R \times O-9,00,000]$
Calcutta Press, Bonus =	...	Do.

Mono Operators.

Scales.

	80—4—100 (uncorrected ems) pies.	80—4—100—5—125 or 70—3—85—4—105 (corrected ems). pies.
New Delhi and Simla Presses Bonus =	$\frac{11}{1000}\ (R-6000)[B-(D+E)]$	$\frac{8}{1000}\ [A-R \times O-E \times \frac{1}{4}C-9,00,000]$.
Calcutta Press, Bonus =	...	Do.

Monthly Outturn Book of Mono Machines.

Month of operation———— Name of operator————

Period of casting work in month ended	Regn. No. and Div.	Casting machine No. 1	2	3	4	5	6	7	8	9	10	11	12	13	Fresh compositions etc.	A.'s correction ems.	Extra ems allowed in operations.	Net No. of ems passed (excluding errors).	Deficient ems ems.	Name of Caster												Remarks.

Computing caster attendants' outturn.—The computor should, when computing the charge files for the operator's outturn, simultaneously compute the outturn of the caster attendants. He will post the outturn in the *Monthly Outturn Book of Mono machines* shown above.

Computing distributor's charge files.—The charge files will be computed in accordance with the rates laid down in Chapter XI. The details of charges are first noted on the proof itself and then transferred to the *Distributors' Bill Book*. The computor should see that the charge files are not computed without the initial of the store-keeper.

Pye sorting and Pye ditributing accounts.—On receipt of pye sorters' and pye distributors' daily outturn sheets from the store-keeper the computer checks the total, calculates the values at the rates laid down in Chapter XI and enters the amounts in the *Distributors' Bill Book*.

Computing impositors' charge files.—The charge files will be computed according to the rates laid down in Chapter XI. Before computing the computor must see that the charge files received are genuine and bear the initial of the section-holder.

Computing machine and handpressmen's charge files.—The charge files are computed as per rates laid down in Chapter XI. The details of the charges are noted on the proof itself and thence transferred to the *Machine and Pressmen's Bill Book*. The computor must not compute any file which does not bear the initials of the counter, foreman and the paper issuer.

Binedery charge files.—The foreman is responsible for the correctness of the entries on the *Binder's Work Vouchers* and on the charge files of the envelope makers, machine rulers, die stampers, etc. The computor on receipt of the work vouchers will check the entries very carefully before computing, in accordance with the rates laid down in Chapter XI, the amounts due being posted in the binders' bill book. The computor should not accept any hour work vouchers unless they have been signed by the overseer. He will see that no hour work charges have been submitted for work for which there is a piece rate.

Disposal of charge files.—Charge files will be destroyed under the the orders of the Audit Officer of the press concerned after the audit has been completed.

Bill Books.—A separate bill book must be compiled for each category of worker, i.e., compositors, impositors, distributors (includes pye sorters and pye distributors), press and machinemen (inkers and flyboys) and binders. After noting on the charge files the amount due to the piece-worker the computor will enter it under the man's name in the bill book. Each charge in the bill must be supported by the voucher.

Compositors' Bill Book.

Serial No.	Register number and Dept.	Name of work.	Voucher No. and date	Amount.	Less amount credited to Departments.	Net amount payable.	Khinda Ferrad Chandra.	Ramdhin Chandra Sikdar.	Nanu Chandra Nath.	Indra Chandra Ghosh.	Transferred to Section 2.	Transferred to Section 3.	Total
				R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.
		Total											

Importers' Bill Book.

Serial No.	Register No. and Department.	Amount.	Gopal Chandar Das.	Akhoy Coomar Dutta.	Gopal Ch. Mukerjee.	Rai Coomar Ghose.	Sukhey Lal Bose.	Harry Charan Dutta.	Mohil Lal Dutta.	Gopal Chandar Ghosh.	Jhotey Charan Ray.	Total
		R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.
	Total											

Distributors' Bill Book.

Serial No.	No. and Dept.	Amount.	Kalidas Roy.	Ramdas Roy.	Gopal Chandar Roy.	Brojo Gopal Chandar.	Gopal Chandar Sircar.	Kanailal Kumar Karmakar.	Abhoy Kishor.	Chandi Charan Dutta.	Hiralal Dey.	Purna Chandra Dutt.	Transferred to Bill Book No. 2.	Total.	Serial No.
		R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	
	Total														

Outturn Statement and Bonus Bill of $\frac{\text{Line}}{\text{Mens}}$ operators for the month of 19

Serial No.	Name of operator.	Pay.	Each compositor's job including repairs (not paid for from operator's cost)	Author's corrected, not including repairs (not paid for from operator's cost)	Total No. of ems worked.	Fresh hours.	Author's hours.	Time for operators' corrections.*	Total No. of hours worked in voyage.	Average outturn per hour.	Overtime.	Low outturn.	Max. outturn, No. of ems worked etc.	No. of ems on which bonus is earned.	Bonus 2½ per 1,000 ems.	Remarks.
	Total															
	Average															

* In the case of Mono operators 1/3rd time for corrections is taken into account.

Total Bonus payable.....

Machine and Pressmen's Bill Book.

Serial No.	Reg. No. and Dept.	Description of work.	Size of paper.	No. of impressions.	Amount.	Abdul Rashid.	Nandkishor.	Nur Muhammad.	Abdul Karim.	Abdul Ali.	Nizamuddin.	Ahmad Ali.	Serial No.
					R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	
		Total ...											

Binders' Bill Book.

Serial No.	Reg. No. and Dept.	Name and size of work.	Details of Charges.	Amount.	Allah Rakhi.	Nizamuddin.	Wali Muhammad.	Ahmad Khan.	Abdul Rashid.	Eid Rahik.	Serial No.
				R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	
		Total ...									

Ruling Machinemen's Bill Book.

Serial No.	Reg. No. and Dept.	Description of work.	No. of Sides ruled.	Amount.	Abdul Fayab.	Mohammad Ali.	Abdul Rashid.	Nandkishor.	Abbas Ali.	N. C. Dass.	N. C. Nath.	Serial No.
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
		Total ...										

CASH SECTION

144. Cashier.—The cashier is personally responsible for the proper accounting of all receipts and expenditure, and for the due and correct payment of salaries, etc., of the employees of the press. He is also the custodian of all valuables. The Cash book should be maintained in the Government of India standard form C. A. C. 18 (C. P. & S. 42 24.38-A. & F.)

A.—RECEIPTS

Remittances.—All remittances received by post should first be entered in the *Cash Remittance Register* and entries initialled by the Manager. The particulars regarding voucher number and number of the bill, if issued, should then be filled in by the accounts section and the amounts noted in the appropriate column. A line should be drawn across the page at the close of each day and the entries in the money columns separately totalled.

Cash Remittance Register.

Date.	Receipt No.	From whom received.	Nature of Remittance	Bill No.	Register No.	Work done for Private and Local works.		Sale proceeds of waste paper or unserviceable articles.	Miscellaneous.	Total.	Credit into Bank.	Bank's Receipt No.	Accountant's initial.	Manager's initial.	Remarks.
						Printing	Paper								
						R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.	R. a. p.				

On receipt of any remittances and after entry in the remittance register, the cashier intimates the receipt of the same to the accounts section. The latter, on this intimation, will at once prepare an official receipt as below or on form No. S. 119, and despatch it to the cashier for check and initial, if correct. The receipt will then go to the Manager for signature, who will check the amount stated to have been received on the receipt with the amount previously entered in the remittance register.

Government of India Press——————

Receipt No.—————— Dated——————19

ACCOUNT DEPARTMENT.

Received from——————

——————

this——————day of——————19 , the sum of

Rupees——————

in payment of Voucher/Bill No.——————, dated——————

or——————supplied——————

Rs.

Cashier. Manager.

Receipts at the counter.—Any receipts collected over the counter of the cash section should at once be entered in the remittance register in the appropriate column and the Manager's initials obtained. The same action is required in granting a receipt as is prescribed for amounts received by post.

Payments into the Bank or Treasury.—All amounts received must be immediately paid into the Bank or Treasury in the prescribed form (standard form No. Try-17 Chalan of cash paid into the Treasury or Bank).

The duplicate copies of the chalans will be taken by the accountant after they have been signed by the Bank or Treasury to the Manager, so that the amounts paid in, can be checked by him with the cash remittance register.

Securities.—All securities deposited in favour of the Manager will be entered in a separate register. The cashier is responsible for the entries and safe custody of the register and deposits.

Stamps.—Stamps are kept in the personal custody of the cashier or despatcher in the case of the Government of India Press, New Delhi. Service postage stamps are obtained by the cashier by purchase from the Collectorate on requisitions signed by the Manager. All issues of stamps are first checked by the accountant in Calcutta Press. In presses where there is one person who performs the duties of cashier and accountant, the Manager will make some other official responsible for such checking. The Manager will also check the expenditure, receipts, and balance of stamps, as often as possible, or at least once a month.

145. Collecting Sirkar.—The cashier on receipt of bills from the accounts section, enters in a book maintained by him, and then makes them over for collection to the sirkar, who on realisation makes the money over to the cashier. The sirkar's book, with the money collected, is then taken to the Manager by the Cashier. The amount is entered in the remittance register and the entry initialled by the Manager.

Cash Section Bill Book.

Serial No.	Name of payee.	Amount.			Realisation date.

B.—EXPENDITURE

Contingencies.—Payments are made on presentation of bills supported by vouchers. Bills are first verified by the general store-keeper in the case of transactions made through him, and then forwarded to the accounts section for necessary action. The accounts section is responsible for verification of all other bills for transactions not made through the general store-keeper. They are then taken to the Manager for examination, signature and orders for payment. After payment and entries in

the contingent register, the amounts are entered under the appropriate head in Part B of the cost scheme, which is submitted to the Manager at least once a week with the bills, so that each entry can be again checked by him.

Pay Bills.—The cashier is responsible for the disbursement of pay to proper persons who must sign, before disbursement is made, in the column provided for in the pay bills. Those who cannot sign must give their thumb impressions. In cases of doubt the cashier will hold over payment until the persons concerned have been identified by the heads of sections whose initials against their signatures or thumb impressions should also be taken. The cashier is not empowered to disburse the pay of an absentee to another employee unless the latter produces an authority in form No. S. Y.-277 from the former and orders are passed thereon by the Manager (see paragraph 81).

(2-D/64/39-A. & F.)

Imprest Advance.—An imprest advance has been sanctioned for each of the Calcutta, Delhi, Simla and Aligarh presses to meet emergent contingent expenditure. After the expenditure is incurred, contingent bills are made out by the accounts section and submitted to the Treasury or Accounts Officer as the case may be for replenishment. The imprest advance granted to the Calcutta Press is Rs. 200, for Delhi, Aligarh and Simla presses and the Forms Press Calcutta the amount is Rs. 500, 1,000, 1,000 and Rs. 75 respectively. In April every year the presses are required to furnish a certificate as required under Article 93, clause 7 of the C. A. Code, Vol. I, to the Accounts Officer.

Refunds.—On receipt by the cashier of the *Refund Voucher* (see page 245), he will note the amount in the *Statement of Refunds Register*, together with the other details.

Statement of Refunds Register.

Refunds during the month of——————————————

Date of Refund.	To whom refunded.	Amount refunded.			Date of receipt of Amount.	Original Amount received.			Why refunded.
		Rs.	A.	P.		Rs.	A.	P.	

Responsibility for recording correct head of classification on bills presented for encashment and watching of expenditure against sanctioned grants.

Extract from Resolution No. 10242-A., dated 18th December 1924, from the Finance Department, Government of India.

The Auditor General has suggested to the Government of India that for purposes of appropriation audit in the Accounts offices as well as in the offices of the departmental controlling officers who have to watch the progress of expenditure against sanctioned grants, it is desirable that the officer drawing each bill should record the correct head of classification on the bill itself. The responsibility for the correct classification of charges rests finally with the audit office, but the Auditor General is of opinion that chances of mistakes would be minimised if the proper heads of account were prominently shown on bills by the drawing officers and the audit office was left merely to check these classifications.

2. The Government of India have decided to give effect to this suggestion with effect from the 1st April 1925. All controlling officers should intimate the proper classification of expenditure to drawing officers under them and instruct them to record the classification on bills presented by them for encashment.

TIME-KEEPING SECTION

14f. Time-keeper.—The time-keeper is responsible for the correct recording of the attendance of all employees of the office, in accordance with the orders laid down in paras. 29 and 30. He must bring to the notice of the Manager, the names of men who are irregular, absent without leave, or who are frequently late. He is also responsible for preventing the ingress of outsiders to the press premises, except on business. He must not allow any of the employees to leave the premises during working hours, without a pass on the prescribed form, and signed by the Assistant Manager, Overseer or head of the branch concerned. He must also stop anyone leaving the premises carrying any thing, and demand a permit, signed by one of the supervising officers.

Attendance Register.—Separate registers will be kept for piece and salaried workers, permanent, temporary and temporary fluctuating. The attendance register has to conform to the requirements of the Factory Inspector, and that given below has been designed to meet the requirements of the Calcutta Press.

Attendance registers for the presses in Simla, Delhi and Aligarh should conform to the requirements of their respective Factory Inspectors.

Attendance Register.

(Left hand Page.)

Starting time.—Monday to Saturday, 7 A.M.
Stopping time.—Monday to Friday, 6 P.M.
Saturday, 3 P.M.

Rest intervals.—Monday to Saturday—
10 A.M. to 10-30 A.M.
1-30 P.M. to 2 P.M.

Ticket No.	Name.	Designation.	Salary P.A.	Date	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total hours worked						
				M																																Week ending						
				D																																Week ending						
				N																																Week ending						
				M																																Week ending						
				D																																						
				N																																Grand Total—Hours						

(Right hand page.)

Manager's Order.	Days present.	Amount of salary.	No. of extra including holidays.			Amount of overtime.	Deductions for late attendance and absence.			Amount of fine.	Amount of special fine.	Total deduction for fine.
			Morning, night and holidays.	Total No. of extras.	Equal to days.		No. of hours.	Total hours.	Rate.			
		Rs. a. p.				Rs. a. p.				Rs. a. p.	Rs. a. p.	Rs. a. p.

Note.—The Time-keeper's register shown above is for permanent salaried as well as for piece hands.

Checking attendance.—Each branch or section will maintain separate attendance check sheets, which are sent to the time-keeper, and with which his attendance register is checked.

Attendance Check Sheet.

——————branch/section attendance for——————

Names.	Ticket No.	Morning.	Day.	Night.	Remarks.

Factories Act.—The time-keeper is held responsible for bringing to the Manager's notice, the names of men, whose hours of work during the week approach the maximum allowed under the Factories Act, so that immediate action can be taken to ensure that the Act is not violated. He is also responsible for seeing that men who work, or are to work on a Sunday, are compulsorily stood off work for a day previous, or subsequent to the Sunday on which work is to be done.

He is also responsible that the various returns are submitted and necessary forms and registers appertaining to the Factories Act are properly maintained, and should, therefore, be thoroughly acquainted with the rules and regulations under the Act.

Holiday book.—He is also responsible for the upkeep of the holiday book. The particulars of all men working on gazetted holidays must be carefully recorded by him.

Pieceworkers' papers.—All papers relating to the appointment, punishment and leave of pieceworkers are filed with the time-keeper, and in the case of the Government of India Press, New Delhi, by the Accounts

Branch. Cases of absentees not submitting a report within 3 days are entered up in a book kept by him for the purpose, and submitted to the Assistant Manager for orders to issue the preliminary warning to submit a medical certificate, or rejoin forthwith.

SANITARY AND MENIAL SECTION

147. Caretaker.—All questions pertaining to the upkeep of the several buildings, including repairs, fire protection, etc., are dealt with by the caretaker, under the direct orders of the Manager. He is also responsible for the proper care and cleanliness of the workrooms, and offices with their furniture, and of the healthiness of the premises and compound generally.

Night watchmen.—The caretaker is responsible for the duties of the night watchmen. He will set the tell-tale clocks daily, and bring to the notice of the Manager any dereliction of duty on the part of the night watchmen, as disclosed by the clock record.

Issue of stores to the sanitary and menial section.—He is responsible for the custody of materials issued to the sanitary and menial section, which he will obtain from the general store-keeper on the proper indent form.

CHAPTER X

PRESCRIBED ROUTINE FOR DEALING WITH WORK IN ITS VARIOUS STAGES

I—COMPOSING BRANCH

GENERAL

The composing branch consists of the following sections :—

Hand Composing.	Monotype correcting.
Linotype operating.	Type-store (distribution).
Linotype correcting.	Standing-forme.
Monotype operating.	Reading.
Monotype casting.	Imposition.

148. Branch supervision.—In Calcutta the branch is in charge of an overseer, while in the other presses it is supervised by a foreman or the Assistant Manager. In Calcutta the overseer is assisted by a foreman.

149. Overseer.—The overseer is entirely responsible for the quality and quantity of the outturn of the composing branch. He shall see that the sections under him are kept fully employed, and in the event of there being insufficient work, should report immediately to the Assistant Manager, or Manager. He is responsible for the careful checking of all overtime requisitions, and for keeping overtime down to a minimum. He is responsible for seeing that an equitable distribution of work to compositors is made by the section-holders. As there is no overseer in the Government of India Press, Simla, the duties enumerated above are performed by the heads of sections under the supervision of the Assistant Manager.

Inspection of section-holders' books.—Overseers (Assistant Manager in the case of the Government of India Press, Simla) will weekly inspect the section-holders' work distribution books (such as *Copy Distribution*, *Time Work Distribution*) of the section under them, and submit an inspection report for Manager's perusal and orders.

Receipt of work by overseers.—On receipt of the work docket and before making it over to the branches for execution, the overseer must examine it closely and give instructions regarding its composition, if necessary. Verbal orders should not be given regarding work, but written orders only should be given by the overseer, or foreman in charge, to the section-holder, who will place such orders, etc., in the work dockets where they will remain until the work is despatched. The overseers are responsible that work is done in a creditable manner and that it leaves the branches in time sufficient to permit despatch of completed work on due dates.

150. Time checkers.—All charges by pieceworkers for hour work must be checked with the proofs by the time checkers, whose duty is to see that the charges made for hour work do not exceed the value of the work on piece rates. If the compositors feel aggrieved at any deductions made on their hour charges by the time checkers, they may first refer the matter to the overseer, or Assistant Manager, and failing satisfaction, to the Manager. The work of salaried compositors should also be checked by the time checker and outturn entered, vide paragraph 191 of the Handbook.

As a safeguard against inadequate or excessive cutting of time, the Manager and Assistant Manager should personally and periodically examine the work of the checkers and test check deductions made to satisfy themselves that checking is done properly. To render the test check effective, it would be desirable to retain an element of surprise and the check by the Manager and the Assistant Manager should not be confined to any fixed amount of work or conducted at regular intervals (31|18|39-A. & F.).

151. Foreman.—The foreman is responsible for seeing that the orders of the overseer are carried out in the sections, and will make every practical arrangement to get the work through in the shortest possible time. He will also instruct the section-holders regarding their requirements of type and materials. He will also inspect the section-holders' books and see that they are being properly kept, initialling the same at the time of inspection.

152. Section-holders.—Section-holders are expected to make themselves thoroughly acquainted with the rules of the office, disciplinary as well as technical. They must also be specially acquainted with the rules and requirements of the reading section. They are particularly enjoined to distribute work to the compositors equitably and expeditiously, and to assist them in all technical matters in which their special experience and training will enable them to do so.

Receipt of work by section-holders.—The section-holder on receiving the work docket will enter details of the work in his *Register of Work Received.*

Register of Work Received.

P. O. No.	When received	Diary No.	Description of Document	1st period		2nd period		3rd period		4th period		No. of copies to be printed	When given to press	When printed	When despatched	No. of type pages	Remarks (whether to be kept standing, etc.)
				Sent	Returned	Sent	Returned	Sent	Returned	Sent	Returned						

Progress of work and arrear list.—Each section-holder will keep a *Progress Register* showing the work entrusted to him for execution from day to day; the day fixed for sending out the work, and the date it is actually despatched. At the end of the month an arrear list is made out from these progress registers, showing what jobs were not sent out in spite of their being due during the month. The foreman will present these arrear lists to the overseer who, after obtaining such explanation as the foreman or section-holder may have to give, will submit them for orders

to the Assistant Manager, with any recommendations for the disposal of particular work that he considers necessary. Special cases will be brought to the notice of the Manager for orders.

Section Progress of Work and Arrear List.

Date of receipt.	Register No. and Department.	Name of work.	No. of pages.	1st reading.	2nd reading.	When given to layout.	Press reading.	Revising and printing.	Binding.	Probable date of despatch.	Date despatched.

This book is to be submitted to Assistant Manager on the 2nd of every month with arrears brought forward.

Disposal of authors' proofs.—Authors' proofs will be forwarded with the printed copies to the officers or departments concerned, a note to this effect being made in the work docket.

Disposal of reading proofs.—The reading proofs of all jobs will be kept by the section-holders concerned for a few months, after which they are to be sent to the waste-paper godown for destruction.

Type kept standing.—The section-holders are responsible for intimating to the standing forme-keeper the details of type, orders for which have been received to "keep standing". The date, register number, name of work, etc., will be filled in in the *Standing Forme Register* and the same will be initialled by the section-holder when the formes are handed over to the standing forme-keeper. The period for which type is kept standing is regulated in accordance with the instructions laid down in rule 26 of the Rules for Printing and Binding (1935 edition) (see para. 230).

Type distributed.—Section-holders are responsible for the prompt issue of orders for the distribution of types, so that the material is made readily available for other work. A receipt book will be maintained for all formes sent for distribution.

Receipt Book for Distribute Formes

Date.	Register No. and Department.	Name of work.	No. of Formes.	No. of Pages.	Section.	Initials of Receiver.	Remarks.

Supply of standing matter.—Section-holders requiring standing matter from the standing forme-keeper will fill in a slip as below, and on receipt of the standing matter will return it, duly receipted, to the standing forme-keeper.

Standing matter supply slip.

Date——————

Standing forme-keeper,

Please supply type pages of register No.————. The name of the work is——————.

——————

Section-holder.

Pages sent herewith.

——————

Standing forme-keeper.

Received.

——————

Section-holder.

Instructions received direct from a department.—If the section-holder of any section receives at any time, from a department direct a slip containing any instructions regarding work, he must immediately communicate these instructions to the foreman, or where there is no foreman, to the Assistant Manager or Overseer, as the case may be, who will initial and date the slip. When the orders have been carried out, the section-holder will again submit the slip to the foreman, who will again initial and date it, and the section-holder will file the slip in the *Work Docket*.

No foreman or section-holder will retain any letter relating to a work without having it first recorded.

153. **Closing monthly accounts.**—Bill books of pieceworkers are closed on the evening of the last day of the month. If the last day of the month falls on a Sunday or closed holiday, the accounts are closed on the evening of the last preceding working day.

154. **Complaints regarding accounts.**—A pieceworker desiring to see his charge files, check book and bill book, should apply to the Assistant Manager, who will issue an order on the computing section to make over these so that the men concerned may check them for themselves, in the presence of the head computor.

HAND COMPOING—HAND COMPOSING SECTIONS

Hand compositors in the Government of India presses are mostly paid at piece rates and as such they are promoted according to the Rules for classification of pieceworkers (para. 26).

155. **Serving out copy.**—When serving out copy, the section-holder shall number it serially, and then enter in his *Distribution Register* the register no., date, time, folio no. and compositor's name. He shall also instruct compositors with regard to setting up. In the case of book-work a specimen page may be prepared for the guidance of the compositors, and in the case of annual reports the files should always be referred to.

Distribution Register.

Date.	Register No. and Dept.	Name.	No. of pages.	When commenced.	When finished.	1st Reading.		2nd Reading.		Press Reading.		Revise.		Proof.	Date of Despatch of Proof or Copy.	Remarks.
						When given.	When received.	When given.	When received.	When given.	When received.	When given.	When received.	When given.		

NOTE.—There should be two different books—one for fresh composition and another for time work, alteration of standing matter or author's corrections.

Compositors are not allowed to work jointly, either in original composition or in alteration work, without special orders in writing from the Assistant Manager. Compositors should keep their copy clean, and before leaving office, or as soon as a batch of copy is composed, should make it over to the section-holder, otherwise he is liable to disciplinary action. In the event of a copy being lost, the section-holder should immediately report such loss to the overseer or where there is no overseer to the Assistant Manager or he will be held equally responsible with the man at fault. No excuse will be accepted for the loss of copy or proofs, and the parties to blame in this respect will pay all expenses that may be incurred. Any penalty to be imposed requires checking by the Accounts Branch in the light of the relevant provisions of the Payment of Wages Act.

156. Serving out time work.—When distributing time work, the section-holder shall enter in the *Time Work Distribution Register* the press register no., department, date and time of issue, folio no. and compositor's name, and, on completion of the work, the date and time finished. He will also check the entries with those in the *Compositor's Time Memo.* (*see* para. 190), affix his initials and date, and forward the time memos. together with the authors' proofs, etc., to the time-checker, so that the latter can check the time charges.

157. Equal distribution of work.—When distributing work to compositors the section-holder shall, as far as possible, give each compositor the same amount of fresh composition work, i.e., equal "takes", and also a fair share of the authors' proofs which come in, except those debarred from hour work for some special reasons. The section-holder shall put up a written report to the Assistant Manager when men refuse copy, or decline to correct authors' proofs.

158. Use of rough records forbidden.—The practice of distributing work by entering on slips of paper, both in regard to fresh composition as well as time work, is absolutely forbidden. The section-holder shall, at the time of distributing work to the compositors, enter it at once in the respective distribution books. Any section-holder who disobeys this rule will be severely punished.

159. Uniformity of style.—When any work, owing to its size, has to be distributed over several sections, it will be the duty of the section-holder to whom the work primarily belongs to communicate proper instructions to the other section-holders as to style and the requirements of the author. Any section-holder having work set up without informing himself as to style, etc., will have to rectify defects at his own cost. The time-checker will allow no time for rectifying such defects. It is the duty of section-holders to acquaint themselves with the *Special Instructions for Bookwork* (para. 263).

160. Care of unfinished copy.—Compositors will, before leaving office, place their unfinished copy in the box provided for the purpose under the custody of the section-holder.

161. Type cases.—Compositors requiring filled cases should obtain a requisition slip from the section-holder, and present it to the store-keeper, who will arrange to supply the cases.

Requisition for Type Cases.

Section———

Please supply pairs

cases for Dept. urgent work

Regd. No. , the (friendly / regular) are wanted

at

———
Section-holder.

Date———

Time———

Section———

Please supply pairs cases for Dept.

urgent work, Regd. No. , the (friendly / regular) are wanted at

———
Section-holder.

Date———

Time———

Requisition required by me at

———Store-keeper.

Received the above cases at

———
Section-holder.

162. Linotype and Monotype Metal.—(1) The specifications for Linotype and Monotype metal should be as near as possible to the proportions recommended by the Lino and Mono Companies, which are reproduced below:—

Linotype Metal.

Lead ...	85%
Antimony ...	12½%
Tin ...	2½%

Monotype Metal.

Lead ...	72%
Antimony ...	19%
Tin ...	9%

Where a softer metal is required for mono casting the following specifications may be adopted:—

Lead ...	77%
Antimony ...	15%
Tin ...	8%

(2) When metal has been in use for some time and has been subjected to frequent melting the original proportions of the constituent metals will have naturally undergone a change. Proper rejuvenation is impossible unless the proportions of the constituents are known and for this purpose such metal should be assayed as considered desirable, and the original proportions of the constituents restored thereafter.

(3) New metals when received shall be stored by the general store-keeper. The metals should be tested and if found according to the specification bills should be verified by the general store-keeper and sent to the Accounts Branch for payment.

(4) The metals shall be issued by the general store-keeper on receipt of an indent from the type store-keeper duly signed by the Assistant Manager. The type-store-keeper will issue the same to lino and mono sections where the metals shall be kept in a box under lock and key and issued to individual lino operator or mono caster by the mechanic of the respective sections.

163. Pyed cases.—Compositors must see that cases are free from pye and have clean quadrat and space boxes. When cases are found to contain pye, the fact should be reported to the store-keeper. Compositors and distributors taking over cases from each other must satisfy themselves that the cases are free from pye. Any man working at a case found to contain pye will clear such case at his own expense. All cases in general use in a section must be frequently inspected by the section-holder, and the whole section will be held responsible for any pye found in such cases, unless the guilty person, or persons can be traced. When a heading case is taken out of a rack, the compositor should replace it neatly in the proper rack immediately he has no further use for it.

164. Shortage of types and materials.—It is the duty of the section-holders to see that men are not kept idle for want of material. If there is a deficiency in the quantity of material available, the store-keeper should immediately report to the section-holder, who shall arrange to distribute other work to the compositor until such time as the material required is available. The deficiency is at once to be reported to the overseer, or where there is no overseer to the Assistant Manager, who should, if further orders are required, refer to the Assistant Manager.

165. Distribution of matter.—To prevent a scarcity of material, the foremen and section-holders will see that there is no delay in the distribution of matter, after it has been worked off at press. "Standing matter", such as column heads of index to proceedings, signature and designation lines of current letters, etc., must be so marked on the file by the section-holders and be made over to them by the distributors. The material used for work in progress should be made over to the section that is doing the work, until it is finished, when the material should be returned to the general store.

166. Papered-up type.—Papered-up pages of type must not on any account be allowed to lie about the office. When the standing forme-keeper issues any from his charge, the section-holder must take them over immediately, and see that the paper is at once removed; when no longer required the section-holder will have them papered-up again, and return them to the standing-forme-keeper without any delay. The latter will see them properly stacked. If any papered-up pages are found lying about the office, the section-holder concerned will be held responsible and dealt with; the same will apply to the standing-forme-keeper, should any pages be found lying about in his room.

167. Papering of **Blocks.**—When blocks are no longer required they should be washed with paraffin oil and dried. After that they should be packed securely (with vaseline on their faces) with a print of the blocks and other necessary details on the outside cover to simplify identification.

168. Sorts.—Sorts must not be taken from cases without the permission of those who are working at them, but compositors should permit others to take sorts which they may have in abundance. Compositors must not take sorts from cases in use by distributors; they must apply to the case-room type supplier.

169. Turning for scarce sorts.—Letters temporarily substituted for others which are not procurable at the time of composition must not be turned face downwards, but the "nicks" should merely be inverted.

170. Picking scarce sorts.—Recourse to this practice is prohibited. The section-holder must be informed of any shortage, so that he may arrange for the supply of the sorts required.

171. Pye.—Hand compositors will be held individually responsible for any type, etc., found on the ground in the immediate vicinity of their frames. Severe disciplinary action will be taken against an employee detected in secreting or wrongfully disposing of pye.

172. Leaving pye on the imposing-slab.—No type, leads, quotations, etc., should be left on the imposing-slab after a forme has been locked up.

173. Careless composing work.—Compositors are liable to a fine of one pie for every mark on their proofs not corrected. As much trouble is caused by compositors introducing mistakes into matter by carrying out corrections in wrong places, warning is given that such carelessness will render the compositor liable to a reduction in class, in serious cases, even to the lowest class or compositors. The attention of compositors is particularly directed to the necessity for equal spacing, as they will be called upon to rectify unequal spacing or imperfect justification at their own cost. First proof readers will bring to notice those compositors whose matter is incorrectly composed, badly spaced or imperfectly justified so that the defect may be remedied by the man at fault.

174. Excessive blanking out.—Matter that has to be re-made up through the fault of a compositor will, if he is employed on piece work, be re-made up at his cost. Similar faulty work on the part of a salaried compositor, or a piece compositor employed on time work, will render him liable to a fine and in the case of a frequent offender, to disciplinary action. A proof of all preliminary matter, after being read, together with the first sheet of the text, must, in the case of every new work, be submitted to the Assistant Manager for approval.

175. Unnecessary corrections in proofs.—A compositor finding corrections marked in one proof and altered in a subsequent one should bring the matter to the notice of the section-holder. Readers responsible for such unnecessary waste of a compositor's time will be liable to be punished by disciplinary action.

A compositor who sets up matter is generally expected to execute three corrections and a revision without any other charge than the cast-up value. Proofs of absentees are corrected on time. The time occupied in correcting absentee's proof will be noted on the proof by the section-holder and the amount deducted from the price of the matter and credited to the corrector.

176. Forwarding proofs to be read.—Section-holders must, in every case, send to the reading section, first proofs along with the second proofs, second proofs along with third proofs, and so on.

177. Proofs.—Proofs must be clearly pulled; before they are sent out, the matter must be read twice, or thrice if necessary, and be carefully revised. Where the number of copies to be printed is not stated in the requisition, inquiry should be made when forwarding the first proof. The copy should be sent out with the proof; if it be returned it should be forwarded to author when the work is completed.

178. Correcting proofs on time.—The section-holder should write the corrector's name on every proof, and note the time when it was given to be corrected and when it was returned corrected. As a rule, he must not allow any charge for alterations, other than those made after the proof has been sent out; an exception being made in the case of broken matter, which must be clearly marked, and vouched for by the section-holder. The following classes of proofs corrected by compositor are paid for on time :—

(1) Proofs of author's corrections whether on fresh or standin, matter.

(2) Final press reading or print order of fresh matter.

(3) Careful reading of standing matter done after the author' corrections.

(4) Press reading of standing matter done after the author' corrections.

(5) Revision of standing matter done after the author's corrections.

(6) Print order of standing matter done after the author' corrections.

(7) Clean sheet of standing matter done after the author' corrections.

NOTE.—When carrying out corrections on final revises and clean sheets compositors on class 10 and higher are allowed to charge at their respective class rates, while those on lower classes are paid at the rates laid down in para. 337 of Chapter XI.

179. Queries in proofs.—Despatch of proofs for a special purpose, such as to decide a query, should be accompanied by a letter or note signed by the Manager, or Assistant Manager, stating the reason for submission of the proof.

180. Forme-proofs.—When the final proof of a job is about to be submitted to the author, the matter should be made up into pages, imposed and locked in formes, so that forme-proofs can be submitted.

181. Instructions as to size of pages.—The section-holder, after arranging the galley proofs in order and numbering them, will instruct the make-up man as to the length the pages are to be made up, and also give any other special instructions which may be necessary.

182. Making up pages.—The make-up man will then make up the matter in its proper order into pages, being specially careful that each page is gauged to the same length by using the gauges supplied. He will also pay particular attention to the spacing between headings and paragraphs, so that the spacing will be uniform right through the job. He should use clumps after the folio lines and at the bottom of each page. Whenever two or more leads are required in spacing, clumps should be used. Making up includes composing head, folio, signature and white lines, inserting marginal and footnotes and tying up page ready for imposition and pulling proofs.

183. Press order proofs.—Press order proofs should be corrected and be revised by a reader before they are made over to the press jemadar,

or press and machine foreman. Assistant section-holders will write on press order proofs the press register no., the initials of the department, the number of copies, the description of paper, the date sent to press and to whom the forme is to be made over after it has been printed off, and their own initials. Press order proofs will then be signed by the section-holders in token of having checked the correctness of the particulars given by the assistant section-holders.

184. Formes to be revised before being sent for printing.—Press order proofs will be pulled in triplicate, and one must be revised to see that all corrections have been properly carried out, before the formes are sent down to the machine or press-room for printing. Section-holders will pay close attention to see that pages have been properly made up, and that the formes are locked securely and true. Disciplinary action will be taken against those guilty of a breach of this rule.

185. Additional copies.—Orders for additional copies after the first order is printed off, or for copies for other departments, or for copies of separate portions of a work, must be registered anew.

186. Office file copies.—Four copies of book work, and two copies of all other work, should be printed for office files, unless otherwise ordered. No file copies of confidential work should be printed unless specially ordered.

187. Binding file copies.—When a work is finished section-holders will make over a complete binding file to the binders with the details of binding entered in the binding order.

Binding Order.

(Page 1.)

Printing Office Register No. ——————

Name of Work ——————

——————

Size ——————

Number of sheets per copy ——————

Number of copies ——

To be bound in ——————

To be interleaved ... ...

To be stored in sheets ...

To be despatched in loose sheets

To be ——————

To be ——————

Total ...

Dated ——————19 .

(Page 2.)

Issue of Materials.

Date.	Description.	Quantity.	No. of copies.	Signature of Issue Clerk.

(Page 3.)

Despatch.

Register No. ——————

Date.	No. of copies.	To whom sent.	Remarks.

188. Unfinished work.—At the beginning of every month, the section-holder will receive from the receipt clerk, through the foreman (Assistant Manager in the case of the Simla Press), the particulars of work which has been kept standing for more than a month, for check before submission to the Manager, for despatch to the Controller of Printing and Stationery, India, so that endeavours may be made to obtain the print order.- (See page 216).

189. Overtime Requisitions.—A section holder requiring his men to work overtime should make out an Overtime Requisition. He will intimate to the men by name that they are required, after the requisition has been countersigned by the Assistant Manager. The overtime requisitions must be very carefully filled in, and they should be submitted so that they can reach the Assistant Manager not later than 4-30 p.m. each day.

(FRONT.)

Overtime Requisition—Case Room.

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for Morning / Night *attendance for* _____ 19 .

Name of Section.	Name of the Superior required to attend overtime.	No. of salaried men required as shown below on weekly.	No. of piece heads.	For what work (full detail).

Ticket Nos.

		Outside	Gallery and Front Proof Processes.	Escape Cutters.			

Permanent Salaried Hands.

Temporary Salaried Hands.

(Reverse.)

Ticket Numbers of Compositors.

Section 1.	Section 2.	Section 3.	Section 4.	Section 5.	Section 6.	Section 7.	Impressions.

Section-holder. Overseer. Asstt. Manager.

190. Hour Work.—Author's corrections and altering standing matter, etc., are done on time (see para. 178). Small quantities of matter cancelled in author's proofs are distributed on time by those who correct the proofs. Proofs of large quantities of cancelled matter are pulled and made over by the section-holders for distribution in the usual manner. After correcting a job, the compositors make their time memos and enter therein the titles of work, the folios or signatures, compositors' names, no. of pages corrected and the time occupied. The section-holder, who will be held primarily responsible that the proper amount of work is done for the time charged, on receipt of the time memos from the compositors makes the necessary entries in his *Time Work Distribution Register* and passes them on to the correction checker for checking the time charged. The time memos are then submitted by the checker along with the proofs to the overseer, or the Assistant Manager who initials the memos in token of his having passed the charges. The time memos are made over to the computor who fills in the amount each man is entitled to, according to his class, and credits the same to his account in the *Compositors' Bill Book*. At least 10 per cent of the compositors' time memos will be daily gone over by the overseer to verify the checker's work.

Compositor's time memo.

Name of Work _____

Date.	Reg. No. and Department.	Name of Work-Work.	Time taken.		Folio or Sig.	Class.	No. of hours allowed.	Rate.	Amount.		
			Commenced.	Finished.					Rs.	a.	p.

Note.—A time memo similar to above printed on coloured paper, is used for author's corrections, etc. Each man will have a time memo. for each day.

191. Payment to salaried compositors in the Government of India Presses.—(i) At the close of each month fresh composition will be computed at piece rates and compared with the remuneration drawn by the compositor (at his hourly rate) for the period spent on the work. Excess outturn will be treated as a credit and short outturn as a deficit, unless in the opinion of the Manager, the short outturn is the result of circumstances beyond the compositor's control.

(ii) Author's corrections, etc., carried out by a compositor will be checked by the time checker every day from his outturn sheets (time slips). The time, if any, taken in excess of what was allowed will be valued at his hourly rate and treated as a deficit. If he is employed on both fresh composition and correction work, any credit in the former may be set off against deficits in the latter.

(iii) The statement of excesses and deficits will be examined by the Manager monthly, and disciplinary action will be taken against those compositors giving short outturn consistently.

NOTE.—The hourly rate referred to in (i) and (ii) above will be :—

$$\frac{\text{Monthly salary}}{\text{No. of working days in a month} \times 8}$$

192. Charge files.—After the matter has been read, corrected and made up, a proof is pulled, on which the section-holder writes the compositor's name and the date of composition at the beginning of each "take", and makes it over to the computor for computation. Matter standing in galleys may also be charged, and men who were employed upon it paid, if the foreman certifies that the galley proof will be sent out to the author. Charge files are to be sent to the computing section in batches daily and not kept until the end of the month. The head computor has instructions to bring to the notice of the Manager, section-holders who do not comply with this instruction.

193. Details on charge files.—All charge files submitted by the several sections must show the printing office register number, and number of pages, as well as the despatch voucher number and the name of the make-up man in the case of composing files, and bear the initials of the section-holder concerned.

194. Receipts for charge files.—The files of each section should be serially numbered and receipted for by the computing section in a book showing the register number of each, its despatch voucher number if a composing file, and the number of pages it contains, all entered up serially and the entries vouched for by the foreman concerned.

Receipt book for charge files of——————*Section.*

Date.	Serial No.	Reg. No. and Dept.	Description of work.	Despatch Voucher No.	No. of pages.	Initial of Section-holder.	Initial of Foreman.	Initial of Computor.	Remarks.

195. **Suspense register.**—Each section will be provided with a "*Suspense Register*" wherein will be entered all unfinished work not despatched at the time the monthly bill books are closed. The entries in this register will be made by the section-holder, who will be responsible for their correctness. When the time for closing the bill books arrives, this register will go through the foreman and overseer to the Manager, who will pass them for payment.

SUSPENSE REGISTER OF ——————————————————— ***SECTION.***

Serial No.	Date.	Register No. and Despatch-mark.	Name and description of work.	No. of pages.	Recommendations of S. H.	Recommendations of Foreman and overseer.	Orders of Assistant Manager.	Orders of Manager.	Initial of Compositor.	No. and Date of Voucher.

196. **Multiplication of pages to save press work.**—In long numbers, overseers and foremen will be held responsible that the pages of a job are so multiplied by stereo typing, etc., as to turn out the work as cheaply as possible.

IMPOSITION.

197. **Impositors.**—The impositors are piecework in Calcutta and Delhi, and as such their promotion is regulated by the *Rules for Classification of Piecework* (para. 26). In Simla where 4 men are employed they are salaried hands.

198. **Impositor responsible for margins.**—The impositor who imposes the forme to be sent to press is responsible that the furniture placed round the pages is the correct width, so that the margins at the top and bottom and sides of the pages will be even when the sheet is folded and trimmed. If any time is lost by the machineman or pressman in obtaining proper register owing to defective work by the impositor the latter will be liable to a fine of annas two in each case.

199. **Impositor responsible for checking length of page.**—At the time of imposing the forme, the impositor should carefully check the length of the pages with the gauges provided, to see that they have been correctly made up by the make-up man.

200. Duties of forme-carriers.—After the formes have been properly locked up, the forme-carriers will carry them to the forme-proof press for pulling proofs and then place them in the forme-racks. They will also carry the formes from the forme-racks to the imposing surfaces whenever required for correction, and after correction the formes will be taken either to the forme-racks or to the machine room for printing, as the case may be. If any type drops from the forme when the forme-carriers are moving it, they must at once report the fact to the section-holder, who will have the forme placed on stone, the type correctly replaced, and any defects in composing or locking rectified.

201. Brushing galleys and formes.—After a proof has been pulled from the galley or forme, the galley or forme-proof pressman must thoroughly brush the type over to remove all ink. The galley or forme will then be placed in the galley or forme-rack, as the case may be, and have the rack-number noted on the corner of the proof. Those responsible for a breach of this rule will be fined.

202. Responsibility for bad spacing.—In all instances where the forme does not lift readily, the spacing must be examined by the section-holder, or the assistant section-holder, and if the dropping of letters is found to be due to careless spacing, or justification, the matter should be reported to the Assistant Manager|overseer for necessary action against the compositor concerned who will be liable to be fined (where permissible) or punished by disciplinary action.

203. Charge files.—The details on the impositor's charge files are written up by the section-holder. He should enter the name of the impositor, register no., number of formes, etc., and initial them. The charge files are then sent by the impositor in the receipt books to the computing section.

MACHINE COMPOSING—LINOTYPE OPERATING SECTION

204. Section-holder.—Immediately on receipt of work from the overseer, the section-holder shall enter up in his *Register of Work Received* (see para. 152) all the details called for by that register. Proofs when returned to press will also be entered in the register before issue to the operators for the purpose of carrying out the author's corrections. The section-holder must see that the work is got out at the earliest possible hour and will be held responsible for any delay.

The section-holder before giving copy to an operator should mark style, type, indentation and issue all the instructions to the operator necessary to ensure uniformity and correctness in setting. Such instructions will not be given by readers, who will definitely refuse any information should the operators consult them. If the section-holder is in doubt he should consult the overseer, or Assistant Manager.

205. Serving out copy.—When serving out copy to the operators the section-holder will number it serially and enter in his *Copy Distribution Book* the register no., date, time, folio nos. and operator's name. The date and time the composition is finished and reading proof corrections, etc., carried out will also be entered. The date the work is sent for approval, or printing will be entered in the *Register of Work Received*.

Copy Distribution Book.

Item Register No.	Date received	Size of type	File and No. of pages	Machine No.	Name of operator	Arranged for reading	1st Reading						2nd or Final Reading						Revises			Proofs		
									Corrected by					Corrected by				Corrected by						
							Date given to reader	Date read over reader	Machine No.	Operator	Compositor	Machine No.	Date given to reader	Date read over reader	Machine No.	Operator	Compositor	Date given to reader	Date read over reader	Machine No.	Operator	Compositor	Date passed	Date of despatch	Remarks

206. Equal distribution of work.—The section-holder should not favour any operator by issuing to him any undue amount of profitable work.

The section-holder is to arrange that extraneous matter is set by learners on every possible occasion. When no such men are on the machines, junior operators are to be given this class of work, with the exception of only (i) rush work, and (ii) very difficult work. Operators will be allowed to compose dash lines, folios, side notes, foot-notes, and any other matter that actually appears in the manuscript they are working on, but repeat lines, blank slugs, running folios and similar matter has to be specially arranged for by the section-holder, and he should issue such orders when distributing work as will ensure that the operator composes the minimum of such matter or lines, as may be required under (i) and (ii) above. *(C. P. & S. I. Memo. No. 42/21A/39-A & F., dated the 5th November 1940.)*

207. Charge files.—After a matter has been set on the Linotype, two proofs are pulled, one of which goes to the Reading section for 1st reading correction, and the other, duly signed by the section-holder, is attached to the Lino operator's daily docket which becomes the charge file. The computor will be provided with legible proofs for the purpose of charging up, and will immediately report to the Assistant Manager, or Manager, if wrong or doubtful proofs are submitted to him. He should also report if the daily dockets and charge files are not sent to him every day. The section-holder will be held responsible if this instruction is disobeyed.

208. Operators' Daily Docket.—Each operator will fill in and submit daily, a docket detailing the work done during the hours attended each day. The section-holder will despatch these dockets to the computing section after he has carefully checked them, together with the proofs and the Stoppage Report, if necessary.

Linotype Operator's Daily Docket.

Name———— *Machine No.*———— *Date*————

Rep. No.	Department	Size of Type.	Measure.	No. of lines.	No. of ems.	Started.	Finished.	Time occupied.					Remarks.
								1st reading proofs.	2nd reading proofs.	Authors.	Stoppages.	Press proofs.	

NOTE.—A proof of all matter for which a charge is made must be attached to the *Daily Docket*. Any stoppage time or hour work must be authenticated by attaching the *Hour Work or Stoppage Report* (see para. 211) to the *Daily Docket*.

209. Operator's corrections.—Operator's corrections will ordinarily be done by the man who originally composed the matter. In the case of absentees, if the corrections are done by another man a proof of the corrections will be submitted to the section-holder by the operator who does the corrections. The section-holder will verify the proof and then send it to the computor for computation of outturn stating that "Corrections done by.....in lieu of....." The number of ems on account of corrections will be credited as fresh matter to the man who did the corrections and debited against the original composer, who will be credited with the total composed ems of the first proof, less the corrections.

If corrections are not carried out and the proofs or printed copies are sent out uncorrected or improperly corrected, it will be necessary to take action against the man responsible, as failure to carry out corrections constitutes fraud.

210. Stoppages.—Stoppages must be immediately reported to the overseer (Assistant Manager in the Simla Press) through the mechanic on the *Stoppage Report*, and if such are caused through mishaps beyond the control of the operator, he may, under the special orders of the overseer (Assistant Manager in the Simla Press), be allowed to enter the time taken to rectify the stoppage in the *Daily Docket*.

Operators are not allowed to work during stoppages or leave intervals of any kind. This again is a matter for which the section-holder will be held personally responsible, together with any operator who may infringe this rule.

Stoppages on account of—

(a) No work	will be signed by A. M.
(b) Machine cleaning	by mechanic, section-holder and overseer.
(c) Defective Machine	
(d) Failure of current	
(e) Friday prayers	
(f) Works Committee Meetings . . .	by section-holder.
(g) Early leave on outdoor pass . . .	by Assistant Manager or overseer.
(h) Machine stoppages (due to operator) .	to be specially reported.

When signing stoppages in verification of the mechanic's time, the section-holder should ensure that only the actual time is entered up. In the event of operator's carelessness causing a mechanical defect, the section-holder will report circumstances to the overseer or Assistant Manager before time "not chargeable" is entered up. Heavy repairs to machines should, whenever possible, be attended to during meal intervals or on closed days.

211. Hour Work.—All hour work will be checked strictly on the basis of the amount of work entailed. Hour work of all descriptions must be entered by the section-holder in the *Daily Docket* for each operator separately, and the operator should note the entries made therein, as he will be held jointly responsible with the section-holder for the correctness of all entries. The "time started" on this class of work will be entered when the work is commenced and the "time finished" when the operator submits the proof of the composed matter to the section-holder.

Press orders will ordinarily be given 10 minutes only, but it is obvious that this may not cover all classes of press orders, and consequently it is open to the section-holder to use his discretion in allowing additional time for the particular class of time work. (The section-holder must bear in mind that all time work must be given the minimum allowance consistent with incurring no hardship to operators, and it must be definitely understood that the reason for this is to avoid undue inflation of time work totals, as it is evident that if time work is allowed to increase, fresh hours are proportionately reduced, and the opportunity is provided for work to be done during time work periods that should be done during fresh work periods. It is essential that the section-holder strictly observes this rule.)

Time will be allowed for liner and magazine changing in exceptional cases, but this should not be necessary very often if the section-holder exercises discretion in the distribution of work. He, however, must not interpret this to mean that work must be given to any one operator in undue quantities, as equal distribution of work is of primary importance. Time will not be allowed for magazine or line changing connected with magazines that are on the machines, or liners that are in the existing moulds on the machines. Five minutes will be allowed to Linotype operators for measure changing.

In connection with the entries of time work it must be clearly understood that the *Daily Docket* (para 204) forms the basis of all computations and it is necessary for everyone concerned, in entering up these records, to exercise the greatest care and accuracy. It should be understood that apart from reported time, the matter set has to be charged proportionately to the operator's usual speed for the class of work in question.

Any disputes regarding the time allowed should be referred to the Overseer, Assistant Manager or Manager for final decision.

Hour Work or Stoppage Report.

Date——————— Name———————

Chargeable										Not chargeable	Total	Hours recorded (to be filled in by Time Keeper).	Remarks.
Press orders	No. work	Liner changing	Measure changing	Defective machine	Failure of motor	Friday pieces	Early hours			Machine stoppage due to operator			
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H. M.	H.M.	Hours.	

CARE AND CONDITION OF MACHINES.

Linotype operators are held personally responsible for the condition of their machines. Carelessness or wrongful use on their part resulting in damage to the machine or materials under their charge will be punishable by fines and/or by disciplinary action. Full allowances will be made for fair wear and tear.

Before starting work in the morning, Linotype operators will carefully examine their machines and see that all parts are properly cleaned and adjusted. The plunger will be thoroughly brushed and cleaned and the well of the metal

pot scraped, before commencing work. The plunger must be removed from the well at the end of each day's work. Machines are to be kept thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. The lubricators fitted to the machine will be filled with oil every morning. In other working parts oil is to be very sparingly used, and any running oil should be carefully wiped off. No oil whatever will be used on the outer surfaces of the cone, gear wheels or those parts of the machine with which the matrices come into contact, viz., star wheel, assembly box, delivery channel, first and second elevators, face of mould and distributor. All these parts must be kept scrupulously clean and dry. The operators will see that all spacebands are polished every morning with pumice, on the board made for this purpose, and dirt or metal carefully removed. Emery or sand paper must not be used.

The spacebands must not be reversed in the machine. The small slide or top must be at the right hand side.

Magazines and matrices will be cleaned periodically under instructions of the mechanic, who will be held responsible for seeing this work done. All matrices will be removed from the magazine, washed in petrol and rubbed on the polishing pad provided for the purpose. The guides of the magazines will be thoroughly brushed out with petrol to remove all foreign substances. When cleaning the magazines care must be taken not to damage the escapement pawl springs and links.

Linotype operators must see that all matrices are distributed into their proper magazines before changing from one to another.

When parts become damaged or any breakages occur, they must be immediately reported to the Assistant Manager, and if such are caused through carelessness on the part of the operator he will be liable to fines and/or disciplinary action, and will not be allowed any stoppage time.

All broken and damaged matrices and spacebands will be made over to the section-holder, who will immediately report to the Assistant Manager.

Operators will be fined (where permissible) or punished by disciplinary action for not reporting breakages, losses, etc., as they occur.

Operators found hiding or doing away with broken or damaged matrices, spacebands, etc., will be liable to immediate dismissal.

(Letter No. A.-431, dated the 21st June 1929 from the I. & L. Dept. and Memo. No. 32/4/36-A. & F., dated the 3rd/4th March 1937, from the Controller of Printing and Stationery, India.)

LINOTYPE CORRECTING SECTION

212. Changing slugs and making up.—The changing of slugs and making up of matter set on the machines will be carried out by a corrector, or by a compositor on time work, who will enter the details in the *Lino Compositor's Daily Time Memo.*

Lino Compositor's Daily Time Memo.

Name——————

Date.	Register No.	Department.	Description of Slugs and Making Up (Operator's Write).		Time.		Extra or Special Items.	Class.	No. of Hours.	Rate.	Amount.
			Line Making, 2nd making and revise.	Fresh commence, changing, making up, etc.	Taken.	Finished.					
			Author's Revise.	Overrunning more space, etc.							

The necessary particulars of the time memo. will be entered by the section-holder in his *Copy Distribution Book*, and the time checked by the correction checker as described in para. 190.

MACHINE COMPOSING—MONOTYPE OPERATING SECTION.

213. Section-holder.—The same instructions as laid down in para. 204 will apply with the exception that the particulars of work received are entered in the *Register of Work*.

Register of Work—Monotype Section.

(Left hand page.)

Time Register No.	When received in section	Name of Compositor	No. of pages given to Keyboard operator	Date and time: Given to Keyboard operator	Date and time: Finished by Keyboard operator	No. of pages	Time Received: Given to Machine	Time Received: Finished	Name of compositor	No. of galleys or pages	Date and time: Given to compositor	Date and time: Finished by compositor	Time Received: When given to Reading and Revise	Time Received: When returned back

(Right hand page.)

Name of compositor	No. of galleys or pages	Date and time: Given to compositor	Date and time: Finished by compositor	Time Received: When given to Reading and Revise	Time Received: When returned back	Name of compositor	No. of galleys or pages	Date and time: Given to compositor	Date and time: Finished by compositor	Time Received: When given to Reading and Revise	Time Received: When returned back	Name of compositor	No. of galleys or pages	Date and time: Given to compositor	Date and time: Finished by compositor	When given	Date and time: Finished and ready

214. Serving out copy.—The procedure is the same as outlined in para. 205 except that all the details mentioned will be entered in the *Keyboard Operator's Copy Distribution Book*, and that the date the work is sent for approval will be entered in the *Register of Work*. The reading proofs are corrected by hand compositors on time.

Keyboard Operator's Copy Distribution Book.

Form Register No.	Work received in Mono Section.	Name of Keyboard Operator.	No. of pages given to K. B. Operator.	Date and time.		No. of spools.
				Given to K. B. Operator.	Finished by K. B. Operator.	

215. **Equal distribution of work.**—The instructions applying to Lino section-holder (see para. 206) will generally apply to the Mono section-holder.

216. **Charge files.**—After a matter has been perforated and cast on the casting machine, two proofs are pulled, one of which goes to the Reading section for 1st reading correction, and the other, duly signed by the section-holder, which is attached to the Keyboard Operators' Daily Docket is the charge file. For the guidance of the computor, operators will mark their charge files according to the amount of matter actually composed (i.e., striking out matter repeated on the casting machine) and will also indicate if the work is tabular or solid. The section-holder will be held responsible that charge files are not delayed by the caster attendant or the pressman. They are to be sent to the computing section daily, together with the daily dockets, and not kept until the end of the month. The computor will bring to the notice of the Assistant Manager any instance of doubtful charge files.

217. **Keyboard Operators' Daily Docket.**—Each operator will make out a *Daily Docket* showing details of his outturn and stoppages which will be attached to the charge files for computation. The section-holder will see that these daily dockets and stoppage reports are sent regularly to the computing section after proper check.

Keyboard Operators' Daily Docket.

Name——————— Machine No.——————— date———————

Register No. and Dept.	Page No.	Size of type.	Measure.	Started.	Finished.	Remarks.

When handing over spools for casting, operators will attach a slip to each spool giving particulars of the matter set, i.e., register number, size of type, measure, and whether or not italic or black lay-out is required on the casting machine.

are

Spool Slip.

Press Reader No. _____

Folios _____ To _____

Measure _____

Set _____ Designation _____

K. B. O.'s Name _____

Date and Time commenced _____

Ditto finished _____

Instructions to Caster Attendant _____

Caster No. _____

Date and Time commenced _____

Ditto finished _____

Depth of spool in pica or 12 pt. _____

No. of Mono ens _____

Weight in lbs _____

218. Hour work.—Hour work of all descriptions must be entered by the section-holder in the *Daily Docket* for each operator separately, and the operator should note the entries made therein, as he will be held jointly responsible with the section-holder for the correctness of all entries.

219. Stoppages.—All stoppages to be immediately reported by the operator to the mechanic, who will report in detail to the overseer (section-holder in the Simla Press) on the *Stoppage Report*. Time lost by operators through stoppages beyond their control and machine faults to be cumulative daily, and to be chargeable, provided the stoppages amount to not less than 10 minutes. Details of stoppages shown in para. 210 are the same in this case. Instructions regarding verification of stoppage time and reporting circumstances of mechanical defects caused through the carelessness of the operators, and attending to the heavy repairs by the mechanic, are the same as prescribed for Linn operators (see para. 210).

Stoppage Report.

Date _____ Name _____

Chargeable								Not chargeable	Total	Hours attended (to be filled in by Time Keeper).	Remarks.
No work.	Machine cleaning.	Defective machine.	Failure of current.	Friday prayer.	Daily break.			Machine stopped due to operator.			
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	Hours.	

MONOTYPE CASTING SECTION

220. Section-holder.—On distributing spools to the caster attendants, the section-holder will enter the details on the spool slips under "instructions to caster attendants". He will at the same time fill in the first 4 columns and the 6th column of the *Caster's Daily Docket*.

Caster's Daily Docket

Name———— Machine No.———— Date————

Reg. No. and Dept.	Page Nos.	Size of Type	Measure.	No. of ems or lbs	Started.	Finished.	REMARKS.
1	2	3	4	5	6	7	8

On completion of the casting, cols. 5 and 7 are filled in by the section-holder. Two proofs are taken of the matter, one of which becomes the charge file and goes to the computing section, and the other is sent to the reading section for first reading. That sent to the computing section is used for the purpose of computing the outturn of the operator and caster, which is entered in the Monthly Outturn Book of Mono Operators by the computer.

321. Stoppages.—As in the case of operators, casters must report the details of all stoppages on the *Stoppage Report*. The section-holder will be held personally responsible, with the caster attendant, that all stoppages are correctly reported.

Mono Caster's Stoppage Report.

Date———— Name———— Machine No.————

Day work	Daily reports	Accts. Computing (missing)	Early hours	Machine cleaning	Stoppages	Delay in matrices	Return of operators	Stoppage not to count.			Total hours.	Initials of section-holder and attendant	Remarks.
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.		

Assistant Manager.

CARE AND CONDITION OF MACHINES

Operators.—Operators are held personally responsible for the condition of their keyboards. Carelessness or wrongful use on their part resulting in damage to the machine or materials in their charge will be punishable by fines and/or by disciplinary action. Full allowance will be made for fair wear and tear.

✓ When parts become damaged, or any breakdown occur, they must be immediately reported to the overseer* through the machine and it will be

*Assistant Manager in the case of the Simla Press.

caused through carelessness on the part of the operator, he will be liable to fines and/or disciplinary action and will not be allowed any stoppage time.

All broken and damaged justification drums, or other parts, must be made over to the mechanic, who will immediately report to the overseer*.

Operators will be fined (where permissible) or punished by disciplinary action for not reporting breakages, losses, etc., as they occur.

Operators found hiding, or doing away with damaged parts, will be liable to instant dismissal.

Before starting work in the morning, monotype operators will carefully examine their keyboards and clean them with the air pipe. On Saturdays, the keyboards must be thoroughly cleaned and oiled.

Monotype Caster Attendants are held personally responsible for the condition of their machines. Carelessness, wrongful use or failure to carry out the instructions given below, which may result in damage to the machine or materials under their charge, will be punishable by fines and/or by disciplinary action.

Before starting work in the morning, monotype caster attendants will carefully examine their machines and see that all parts are properly cleaned and oiled. Oil all working parts in the oil holes provided. (Only a spot of oil is necessary on the centring pin, otherwise the oil runs down into the matrix case.) Polish the piston with plumbago and clean out piston-way in pump body. Drill down the nozzle with a small drill (No. 52). The metal in the pot should be stirred well and all dross skimmed off.

When the work for the day is finished, monotype caster attendants must remove the thermometer, turn off gas and water supply, take off bridge and mould cross block and clean mould and jet blade, making certain that no metal shavings remain on the face of the mould blocks. Remove and clean piston. Clean the die case while the matrices are warm and before the oil and dirt congeals, by brushing out in kerosene oil and then blowing out under the air pipe provided. When cleaning matrices both the face and the cone holes at the back must be cleaned. The matrix case must be kept free from oil and cleaned frequently.

On Saturdays attendants must thoroughly clean their machines. The plug from the bottom of the pump body must be removed while hot. Drill up the long arm with long flat drill until the drill is seen through the hole under the nozzle. Drill up the nozzle with ¼" drill until within ⅛" of the top of the nozzle. Drill down the nozzle with small drill (No. 52). Also drill out inlet hole in the pump body with a ¼" drill.

Each time the bridge is taken off and replaced, the attendant must cast some em-rules (No. 2 hole in paper) and take them to the mechanic to test the alignment.

No part of the machine should be opened out, other than that necessary for making changes or cleaning, without the orders of the overseer*.

Caster attendants must watch the matter being cast, and if a matrix is found to be dirty or blocked up with metal, stop the machine and clean out the die case. Carelessness on the part of the attendant in this connection must be brought to the notice of the overseer* by the section-holder, and the attendant is liable to pay a fine.

When parts become damaged, or any breakages occur, they must be immediately reported to the overseer* through the mechanic, and if such are caused through carelessness on the part of the caster attendant he will be liable to fines and/or disciplinary action.

All broken and damaged parts must be made over to the mechanic, who will immediately report to the overseer*.

Caster attendants will be fined (where permissible) or punished by disciplinary action for not reporting breakages, losses, etc., as they occur.

Caster attendants found hiding, or doing away with damaged parts will be liable to instant dismissal.

(Letter No. A-431, dated the 21st June 1928, from the I. & L. Dept., and C. P. and S. I. Memo. No. 32|4|36-A. & F., dated the 3rd|4th March 1940.)

* Assistant Manager in the case of the Simia Press.

MONOTYPE CORRECTING SECTION

222. Section-holder.—The same instructions as in para. 190 should be followed except that the details of the time work done by the mono correctors will be entered in the *Mono Compositors' Daily Time Memo.* and that the particulars of time work will be entered by the section-holder in the *Register of Work* (*see* para. 213).

223. Correcting.—Corrections of matter set on the monotype machine will be carried out by compositors on time work.

If necessary, the operators will set up such portions as may require to be set up on account of the heavy nature of the corrections.

When the operators are paid on corrected ens ⅔rds of the time taken by compositors in carrying out the corrections will be debited against the operator concerned, i.e., the number of hours will be added to the attendance hours of the operator.

The compositors employed on monotype corrections will enter the details of their daily work in a "*Daily Time Memo.*".

224. Making up.—Making up of matter set on the machines will be carried out by a corrector, or by a compositor on time work, who will enter the details in the *Mono Compositors' Daily Time Memo.*

New matter
Standing matter

Mono Compositors' Daily Time Memo.

Name——————————

Date.	Register No.	Department.	Insertion of lines and making up operator's work.		Time.		Fulness of figures.	Class.	No. of hours.	S. H.'s initial.	Checker's initial.	Rate.	Amount.
			First reading, 2nd reading and revise.	Finish composition, arranging, making up, etc.	Taken.	Finished.							
			Author's proof.	Re-making up, press revise, etc.									

225. Overtime.—*Machine composing sections.*—The section holders of these sections requiring men for overtime will make out an *Overtime Requisition* in the form below. Instructions regarding intimation to the men by name, filling in the requisition and submitting it to the Assistant Manager are the same as laid down in para. 189.

(Front.)

Overtime Requisition—*Mono and Lino sections.*

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for Morning / Night *attendance for*——————19 .

Name of Section.	Name of the Supervisors required to attend overtime.	No. of salaried men required as shown below (in words).	No. of piece hands.	For what work (full details).
Mono	Section-holders. Mechanics.			
Lino	Section-holder. Mechanic.			

Permanent salaried hands.

Mono operators.	Lino operators.
(Names.)	(Names.)

(Reverse.)

Ticket Nos.

Monotype — Permanent salaried men.

Galley proof pressman.	Forme carriers.	Motor men.	Casters.	Mono correctors.	Type inspectors.	Metal sellers.	

Temporary salaried hands.

Forme carriers.	Labourers.	Visitors.		Mono correctors.	Inspectors.	Distributors.	

Linotype — Permanent salaried hands.

Galley proof pressman.	Forme carriers.	Lino correctors.	

Temporary salaried hands.

Forme carriers.	Labourers.	Lino correctors.	Inspectors.

Section-holder. Overseer. Assistant Manager.

TYPE STORE SECTION

General

The Type Store Section is essential for the supply of type and materials to the composing sections. The distributors, pye-sorters and pye distributors employed therein are pieceworkers and are eligible for promotion in accordance with the Rules for classification of pieceworkers (para. 26), while the suppliers are men on fixed pay.

226. Type store-keeper.—The type store-keeper is responsible for the cleanliness and orderliness of the type store-room. He is responsible for seeing that the sections are supplied with type materials correctly and expeditiously. He is also responsible for the work of the distributors, suppliers and pye-sorters. He should see that the heading type cases are clean, and are filled and correct in place in the numbered racks. He will be held responsible for seeing that coolies for carrying compositors' and distributors' cases, are kept at each store, and these men are not withdrawn for any other work. He will be held responsible that type formes sent for distribution are promptly distributed and will issue a receipt for every forme received in the *Receipt Book for Distribute Formes* (page 278).

Distribution.

227. Cases.—The store-keeper, distributors and compositors are responsible that the cases are kept free from pye. When type cases are received from the composing sections the store-keeper will examine them personally. The empty cases should be immediately replaced with filled cases on a requisition signed by the section-holder (para. 161). In the event of any special work requiring the issue of a number of cases at any one time section-holders are to give the store-keeper timely notice stating the number of cases and the purpose for which they are required, so that arrangements can be made for the expeditious supply to the section concerned.

228. Batter box.—A box is kept in the distributing section in which broken and defaced type should be placed. (When the box becomes full its contents should be weighed and the quantities written off in the *Dead Stock Ledger*.) The type will then be melted and the metal made over to the general store-keeper.

229. Careless distribution.—Distributers will be fined for careless distribution, and, if frequently brought to notice for this fault, they will be dismissed.

230. Secreting matter.—Distributors failing to distribute, or secreting matter made over to them for distribution will be severely dealt with, as this amounts to defrauding Government.

231. Disposal of cases and sorts.—Distributors will not allow sorts to be taken from their cases, except by the store-keeper. If there is an excess of some particular sorts in the matter being distributed, the superabundance should be removed under the orders of the store-keeper, so that each box may be evenly filled. If the boxes are over-filled the case will become pied. Upper and lower cases bearing the same number should be used together. The store-keeper will direct the distributors as to the disposal of cases when filled.

232. Distribution of secret and confidential work.—The distribution of all secret and confidential work is carried out in the secret section and not in the store-room. When distributors are required for this purpose the secret section-holder will send a *Requisition for Distributors* to the store-keeper, who will see that only reliable and trusted men are detailed for this important duty.

Requisition for Distributors.

Section——————

Please supply——————distributor for——————

Regr. No.——————Size of forme and type——————

Date——————Time——————

——————
Section-holder.

Requisition received by me at——————

——————Store-keeper.

Time $\frac{\text{Received}}{\text{Returned}}$

——————
Section-holder.

Distributor——————

233. Hour work.—The time of engagement of distributors on hour work is entered in the *Distributors' Time Memo.* by the store-keeper which is signed by the overseer* and verified by the time-keeper. The memos. before being made over to the computor are submitted for the Overseer's or Assistant Manager's initial. The computor then enters the amounts in the *Distributors' Bill Book.*

Distributors' Time Memo.

Name of Work——————

Date.	Reg. No. and Department.	Name of Workman.	Time taken.		Folio or Sig.	Class.	No. of hours allowed.	Rate.	Amount.		
			Commenced.	Finished.					R.	A.	P.

234. Charge files.—Proof of the sheet or job for distribution, made over to the distributor by the store-keeper which is entered in the *Distributors' Diary of Work*, is the charge file.

Distributors' Diary of Work.

Date.	Register No. and Dept.	Signature of Sheet.	No. of Pages.	Serial No. of Takes.	Names.	Time Work. if any.	Remarks.

In making over the proof of the sheet or job to the distributor, the store-keeper should write on it the printing office register no., the title of the work, the signature of the sheet, the distributors' names, and the date on which the work is given out. On the completion of the work,

* Assistant Manager in the case of the Simla Press.

the proof will be taken to the store-keeper, who after ascertaining that the work has been done, will initial and date it. The proof will then be made over to the computor in a receipt book (para. 194).

PYE-SORTING AND PYE-DISTRIBUTION.

235. Pye-sorting and distributing.—Pye-sorting and pye-distributing accounts are maintained by the type store-keeper in the *Register of Pye*.

Register of Pye.

Date.	Acknowledgment voucher No.	From what Section.	Quantity.		Quantity.		Quantity sent to Store or Foundry.	Acknowledgment vouchers No.		Remarks.
			Unsorted.	Sorted.	Sorted.	Damaged.		Date.	No.	

236. Sorting.—The quantity of pye issued by the store-keeper for sorting is entered in the *Pye-sorters' Daily Outturn Sheet*.

Pye-sorters' Daily Outturn Sheet.

Date.	(Name of sorter.)				(Name of sorter.)				(Name of sorter.)				Total.			
	Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.

At the end of the month these sheets are sent to the computing section for computation.

237. Distributing.—The amount of pye issued to the distributor is entered in the *Pye Distributor's Voucher*.

Pye-Distributor's Voucher.

No. _____ Date _____

Name _____

Ticket No. _____

WEIGHT

Given.	Received.
Type _____	Short _____
Cases _____	Pounds _____
	Balance _____

_____
Store-keeper.

This book is to be handed by store-keeper to overseer* on duty not later than 6-30 every morning.

_____

Date _____

Weight returned with cases _____

Balance of pye, if any _____

_____
Store-keeper.

This slip will be handed to store-keeper when he states his readiness to commence weighing.

No.

Name

* Assistant Manager in the case of the Simla Press.

At the end of the day, after deducting the balance undistributed and that which was already in the cases, the amount distributed is entered on the *Pye-Distributor's Daily Outturn Sheet.*

Pye-Distributor's Daily Outturn Sheet.

Name——————

Date.	Pica.		Small pica.		Longprimer.		Bourgeois.		Brevier.		Minion.		Nonpareil.		Total.		Remarks.
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	
Totals.																	

At the end of the month these sheets are sent to the computing section for computation.

238. Overtime.—The type store-keeper requiring his men for overtime will make out an overtime requisition in the form below. As regards intimation to the men by name, filling in the requisition and submitting it to the Assistant Manager, instructions laid down in para. 189 will be followed.

Overtime Requisition—Type Store Section.

The ticket numbers of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for $\frac{\text{Morning}}{\text{Night}}$ attendance for——————19 .

Name of section.	Name of the supervisor required to attend overtime.	No. of extra-mil men required as stated below (in words).	No. of piece hands.	For what work (full details).

Ticket Nos.

Permanent Salaried Hands.

Case supplier.	Material supplier.	Case cutter.	Distributors.	

Temporary Salaried Hands

Distributors (Piece)

STANDING FORME SECTION

239. Standing Forme-keeper.—The standing forme-keeper is responsible for all formes and pages sent to him to be kept standing. He will maintain a *Register of Type to be kept standing.*

Register of Type to be kept standing.

Date.	Reg. No.	Department.	Name of work.	No. of pages.	No. of formes.	Section-holder's initial.

He will be held responsible if any forme or page ordered to be kept standing, is sent to the type store for distribution, unless he is able to produce any orders authorising such distribution.

240. Issuing standing matter.—The standing forme-keeper will issue standing matter only on receipt of a signed requisition from the section-holders on the proper form. He will see that he gets the receipt back duly signed by the section-holder (see page 278).

READING SECTION.

241. Head Reader.—The Head Reader 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 readers and revisers are

given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all outturn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He should read proofs when time permits. He is also responsible for the general good conduct of the section and should attend to trials of prospective readers and copyholders when vacancies are to be filled up.

242. **Proof Readers.**—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 proofs efficiently the reader must possess a good general education and a practical knowlelge of the art of typography, and be able to check the correctness of ordinary quotations (English, Latin, and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (see method of marking proofs below paragraph 247) and should make his corrections clearly and neatly to avoid confusing the compositors. He should cultivate a quick perception and a retentive memory. He should also possess an extensive and varied knowledge, as there is no species of learning which may not at some time come of use to him. Readers have peculiar duties and they require special qualifications for the efficient performance of those duties. It is therefore a mistake, and one of not infrequent occurrence in India, for any tolerably well-educated man to imagine that, with a little practice, he could become a reader notwithstanding that technical knowledge is lacking.

All readers should carefully note the "*Special Instructions for Book-work*", paragraph 262.

243. **Copyholders.**—Each reader is given a copyholder, whose duty it is to read the "copy" aloud to his reader. A copyholder must be able to decipher bad or defective manuscript easily. It is against all rules for a reader to take the manuscript and give the proof to his copyholder.

244. **Revisers.**—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; if not, to bring the fact to the notice of the Head Reader to enable him to take action to secure the reduction or cancelling of the time charged for correcting the author's proofs, or that other suitable action is taken against the compositor. The reviser should check the beginning and end of all lines (including headings, margins, etc.) to ensure that no word, letter, or type has dropped out or shifted. He should pay special attention to unequal spacing or blanking out of matter; matter incorrectly made up; bad breaks in text or tables, etc.; misplacement of foot-notes, reference marks, etc.

245. **Distribution of work among readers.**—At the discretion of the Head Reader work will be distributed among readers having regard to its nature, importance and urgency. Press readings, final readings and intricate second readings will ordinarily be given to senior men but no reader shall refuse to accept any proof given to him by the Head Reader. (2D/44/40-A & F.)

246. **Classification of proofs.**—A first or rough proof [see inset, page 312], is an impression taken of type or matter, for the purpose of ascertaining what errors have been made by compositors in setting up the type, as well as to aid in the work of correction. There are three

kinds of proofs—required at different stages of the work—viz., proofs in slips, proofs in pages, and proofs in sheets:—

A slip proof is an impression of matter or type in a galley.

Proofs in pages are proofs of the matter after it has been made up into pages, but before it has been imposed.

Proofs in sheets are proofs of imposed formes. They are taken to show how the matter will look when the work is printed.

Before commencing to read, every batch of proofs should be looked through to see that the impression is good and clear. Blurred and imperfectly pulled proofs must be rejected. Those to be read for press must be pulled on paper of the same quality as that on which the matter will be finally printed.

247. Method of reading and marking proofs.—In examining first or second proofs, the reader 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 copyholder. The reader should mark all errors of orthography and punctuation; make the capitalling uniform throughout; correct the mis-spelling of proper names; mark wrong fount and turned letters and erroneous indenting; the marks of corrections 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 furthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the righthand margin the opposite method should be followed; the first correction being marked nearest to the line, others next to it. No mark should be made on proofs except to indicate a correction. When the proof is being read according to copy, the reader should concentrate his attention on the author's words and meaning, so that there may be no omissions or misunderstanding of the sense. *The reader should not read to his copyholder, as this is, practically speaking, not to read by copy at all.* The reader should not forget that any oversight remains in evidence against him, while any difficulties, such as imperfect manuscript, or emergency, will not be remembered in his favour. First readers should consult senior readers before making any material alterations, the necessity for which is doubtful. When a questionable word or passage is found in copy, the attention of the author should be directed to it instead of haphazard alterations of phraseology being made. *The query should be continued on every proof until it is finally solved.* If a proof is to be sent out to the author, and there are any errors in the matter, the reader should follow the author's copy, but should instruct the section-holder in writing (on the proof) to bring the clean proof to him so that he may mark on it the points to be queried. If the proof has been returned, and is going to press, and any errors or doubtful points present themselves to the reader, he should endeavour to solve them himself by reference to any records available in the press. If he is not successful, he should attach a slip to the proof and send it with his remarks to the Head Reader. The Head Reader will pass any orders he may be able to give or submit the reference to the Assistant Manager for final orders. All matters of style should be left to the author, provided they do not contravene the "*Rules for Printing and Binding*", and queries should be confined to matters of fact. Figures should, as far as possible, only be used for weights, money, and measures, or when contrast or comparison is intended.

248. **Incorrect and turned letters.**—Only close attention and a practised eye will help a reader to detect the following errors for instance :—

O (s.c.)	for	o (l.c.)	n (u turned)	for	n
o (turned)	,,	o (right)	b (q turned)	,,	b
z (turned)	,,	s (right)	d (p turned)	,,	d
s (s.c.)	,,	z (l.c.)	u (n turned)	,,	u
q (b turned)	,,	q	6 (9 turned)	,,	6
p (d turned)	,,	p	9 (6 turned)	,,	9

Care must also be taken to see that the ligatures fl, fi, ff, ffi, ffl are used instead of separate letters.

249. **Attention to spacing, making up, etc.**—Second readers should, in addition to the above, pay particular attention to unequal spacing or blanking out; matter incorrectly made up; and misplacement of reference marks. They should also see that they get the previous proofs along with those they have been given to read; and should they find that errors marked in the previous proofs have not been corrected, they should encircle them and hand the proofs to the Head Reader. In reading proofs of statistical tables, etc., the corrections in the previous proof should be revised before commencing to read. They should advise first readers when any important corrections have been neglected, or marks made unnecessarily, or as to details of style. For this purpose second proofs should be shown, when read, to the first readers who examined them before being made over for correction.

250. **References.**—When a statement or other paper is referred to which does not accompany a proof, the fact should be brought to the notice of the section-holder.

251. **Reading for press.**—In reading for press, first check each point of connection—text matter, folio, head line, chapter, shoulder note, signature, volume, note matter, number of paragraph. The pages should then be gauged, and the folios, head lines, chapters, shoulder notes, side notes, references, numbering of paragraphs, etc., examined *seriatim*. After this the text should be read for the purpose of detecting errors overlooked by the second reader.

252. **Style of the office.**—The style of the office should be ascertained by every reader and closely followed. A file of samples of the different descriptions of work done in the office will be kept in the section for reference. Whenever special orders or specimen pages are issued in connection with any particular work, copies should be supplied to all readers and revisers engaged on it. The special orders should be initialled by them, and the order filed in the Standing Order Book in the section.

253. **Reading line work.**—Readers will see that uniformity of type, style, indentation, etc., required are maintained throughout every page. Instructions regarding style, type, indentation will not be given to operators by readers who are instructed to refuse any such information should the operators consult them. This is the duty of the linotype section-holder.

254. **Revising.**—In revising proofs, the lines which have been overrun, or in which corrections marked have been carried out, should be read

through with the old proof; for if a mark be left uncorrected, it will sometimes be found that a word close to the place has been altered in which no correction was marked on the proof. Very special care is required in revising Linotype matter to ensure that lines have not been transposed. Where "outs" or "doubles" occur, the overrunning should be followed out to the end and the matter again read. In overrunning matter, attention should be paid to equal spacing.

255. **Revising for press.**—When revising for press, the reviser should not only attend to every mark which has been made by the reader, but he should read the whole line or paragraph to see that no types or lines have been transferred by the corrector. He should also glance down the sides of each line and head line to see that no types have dropped out. *He should not cover the proof with a lot of meaningless marks.*

256. **Reading broken matter.**—If a breakage occurs in a forme which is being sent to press, the broken paragraphs or pages should be read over again and not disposed of by the reviser.

257. **Signature of reader on proofs.**—Every proof read must bear the signature (not initials), *distinctly written*, of the reader who has read it, and the date of reading. When the work consists of a number of sheets or pages it will suffice if the first sheet or page be signed and the rest initialled, the date being inserted in every case. Revisers must also sign and date proofs revised by them.

258. **Daily outturn sheets.**—Readers and revisers must themselves enter *at the time it is commenced and at the time it is finished*, all work in the *Daily Outturn Sheet*, which provides for entries of all the essential details such as the register no., time of commencement and completion, folio numbers, size of type, whether standing matter, author's, hand-composed, linotype or monotype, etc., etc.

A periodical check of the outturn of selected readers should ordinarily be made. Every month the Manager should specify the names of the readers whose outturn should be checked subject to such number being restricted to about 1/4th of the total number of readers employed. If, however, it is found that there is a tendency towards slackness in the branch generally the outturn of a greater number of readers may be checked for such period as the Manager may consider necessary.

In the case of the Forms Presses, where the number of readers employed is small, the outturn given over different periods by the same reader may be checked. (32|1|38-A. & F.)

The computors will check the Outturn Sheet with the examined proofs which should be handed to them by the readers before they are returned to the section-holders. The time valuation according to the scale in para. 261 will be given.

Outturn Sheet

Reporter No.	Name of R.	Time received in Reader	Section	No. of pp. in Proof	Size of Type	Fr. Sh. Proof Rec.	Time completed	Time finished	Hours Fresh	Hours Sampling	Hours Author's	Time allowed as per scale—Hours	Excess of C. over Head Reader	Time transmitted to Section	Initial of Section
Head									H.M.	H.M.	H.M.				
								Total hours ...							
Line															
								Total hours ...							
Mono															
								Total hours ...							

Note.

Reader ——————
Copyholder ——————

Per.

Reader ——————
Copyholder ——————

Common hour rate.

——————

Total hours.

Hours Amount.

Fresh ——————
Sampling ——————
Author's ——————
Total Outturn ——————
Overtime ——————

Attendance.

No. of hours ——————

Checked size of type, titles, number and size of pages.

——————

Comments.

Amount debitable to other branches.

Branch ——————

——————

*Readers will enter in this column 1st, 2nd, Press or Revise as the case may be.

The Head Reader is responsible that these sheets are sent to Accounts Section daily.

259. **Extra time allowance.**—In cases where any work, on account of bad manuscript, foreign language, or other causes, has occupied more time than is allowed in the scale, the proof should be shown to the Head Reader before being made over for correction, in order that the time may be verified. In cases of emergency, when only two readings are given, the first reading should be done by a second reader, the press reading being undertaken by a single reader, who should observe the same procedure as in first reading, i.e., first glance through the proofs and then read. While the reader is glancing over his proof before commencing to read by copy, in cases where press order is given after two readings, his copyholder should revise the corrections made in the previous proofs with the clean proof and encircle the marks. The press reader in such cases will be allowed five minutes per page in addition to the time allowed by scale.

260. Overtime requisitions.—Requisitions for overtime work are first entered by the section-holders in the *Section-holder's Overtime Requisition* for signature under the instructions of the Overseer (Assistant Manager in the Stock Press).

Section-holder's Overtime Requisition for Readers.

Date——————————— Section——————————

Reg. No.	Name of Work	Number of paper					Size of Page and Type	Remarks
		1st Reading	2nd Reading	3rd Reading	Press Reading	Revise		

(Signed) *Overseer*

The Head Reader will delete the names of readers and others who are not required to work overtime from the lists of readers, etc., printed in the *Overtime Requisition—Reading Section.* This will form the voucher for overtime entries in the *Outturn Sheets* (para. 258). If anything prevents any reader from taking up the overtime work allotted to him his name must be deleted or the name of another reader substituted over the initial of the Head Reader.

(FRONT.)

Overtime Requisition—Reading Section.

Requisition for Morning/Night attendance for——————————

Name of Branch	Name of Supervisor required to attend overtime	Total No. of Selected men required as shown below	For what work. (Full details.)

Name	Rate	Name	Rate	Name	Rate

Permanent Readers.

Temporary Readers.

Permanent Revisers.

Temporary Revisers.

(Reverse.)

Name	Rate	Name	Rate	Name	Rate

Permanent Copyholders.

Temporary Coypholders.

Head Reader. **Assistant Manager.**

When it is found that the work done is other than that for which the reader was requisitioned, the fact should be brought to the notice of the Head Reader. Should a section-holder be unable to supply the reader with the work for which he was requisitioned, the reader should take up some other work and bring the matter to the notice of the Head Reader. Overtime work must be initialled by the Head Reader both in outturn and requisition sheets, failing which it will not be credited.

261. Scale of outturn for readers.—Proofs vary so much in the amount of work entailed on the reader, that it is impossible to lay down a hard and fast scale for the number of pages to be exacted as a day's work. The

scale given below will be applied in forming an approximate estimate of reader's work :—

Outturn scale in minutes per page.

	Folio.	4to.	8vo.	12mo.	16mo.
Pica or 12 point	11½	8½	7½	5½	4½
Small pica or 11 point ...	15	11½	9	7½	5½
Long primer or 10 point ...	16½	12½	10	9	7½
Bourgeois or 9 point	18	15	12½	11½	9
Brevier or 8 point	22½	16½	13½	12½	11½
Minion or 7 point	30	20	18	16½	12½
Nonpareil or 6 point	45	30	22½	20	18

NOTE 1.—These are for close plain matter only. Tabular and other irregular work will be rated according to description and blanks will be deducted.

NOTE 2.—Extraordinary sizes larger or similar than the above will be calculated at the size nearest to which they come. Thus a double foolscap broadside will be taken as four pages of folio. Matter set up in half margin will count as half page of folio.

NOTE 3.—The above scales represent the maximum time that the respective pages should occupy first readers. Second and press readers should be able to turn out work in considerably less time than that given in the scale above.

In the case of those readers whose outturn is to be checked, the aggregate outturn for a month is measured up, the unit of measurement being the time allowed under the scale. A reader is permitted to set off aggregate excesses over the scale against aggregate shortages. If the net result is a deficiency, he is given an opportunity of making it good. So long as there is a minimum scale prescribed, a person working up to it is entitled in equity to this concession.

262. **Scientific and technical signs.**—Signs are types used as symbols or emblems representing objects, phases, etc., which frequently occur in scientific and technical books. As it is very desirable that readers and compositors should have a knowledge of the names and signification of these signs, a list of the most important is given :—

ASTRONOMICAL SIGNS.

The Sun and Planets.

☉ Sun.	⊕ Earth.	♄ Saturn.
☿ Mercury	♂ Mars.	♅ Uranus.
♀ Venus.	♃ Jupiter.	♆ Neptune.

Moon's Phases.

● New moon.	☽ First quarter.
○ Full moon.	☾ Last quarter

Aspects and Nodes.

☌ Conjunction.	⚹ Sextile.	⚺ or ⚻ Quintile.
□ Quadrature.	△ Trine.	☍ Opposition.

☊ Ascending node. ☋ Descending node.

Signs of the Zodiac.

Spring signs	1.	♈ Aries, the Ram.
	2.	♉ Taurus, the Bull.
	3.	♊ Gemini, the Twins.
Summer signs	4.	♋ Cancer, the Crab.
	5.	♌ Leo, the Lion.
	6.	♍ Virgo, the Virgin.
Autumn signs	7.	♎ Libra, the Balance.
	8.	♏ Scorpio, the Scorpion.
	9.	♐ Sagittarius, the Archer.
Winter signs	10.	♑ Capricornus, the Goat.
	11.	♒ Aquarius, the Waterman.
	12.	♓ Pisces, the Fishes.

Signs and Abbreviations used in Notation.

a or * Mean distance.	N North.
α or A.R. Right ascension.	☊, Ω, or L Longitude of ascending node.
δ Celestial latitude.	π or ω Longitude of perihelion.
D Diameter.	ρ or R Radius, or radius vector.
δ Declination.	S South.
E East.	s or ″ Seconds of time.
e Eccentricity.	T Time (periodic time).
h or ° Hours.	W West.
i Inclination.	φ Angle of eccentricity or geographical latitude.
L, l, or ε Mean longitude in orbit.	° Degree.
λ Longitude.	′ Minutes of arc.
M Mass.	″ Seconds of arc.
m or ′ Minutes of time.	
μ or n Mean daily motion.	

METEOROLOGICAL SIGNS.

▲ Hail.	Hot wind.
∞ Mists, dust haze.	✻ Snow.
⌓ Wet or dew.	~ Glazed frost.
K Thunderstorms.	▼ Silver thaw.
⸝ Strong wind.	< Lightning.
⊕ Solar corona.	Aurora.
⊕ Lunar halo.	▲ Soft hail.
Dust whirl or "devil".	≡ Fog.
⊕ Lunar corona.	● Continued rain.
Dust storm.	Hoar frost.

⊙ Solar halo.

+ Plus, and, or more.

— Minus, less.

× Multiplied by, times, into.

±, or ∓ Plus or minus.

Multiplication is also indicated by putting a dot between the factors, as—

$2 \times 3 \times 4 = 24 \qquad 2 \times 3 \times 4 = 2.3.4 = 24.$

÷ or : Divided by.

Division is also indicated by writing the divisor under the dividend, with a line between them as $\frac{a}{b}$; $\frac{6}{3} = 2$.

= Equal to.

> is greater than.

< is less than.

∆ the difference between.

∝ Varies as ; is proportional to.

: Is to ; the ratio of } Used to indicate geometrical proportion.

:: As ; equal

.. Minus, the arithmetical ratio of } Used to indicate arithmetical proportion.

:: Equal ; is equal to

∞ Indefinitely great ; infinity.

0 Indefinitely small ; infinitesimal.

∠ Angle.

∧ or ^ The angle between, as A ^ B.

Some mathematicians indicate the angle between two lines by placing one of the letters denoting the enclosing lines over the other as $\frac{a}{b}$; that is, the angle between *a* and *b*.

∟ Right angle.

⊥ Perpendicular.

∥ Parallel.

∠ Equiangular.

⊙ Circle, circumference 360°

⌒ Arc of a circle.

△ Triangle.

▢ Square.

▭ Rectangle.

$\sqrt{}$ Root, the radical sign. To denote any other than the square root, a figure (called the index) expressing the degree of the required root is placed above the sign.

—— Vinculum.

[ ] or $\left\{ \quad \right\}$ Brackets.

( ) Parenthesis.

| Bar.

f or F. Function. (Various other letters are sometimes used by mathematicians to indicate functions.)

D Differential; as Dx, the differential of x.

$\prec$ Variation.

Δ Finite difference.

D Differential co-efficient.

$\int$ Integral; integral of.

$\int_a^b$. The integral to be taken between the value of b of the variable and its value a. $\int a$ denotes that the integral ends at the value a of the variable, and $\int b$ that it begins at the value b.

M The modulus of a system of logarithms.

g The force of gravity.

° Degrees.

′ Minutes of arc.

″ Seconds of arc.

R° Radius of a circle in degrees of arc.

R' Radius in minutes of arc.

R'' Radius in seconds of arc.

′ ″ ‴ etc. Accents used to mark the quantities of the same kind which are to be distinguished. When the number of the accents would be greater than three, the Roman numerals are used instead of them, as a^{iv}, a^{v}, a^{vi}. The accents are often written below also, as a^{ii}_{i}, a^{iii}_{i}, a^{iv}_{i}, a^{v}_{i}, a^{vi}_{i}. Figures, and also letters, are sometimes used for the same purpose, as a^2, a^3, a^m, a^n a_0, a_1, a_2.

^{1}, ^{2}, ^{3}, Indices placed above and at the right hand of quantities to denote that they are raised to powers whose degree is indicated by the figure, as a^1: that is, the first power of a

Sin. x. The sine of x.

Sin.-1 x. The arc whose sine is x.

BOTANICAL SIGNS.

⊙ An annual plant.

♂ A biennial plant.

♃ or ♄ A plant with a woody stem.

♄ An evergreen plant.

⊙ A monocarpous plant.

♂ A staminate or male plant.

♀ A pistillate or female plant.

⚥ A perfect or hermaphrodite flower.

♂ ♀ Diœcious.

♂ — ♀ Monœcious.
♀ : ♀ Diœcious.
♀ ♂ ♀ Polygamous.
) Turning to the left.
(Turning to the right.
O— Cotyledons accumbent, radicle lateral.
O ‖ " incumbent, " dorsal.
O > " conduplicate, " "
O ‖ ‖ " folded twice, " "
O ‖ ‖ ‖ " " thrice, " "
∞ or ∞ An indefinite number.

0 Wanting; the absence of a part.
* Feet.
' Inches.
" Lines.
? Indicates doubt.
! Indicates certainty.

CHEMICAL SIGNS.

. One equivalent of oxygen. It is printed above a symbol representing an element and repeated to indicate two, three, or more equivalents.

, One equivalent of sulphur. It is used in the same manner as the preceding.

A dash drawn across a symbol, having either of the foregoing signs above it, denotes that two equivalents of the substance represented by the symbol are joined with the number of equivalents of oxygen or sulphur indicated by the dots or commas.

+ Indicates, in organic chemistry, a base or alkaloid, when placed above the initial letter of the name of the substance.

— Indicates, in organic chemistry, an acid, when placed above the initial letter of the name of the acid.

Every elementary substance is represented, in chemical notation, by a symbol consisting of the initial or abbreviation of its Latin name: as H for hydrogen, O for oxygen, Ag. (from argentum) for silver, and the like, each symbol, when used singly, always indicating a single atom or equivalent of the substance represented by it: thus O stands for one atom or equivalent of oxygen, C for a single equivalent of carbon, and the others in like manner. A compound body made up of single equivalents of its constituents is represented by the two symbols of the respective constituents written side by side; as HO, a compound of one equivalent of hydrogen, with one of oxygen, forming water. To express more than one atom or equivalent of a substance, a number is used, either prefixed to the symbol or, more commonly, written after it, below the line; as $_2O$, or O_2, two equivalents of oxygen.

A secondary compound, as a salt, is indicated by writing the symbol of the constituent compounds one after another, with the sign + between them, the symbol of the base being always placed first; thus $CaO+CO_2$ represents carbonate of lime. A comma is frequently used instead of the sign +, commonly to express a more intimate union than would be expressed by that sign. The period is also sometimes used to indicate a union more intimate than that denoted by the sign +, but less so than that implied by a comma. A number written before the symbol of a compound designates a corresponding number of equivalents of that compound; $3SO_3$, three equivalents of sulphuric acid. When the formula of the quantity contains several terms, those to which the figure applies are included in parentheses or brackets to which the figure is prefixed: as 3. $(CaO+SO_3)$, three equivalents of sulphate of lime.

MEDICAL SIGNS AND ABBREVIATIONS.

℞ *Recipe*, or "take".

ā or āā Of each a like quantity.

℔ A pound.

℥ An ounce.

ʒ A drachm.

℈ A scruple.

ss Means *semis*, or half.

gr. A grain.

℞ Particular; a small part (as much as can be taken between the end of two fingers).

p. aeq. (partes aequales).	Equal parts.
q. s. (quantum sufficit).	As much as sufficient.
q. p. (quantum placet).	As much as you please.
s. a. (secundum artem).	According to art.

In medical works the quantities in the formulæ are set in lower case letters. If the number end with an "i", a "j" is always used in its place, as viij, instead of viii, xij, instead of xii, etc.

COMMERCIAL SIGNS AND ABBREVIATIONS.

£ Pound sterling.	@ At.
/ Shilling.	℗ Per.
$ Dollar.	℔ Pound weight.
% Per cent.	a/c Account current.

Special Instructions for Book-work.—The following instructions will, as a general rule, be followed in composing book-work. Separate instructions should be obtained for any special work.

The Half Title, being the short title of the work, in suitable series of display letter, according to the size of the page and number of words. In making up, the title or lines should be placed a little above the centre of the page.

The Title page.—Instructions in regard to the use of type and style set forth in "Report of the Committee appointed to select the Best Faces of Type and Styles of Display for Government Printing, 1922" published by His Majesty's Stationery Office, London, should as far as possible be followed.

The Dedication, in small capitals, and the general appearance of the page should be as neat as possible. The name of the person to whom the work is dedicated, as well as that of the author, should be set in capital letters; or according to special instructions.

The Preface, for demy 8vo and smaller sizes, in the same fount as the text, and leaded or extra leaded. In royal 8vo and larger sizes, in one size larger than the text. The word Preface, at the beginning of the matter, should generally be set in the same type as the chapter headings.

The Contents, in capitals, small capitals, or lower case, one or more sizes smaller than the text, according to the quantity of matter. When the contents are printed at the beginning of each chapter, the matter should be utilised for the beginning of the work, with full points running out to the paging. If the page is widely leaded, the full points should be arranged to form a vertical line down the page, thus—

Origin of Himalayas	88
Origin of the Indo-Gangetic plain	60
Distribution of recent fauna	64

If, however, the page is close or thin leaded, the full points should be "diamonded"—that is arranged vertically in every alternate line, thus—

Origin of Himalayas	66
Origin of the Indo-Gangetic plain	63
Distribution of recent fauna	64

Where the subjects make more than one line, the matter should be kept one or two ems clear of the paging, and turned-over lines should be indented. The paging should be opposite the last line.

List of Illustrations, in capitals and small capitals, one or two sizes smaller than the text. If all the lines are shorter than the breadth of the page, the longest line should be centred and all the other lines should range with it.

The *Errata*, in two or three sizes smaller than the text. The words denoting instructions, such as *for*, *read*, *omit*, *insert*, etc., should be in italics. The matter to be corrected and the correction should be within marks of quotation.

The first page, the text, or body of the work should bear a heading, or short title, containing merely the name of the work.

The headings to parts, chapters, or sections, according to special instructions; but in whatever style they are composed, they should be alike throughout the work. Where the contents of chapters are given at the beginning of each chapter, they should be composed either in small capitals throughout, or in lower-case in two or three sizes smaller than the text. The turned-over lines should be indented, and only a dash should be placed between the subjects.

The first word of each part, chapter, or section should begin with a capital and be completed in small capitals, without indentation. In standard works not of an official nature, instructions will generally be given for the first word beginning the body of the work, and the parts into which it is divided, to be set in a two-line letter or initial without indentation, and the word completed in capitals, ranging with the top of the initial letter.

Paragraphs should be uniformly indented, as follows:—

Measures, 22 ems and under,	1 em.	
23 „ to 33 ems,	1½ ems.	
34 „ to 44 ems,	2 ems.	
For measures above 44 „	instructions will be given.	

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 instructions, and should be separated from the text with a full point and dash. Blanks are not to be inserted between paragraphs unless where specially marked by the writer. No points should be used after letters or figures of clauses or paragraphs, when enclosed between parenthesis, as (a), (b), (1), (2), etc.

Extracts, if the text is Pica or 12 point should be in one size less; if in smaller type than Pica or 12 point, two sizes less. The first line of each paragraph should be preceded by two inverted commas, and the extract should be closed with two apostrophes. If, however, a quotation should occur in the extract, it should be preceded by one inverted comma and be closed with one apostrophe. If a thicker lead than 1½ point is used in the text, 1½ point leads only should be used for the extract matter. An extra lead should be used before and after the extract, to mark the distinction from the text.

Matter placed in juxtaposition should, unless otherwise ordered, be in one size less if the text is Pica or 12 point; if smaller than Pica or 12 point, in two sizes less.

Foot-notes, in two or three sizes smaller than the text. When the text is set in very small type, the foot-notes are generally composed in the same or very nearly the same type, a full cross rule being placed between the text and the note. When the difference in the size of the type is sufficient to show where the text leaves off and the note begins, the rule should not be inserted without special instructions, but sufficient blank should be placed between the text and the note. If a thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used for the notes.

When notes are few and short they should be set as regular paragraphs to the full width of the measure with the same indentation as that of paragraphs to text.

When there is but one note to the page, and that note is short and does not fill the line, it should be set in the centre of the line.

When the only note on a page makes more than one line, and overruns a few words on the second line, centre both the lines after this fashion:—

The second line of this note should be centred
and nearly as long as the first line.

When small type is selected for foot-notes that may be of unequal length, the notes may be put in half measure. The space between the two columns should not be wider than the em quad of the type of the note, and may be still narrower.

Reference Marks, superior figures should be used as marks of reference, a thin space being placed before the reference marks. In mathematical work, however, the signs of asterisk, dagger, double dagger, etc., may be used instead of superior figures to distinguish note references from powers of numbers, letters, etc. Marks of reference in the text should always follow, not precede, signs of punctuation.

Shoulder notes, in two sizes smaller than the text. They generally consist of a repetition of the book, part, chapter, or section, etc. They should be placed on the outside margin, the first line of the note ranging with the first line of text at the head. A metal rule should be placed after the note.

Marginal headings, in antique in one or two sizes smaller than the text or in caps and small caps of the text. They should be placed on the outside margin, the first line of the heading ranging with the top of the first line of the paragraphs of text to which it refers.

Marginal notes and references must be reduced to the absolute minimum, if possible they should be printed in bold letters and run on with the text of the paragraph to which they relate.

Side notes, in two or three sizes smaller than the text, according to the quantity of note matter. They should be set up to Pica or 12 point ems or half ems, so as to facilitate justification in making up. If the measure is narrow, thick spaces should be placed between the words and the space required to fill up the line should be placed after the last word, leaving the lines of various lengths. If, however, the measure is wide enough, the lines of the note should be of equal length. In either case the first line should not be indented. Side notes should be placed at the beginning of the lines on the left-hand page, and at the end of the lines on the right-and page; sometimes, however, books have side notes on both margins. In every case the first line of each note should be placed exactly opposite the matter to which it refers, and should range with the top of the first line of the text.

Cut-in notes are generally set in the same type as that used for the foot-notes, but small antique type is sometimes preferred when the note indicates the subject of the paragraph. In this case the note should begin opposite the second line of the paragraph to which it belongs. In the same work the measure should be of a uniform width and depth according to the number of lines the note makes. The bank should be as nearly as possible the same above and below the notes. Cut-in notes should be avoided as much as possible.

Tabular matter should be slightly smaller than the text; but if this is impracticable owing to the quantity of matter, the next size that will come in should be used.

Tables similar to each other should be set in the same size of type, and the columns should be arranged uniformly. Tables varying slightly should be set up uniformly as far as possible.

Column heads, if short, should be set in the same size of type as the table; if long, in smaller type according to the quantity of matter. Every line should be centred.

Tables of 3 or 4 columns.—These should be set up as "ranging matter", without the addition of rules, when they appear in the body of the text.

Tables of 4 or more columns.—These should be set up, with rules, in the largest type into which they can be got, considering the width of the text. In other words, if a statement can (without cramping) be set up in Small Pica or 11 point, it should not be set up in Bourgeois or 9 point or other smaller type. If it is, the charge for Small Pica or 11 point will only be allowed. The rule does not refer to a series of tables which may refer to one another. In such cases one style or size of type should be adopted for all in consultation with the overseer.

If tables can be set in the same width as the text, the measure should not be increased to 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.

Column numbers.—In all statements included in the text, "column numbers" are not to be set up.

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 "foot-notes".

Size of headings.—In all instances in which it is thought necessary to set up the headings of statements in smaller type than the body thereof, the overseers should be consulted.

As tabular work requires special care, calculation, accuracy, and taste, and, in very intricate work, a considerable amount of patience, it should only be given to the most competent workmen.

Size of type and measures for columns.—It requires to be carefully thought out before it is begun. It is the duty of the compositors first to "cast off" his copy, i.e., to determine the suitable measure and the size of the type to be used so as to represent a neat and clear style. A compositor's earnings and reputation as a workman will be in proportion to his ability to do this quickly and correctly. In choosing the type for the body strict economy must be studied and as large a size as possible should be selected, bearing in mind that small type with space is better than large type with no space.

Justification.—Justifying small with larger type requires to be done with great nicety, so that the line or lines after justification will be exactly parallel. Leads and not cards should be used for this purpose. With the point system there is no excuse for bad justification.

If all the lines are not justified alike, some types will be loose, and letters will probably drop out when the forme is lifted; or the roller in printing may draw out some of the figures, the omission of which will render the statement useless for the purpose for which it was printed.

Ranging and pointing figure columns.—The longest line of figures in each column should be centred, and the rest of the lines in the same column should range with it.

In setting up money columns, an em quadrat should be placed between single figures and an en only between double figures.

In columns where decimal points are used, all the points should range, irrespective of the number of figures before or after the points.

If space allows, an en quadrat should be placed between the matter and the rule, which generally improves the appearance of the table.

In British money the points should be placed thus—£3,759,642; and in Indian money Rs. 37,59,642.

Cutting brass rule prohibited.—The practice of cutting up brass rule to any necessary size, or according to the caprice of the compositor, is absolutely forbidden. Anyone found cutting rules will be fined. Rules have been cut to lengths in pica or 12 point ens and ems and are kept in the charge of the type storekeeper, who will supply any required length on receipt of the requisition slips signed by the section-holder.

Instructions regarding brass rules.—All the vertical rules in a table should, as far as possible, extend from top to bottom in one piece, and the cross rules should be of the exact width of the columns. Small pieced rules should be avoided. If, however, headings are again required for the continuation of tables, the vertical rules should be of the depth of the headings only, and rules, the full width of the measure, should be placed between the headings and the matter, so that the former can easily be separated from the latter without interfering with it.

One thick rule should be used for the head and one thin for the foot of tables.

If any of the rules or lines are in the least degree too long, the table will be twisted when it is locked up, and the neat appearance of the work destroyed. Care must also be taken to see that the rules are not longer than the matter, or they will bind when locked up and allow the type in the columns to drop out.

If a rule is to be placed round the table, it should be turned thick side up. The corner must be carefully joined when locking the forme.

Ranging matter, in the same or a slightly smaller size than the text. If a thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used in ranging matter. When the lines are short, unless otherwise ordered, the matter is arranged in double column, with a thin rule between them and an em quadrat between the matter and the rule.

Appendices, if the text is in pica or 12 points in one size smaller; if in small pica or 11 point or less, in two sizes smaller. If a thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used in the appendices.

The *Index*, in one or two sizes smaller than the body of the work. Index matter may be set in one, two or more columns, according to instructions. The initial letter of each class, as A, B, C, should not have a full point after it. The matter should be reverse indented (run out and indent), i.e., the first line full out, and every turned-over line indented. Full points should be used for leading out to the paging, which should be placed opposite the last line.

II.—Machine and Press Branch

GENERAL

264. Machine and press room overseer.—The overseer (Press Jemadar in the case of the Simla Press) will be held responsible for the quality and quantity of the work of the machine and press branch. He will see that small formes are given out in such numbers and so arranged as to turn out the work as cheaply as possible. He will see that all men receive a fair share of long runs and other advantageous work. He will continually perambulate the machine room and examine the work while under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machines are idle and that the lights in his branch are not kept burning unnecessarily.

Inspection of foremen's books.—The overseer (Assistant Manager in the Simla Press) will weekly examine the foreman's (Press Jemadar's in the Simla Press) work distribution books and submit a report for the Manager's perusal and orders.

Instructions regarding work.—Before the overseer makes over the work to the foreman he shall examine it closely and instruct him. Verbal orders should not be given regarding work, but written orders only should be given by the overseer to the foreman, who will place such orders, etc., in the work dockets where they will remain until the work is despatched.

265. Issue of miscellaneous stores.—Miscellaneous articles required by the machinemen or pressmen are issued by the general storekeeper on indent. When articles such as press brushes, knives, scissors, etc., have become unserviceable the worn-out ones should accompany the indent for new ones. If the article issued previously or what remains of it cannot be produced, fines will be imposed on (where permissible) or disciplinary action taken against the person to whom it was entrusted.

266. Counter.—The counter will initial and date the charge file, if the numbers received are correct. He will initial and date each instalment of a long run. He will be held responsible that the correct number of copies have been printed before the forme is lifted from the machine.

267. Charge files.—The charge file will be made over by the machineman or pressman to the foreman as soon as the forme is printed off. The machine or pressman who printed the forme will be held responsible for a breach of this rule. The foreman will enter on the charge file the no. of machine or press, the name of the machine or pressman, the register no., the number of copies printed, his initial and date. The charge files will be sent by the foreman in batches in a receipt book to the computing section. The time occupied in making chargeable alterations should be written on the machine or press revise, and initialled by the foreman before it is sent to the computor.

268. Washing formes.—After a forme has been printed off the machineman or pressman will make it over to the forme washer, who will wash it clean from every particle of ink. This operation should be thorougly well done, as cleanliness is essential to the clear printing of the same type when it is subsequently put on the press or machine. After the type, furniture, quoins and chase have been well brushed with lye, plenty of water should be used to drench the forme until all the ink and lye have been completely removed. If any forme is found to be insufficiently washed the man who washed it will be liable to a fine of one anna in each case. After a forme has been washed it should be taken to the man in charge of the standing

formes, who will make it over to the storekeeper for distribution or place it in the standing matter racks, according to the orders written on the press-order sheet.

269. Overtime requisition.—If the foreman requires his men to work overtime he should make out an *Overtime Requisition* (form below) and submit it for scrutiny to the overseer. For other instructions see para. 169.

Overtime Requisition—Machine & Press

The Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for $\frac{\textit{Morning}}{\textit{Night}}$ *attendance for*——————19 .

Name of Section	Name of the Supervisor required to attend overtime	No. of salaried men required as shown below (in words)	No. of piece hands	For what work (full details)
Machine room... ...	Foreman Jobber Repair writer			
Press room	Foreman Paper issuer			

Ticket Nos.

Paper cutters.	Vermen	Labourers				Rotary machine labourer	Rotary machine, etc.

Permanent Salaried Hands

Temporary Salaried Hands

(Reverse.)

Ticket Numbers of Machinemen

machinemen	Inkers	Treadle machinemen

Pressmen.

Pressmen	Inkers	Fighters

Foreman. Overseer. Assistant Manager.

MACHINE PRESS SECTION

270. Machine foreman.—On receipt of the press order proofs and the work docket, the foreman will enter the details in his *Register of Work Received.*

Register of Work Received.

Date of receipt	Register No.	From what Section received	Number of copies.	Number of pulls	Machine or Press No.	Nature of the group	Date of completion	Remarks

He will see that the press register number, the initials of the department, the number of copies, the description of paper, the date of receipt and the initials of the section-holder are written on the press order proof. In distributing work he will enter the necessary details in the *Machine Daily Outturn Book* under the names of the men to whom the work is given.

Machine Daily Outturn Book

Date——————

Time when received	Register No. and Department	Press or Machine No.	Name of work.	Section	No. of impressions	Time when made ready	Time when printed off	Remarks
	Machineman.—Sl. On				*Inker.—Kifar*			

		1						

271. Machine operatives.—The majority of machine section operatives in the Calcutta and Aligarh Presses are all pieceworkers except those employed on the rotary machine. They are eligible for promotion in accordance with the *Rules for Classification of pieceworkers* (para. 26). They are eligible for overtime and leave in accordance with the rules for the industrial piece establishment. The machine section operatives in Simla press are salaried hands.

272. Machine revise.—Immediately the machineman has obtained an even and clear impression he will submit a proof on unbleached paper to the reviser. After revision the reviser will return it to the machineman, and any corrections necessary will be attended to by a compositor and not by the machineman. The machineman will be severely dealt with if errors are found on the printed copies through a breach of this rule.

273. Making ready and final proofs.—After corrections have been carried out the machineman will complete his make ready, and submit a clean proof on the paper on which the job is to be printed on to the foreman or overseer (Press Jemadar in the case of the Simla Press), as the case may be. Printing is not to be commenced until the forme is properly made ready, the quantity of ink correct and the proof passed and initialled by the foreman or overseer (by Press Jemadar in Simla Press). This passed proof must be produced by the machineman when called for and he will be severely dealt with if he is unable to produce it. In the case of book work, a sheet should be shown to the bindery foreman so that he may fold it and check the margins.

274. Printed copies to be counted.—As soon as copies have been printed and before the forme is lifted, the machineman will count the sheets carefully to see that the full number, including file copies have been printed off and then make them over to the bindery counter. Should any copies be found short the machineman who printed the forme will be liable to a fine of 3 pies for every copy reprinted to make up the shortage. In printing off long runs the machineman should not wait until the run is completed, but should hand over the sheets to the counter in instalments, in order that he may not be kept waiting on completion of the job while a large number of sheets have to be counted.

275. Delays in correcting proofs or in the issue of paper.—Machinemen or pressmen when delayed by a corrector, a reviser or the stationery-keeper should immediately report the circumstances to the foreman (Press Jemadar in the case of the Simla Press). The time that a proof is tendered for revision, and the time it is returned to the machineman should be written on the proof by the foreman (Press Jemadar in the case of the Simla Press); while the proof is being revised the machineman should obtain the paper from the stationery godown.

276. Hour work.—The Machine and Press Report writer will fill in and submit the hour slip for all hour work done in this section to the overseer

for check. Stoppages due to failure of current, breakdown of machines, etc., which are beyond the control of piece work operators should be paid for on time at class rates provided the operators concerned cannot be engaged on other work. In such cases a separate hour slip should be prepared which will be verified by the overseer and foreman and initialled by the Assistant Manager in token of having passed the charge for payment.

Machineman's Hour Slip.

Name of workman——————

Class———— Rate———— Date————

Reg. No.	Department.	Name of work.	Nature of work.	Time.		No. of hours allowed.	Rate.	Amount.	Initial of head of branch to which engaged.
				When taken.	When finished.				
								Rs. A. P.	

Overseer or Foreman. Assistant Manager.

The hour slips after initial by the Overseer or Assistant Manager will be sent to the computing section daily by the machine foreman.

277. Spoilage.—Slip sheets and two sheets of paper on which the work is to be printed are allowed for making ready, and in working off spoilage will be allowed as under :—

Class A.—Job work and Form work either printed in machine room only, or ruled, etc., in Bindery only.

Under 500 impressions ... ... up to 1 per cent.

500 to 1,000 impressions ... ... " ½ "

Every additional 1,000 impressions ... ... " ½ "

The above percentage should also be regarded as the normal spoilage permissible for reeled paper.

(C. P. & S. Memo. No. 23|23|34-A. & F., dated the 1st April 1935.)

Note.—In cases where the number of operations in the Bindery including Warehouse is three or more, spoilage allowance up to a maximum of 1% may be allowed. (23|13|37-A. & F., dated 1st March 1941.)

Class B.—Job work and Form work printed in machine and ruled, etc., after in Bindery.

Under 1,000 impressions ... ... 2 per cent.

Every additional 1,000 impressions ... ... 1 "

Class C.—Book work—1 per cent. is allowed irrespective of the number of impressions for additional work from five and larger of any sized paper.

Class D.—Book work—2 per cent. is allowed for any work of 24 pages (such as Abbreviated Addresses) and all work of 16mo. or smaller sizes of any sized paper.

If any paper is spoiled in excess of that allowed for spoilage the workman to blame will be liable to a fine. Any one found using proof paper for drying their hands, cleaning or using it for any other purpose than making ready and pulling proofs, will be fined.

SPECIAL INSTRUCTIONS FOR MACHINEMEN.

Packing cylinders.—When fitting new packing on cylinders machinemen are particularly cautioned against putting too great a thickness. The correct amount of packing can easily be ascertained by placing the edge of a straight rule or reglet on it, and see that the reglet or rule is only just clear of the planed ends of the cylinder which run over the bearings at the sides of the bed. The test should be made after all overlay sheets are on the cylinder. If too much packing is placed on the cylinder it will cause slurring, and the type will also be seriously worn through friction, the diameter of the printing surface of the cylinder being greater than the length of the bed.

Adjustment of rollers.—The adjustment of the rollers requires close attention to see that they only run over the forme lightly and do not press too hard against each other. If they run on the forme too hard they will be cut, and will also clog up the type, thus causing dirty printing. If they press too hard against each other they become overheated.

Care of roller bearings.—When placing rollers in position on machine the machineman must see that the ends of the stocks are carefully wiped to remove all grit and avoid unnecessary wear to the roller bearings; the roller bearings and gear wheels should then be oiled.

Care of rollers.—Machinemen will pay particular attention to their rollers to keep them in good condition. Before leaving work each day the machinemen must have all rollers washed up with kerosene oil and thoroughly wiped with clean waste to remove all traces of grease. If this is not done the rollers will not take the ink properly and will deteriorate rapidly. Machinemen are supplied with all the necessary kerosene and waste for keeping their rollers in good order and will be liable to fines and/or disciplinary action if their rollers are spoiled through failure in complying with this rule. In the same way pressmen will be held responsible for the condition of their rollers.

Quality of printing.—While printing is in progress the machineman, or pressman will watch the sheets carefully to see that the ink is kept uniform through all the copies, and that no type draws out of the forme or quads or spaces work up. He will also see that the sheets are being fed correctly, so that sheets which have to be printed both sides, as in book-work, will register accurately. Only first class work will be accepted, and if any work is defective or badly printed, the workmen at fault will be liable to a fine of 6 pies for every defective sheet which has to be reprinted.

Washing formes.—After a forme has been printed off the machineman, or pressman, will send it to the forme-washers, who will thoroughly brush the forme with the potash provided and swill it with a liberal quantity of water. The forme-washers will be responsible that all ink is removed from the type and furniture and the potash entirely washed away. Type kept standing or distributed in a dirty condition will not print clearly next time it is used. Those responsible for a breach of the rule will make themselves liable to punishment.

CARE AND CONDITIONS OF MACHINES AND MOTORS.

Care of machines.—Before starting work in the morning operatives will carefully examine their machines to see that all parts are properly adjusted. Machines are to be thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. All working parts and bearings are to be carefully oiled, and the process is to be repeated at intervals during the day to such parts as are subject to excessive friction.

Condition of machines.—Operatives are held personally responsible for the condition of the machines under their charge. Carelessness or wrongful use on their part resulting in damage to the machines will be punishable by fines and/or by disciplinary action. Allowance will be made for fair wear and tear.

Adjusting machines.—Any defect in the machine is to be immediately reported by the operative to the foreman who will report to the Overseer. The latter will, if necessary, instruct the mechanical branch to do the necessary repairs or adjustments. Should an operative fail to report defects and the machine sustain damage through being worked while in a defective state, he will be liable to fines and/or disciplinary action.

Electric motors and their maintenance.—These motors are under the direct charge of the mechanic, who will see that they are very carefully cleaned, supplied with oil, and maintained in perfectly efficient working order. Minor faults will be immediately attended to by the mechanic; but any serious fault will be reported to the Manager to be communicated to the Executive Engineer, Electrical Division, who undertakes all repairs which cannot be carried out by the mechanic. The motor must not be allowed to run when there is no forme on a machine, and the machineman must stop the motor directly he has completed printing a forme.

HAND PRESS SECTION

278. Hand press foreman.—The rules applying to the machine foreman apply equally to the press foreman.

279. Hand pressmen.—Hand pressmen are pieceworkers. They are promoted in accordance with the Rules for classification of pieceworkers (para. 26) and are eligible for overtime and leave as per rules prescribed for the Industrial piece establishment. Rules, paras. 272-275 and 277, apply equally to pressmen.

280. Hour work.—The same rules as in para. 276 will apply except that a Pressman's Hour slip is required to be filled in.

Pressman's Hour Slip

Name of Workman——————————

Class——————— Rate——————— Date——————

Regr. No.	Department.	Name of work.	Nature of work.	Time. When taken.	Time. When finished.	No. of hours allowed.	Rate.	Amount.	Initial of head of branch to which charged.
								Rs. a. p.	

Overseer or Foreman. Assistant Manager.

CARE AND CONDITION OF PRESSES.

Pressmen must keep their presses perfectly clean and well oiled. The parts intended to be polished should be kept bright. An occasional rub with an oiled rag will keep both polished iron and brass bright without occupying much time.

Brickdust must never be used to clean a press, as some of it is sure to get into the working parts and cause damage. The platen should be occasionally scraped, as dirt is apt to accumulate there from the tympan, and if this be allowed to remain it will make the impression uneven. The tills of the platen—that is, the spaces between the strengthening ridges—should be kept free from pye, broken leads, quoins, etc.

ROTARY PRINTING SECTION.

281. Overseer.—The machine overseer will submit to the Manager through the Assistant Manager, each month, a statement showing the outturn of the rotary machines in the following form. These statements after signature of the Manager will be sent to the computing section.

Rotary Machine Outturn Register for the month of——————

Name of crew——————

Description of job									Running		Time allowances														
Date.	Reg. No.	Form No.	No. of forms or pages per sheet. Forms.	Pgs.	No. of numbering heads per sheet. Forms.	Pgs.	No. of perforations per sheet.	No. of folds per sheet.	No. of impressions per sheet.	No. of sheets printed.	Sheets wasted.	Changing of fixing plates and making ready.	Filling numbering heads.	Sliding numbering heads by hand.		Reel Nos.	Time.	Reel change on time.	Morning cleaning.	Mechanical stoppages.	Power stoppages.	Total of Time allowances.	Stops for which crew responsible.	Actual machine running hours.	Initials of Machine Foreman.	Initials of Assistant Manager.	Remarks.
												H.M.	H.M.	H.M.			H.	H.	H.M.	H.M.	H.M.						

The computing section will then compile a statement in the following form for submission to the Manager.

Rotary Outturn Statement for the month of——————

Name of crew——————

No. of hours attended.	No. of hours machine was running.	No. of hours "Time" allowed.	Total of Cols. 2 and 3.	+ or − Columns 1.	Total No. of impressions per hour attended (Column 1).	Average No. of impressions per hour attended (Column 1).	Average No. of impressions per running hour (Column 2).	Average No. of impressions per running and time hours (Column 4).	REMARKS.
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 1 will be filled in by the Time-Keeper.

282. **Operatives.**—The machineman in charge of the machine will account for his attendance each day by means of a *Rotary Machineman's Daily Docket*. This docket will show in detail all stoppages. Those considered as chargeable will be allowed for at the rate shown in the footnote to the docket. Stoppages for reasons other than those provided for in the docket should be brought to the notice of the machine overseer; who will enter the time if he considers the stoppage to be due to no fault on the part of the operative. The time of commencement of the printing and of any stoppage will be shown in column 3 and the time of finishing printing, or stoppage, for the job will be shown in column 4. The duration of the stoppage in hours and minutes will be shown in columns 5 to 12. The hours allowed by the overseer for the stoppage will be shown in column 13. These daily dockets will be sent to the computing section so that the monthly outturn register may be checked from them.

Rotary Machineman's Daily Docket.

Name of crew { ——— Date———

Reg. No. and date	No. of impressions printed	Time.		Stoppages for which time is allowed.									Hours allowed.	Hours attended.	+ or −	Initials of Foreman	REMARKS
		Commenced	Finished	Changing plates and making ready	Setting machine	Rest (changing blanket and roll and time)	Machine cleaning	Mechanical stoppage	Typed stoppage								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Overseer. Assistant Manager.

Note.—Time allowances may be made on the following basis:—

1. Filling matching boxes—15 minutes per Box.
2. Altering matching boxes by hand rolling—14 minutes for each Cylinder.
3. Changing Rolls—10 minutes for each set.
4. Matching—10 minutes are allowed for cleaning and oiling the machine. The Foreman is responsible that the cleaning time is actually spent on cleaning the machine.
5. Stoppages due to crew's confessions are to be fully reported on a separate note-sheet to the Foreman or Overseer and authorised for orders.

GESTETNER SECTION.

283. **Gestetner operator.**—The operator will prepare sketches, diagrams on stencils under the orders of the Assistant Manager. He is a salaried industrial operative and entitled to all the privileges as regards leave and pension enjoyed by that category on the superior establishment. He will maintain a *Register of work received* (para. 152) to show the receipts, progress and disposal of work in this section.

284. **Daily Docket.**—The Gestetner operator will submit a *Daily Docket* showing the date, register number, nature of work, number of hours, number of copies and the cost of the same, etc.

Daily Docket—Gestetner operator.

Date.	Reg. No.	Name of Dept.	Nature of Work.	No. of hours.	Cost of labour.	Cost of material.	Total cost.	Remarks.

Cost of labour entered by _____ Accounts Section

Cost of materials entered by _____

General Storekeeper.

Labour ... ...
Materials ... ...

£ s. d.

Daily Docket—Gestetner operator.

Name of Operative _____

Pay _____ _____ _____

Date.	Reg. No.	Name of Dept.	Nature of Work.	Time.		No. of hours.	No. of copies.	Cost.	Remarks
				Commenced.	Finished.				

Computor. Assistant Manager.

III.—BINDING BRANCH

GENERAL

285. Overseer.—The overseer is entirely responsible for all work of the bindery. The binding orders and work dockets with files, etc., will first go to him and he will issue the necessary instruction to the foreman, essential to the expeditious handling and economical production of the work. The Bindery Jemadar in the Simla Press is responsible for the duties of the overseer enumerated above.

286. Foreman.—On receipt of work from the overseer the foreman will make every practical arrangement to get the work through in the shortest possible time. The work will first be entered in the *Bindery Register*. The entry shall show the date of receipt, binding order no., from whom received, description of work, nature of binding, size, number of pages in each, number of books or copies, and date wanted, etc. In the Simla Press the duties of the foreman are also performed by the Bindery Jemadar.

Bindery Register.

Date of receipt.	P.O. Register No.	Name of work.	P.O. Diary No.	Letter No. and date from Departments.	Description of Binding.	Size.	Number of sheets per entry	No. of copies.	Gross No.	When wanted.	No. of copies and date of despatch		No. of copies and date of verification		Remarks.
											No.	Date.	No.	Date.	

He will then distribute the work to the binders. The style of binding for any description of work having been settled and noted on the binding order must never be departed from without special instructions, in writing from the overseer.

287. Binding order.—When a work is ready for binding the section-holder will make over to the binding branch a complete binding file copy with the details entered in the binding order (see para. 187).

288. Receipt of binding materials.—The binding order together with the binding file copy will be taken to the stationery issue clerk, who will calculate the quantity of binding materials required for each job and note them on the back of the binding order. On receipt of the materials they must be carefully checked with the quantities noted on the binding order, and any discrepancies brought to notice before the materials are taken away from the issue section. The binding order will be taken back to the bindery, but it must be returned to the issue clerk on completion of the job, together with any offcuts of materials, etc. The issue clerk has instructions to bring to notice of the General Store-keeper any delay or non-return to him of the binding orders.

289. Despatching bound copies.—On completion of the job the copies are sent to the despatcher after entering the details in the *Bindery Despatch Book*.

Bindery Despatch Book.

Date.	Register No.	Department.	No. of copies	Group No.	Bundle No.	Bindery Receipt Page No. or Book No.	Remarks.

290. Despatching publications.—Publications despatched to the Central Publication Branch are despatched under a triplicate voucher in the form below.

CIVIL/ARMY.

CPB 29-S.

RECEIPT FORM FOR PUBLICATIONS SUPPLIED.

GOVERNMENT OF INDIA PRESS.....

Dated the 19 .

1. Symbol No.....
2. Name of Publication.....
3. Sale price per copy.....
4. No of copies :—
   (a) printed.....
   (b) distributed on behalf of C. P. B.....
   (c) made over to Book Depot, Calcutta.....
   (d) kept for sale in the Press.....
   (e) supplied for sale to Selling Agencies (names of agencies and number supplied to each to be given).....
   (f) sent herewith to C. P. B.....
5. Whether number shown against item 4(f) above represents full or part supply.....

Signature.

---

6. Received in the Central Publication Branch the number of copies shown against item 4(f) above.

Date. Signature.

(*For use in the Central Publication Branch.*)

7. Slip sent to Ledger Section.

Signature and date of the receiving clerk.

Rs. As. P.

8. Value.....

9. Value brought forward.....

10. Value carried forward.....

Signature and date

BINDING SECTION.

PIECE.

291. Serving out work.—When distributing work to the binders the foreman shall, as far as possible, give each group of binders as equal a quantity of each job as is possible, bearing in mind the number of men present in the group. Before giving out work to the groups the foreman will enter the same in the *Work Distribution Register*.

Work Distribution Register.

Date.	Register No.	Name of work and nature of binding.	No. of copies.	Group No.	When wanted.	Date of despatch	Despatch Voucher No.	REMARKS.

In making over the work the foreman will note the number of copies distributed to each group in the following form :—

Binding Distribution of Work Form.

Register No. and Department.....

No. of copies to be made over to

Date Sign Publication Branch ... ...

Total ... .

Binding Order given to Group No.....

Binding Order received from Group No.....

ISSUED TO GROUPS.			RECEIVED FROM GROUPS.								
Group No.	Date.	No. of copies.	No. of copies.	Date.	No. of copies.	Date.	No. of copies.	Date.	No. of copies.	Date.	Total.

The number of copies in each bundle are to be written outside by Head-man of group. The Despatcher will count the copies on receipt from the groups and bring to notice at once any shortage or excess. After installing the group members, the Despatcher will be responsible for any discrepancy.

The work docket must be sent under despatcher with the first batch of copies : this is most important.

292. Binders.—Binders in Calcutta press are paid at piece rates and those in other presses are on fixed pay. Piecework binders are eligible for promotion in accordance with the *Rules for Classification of Piece-workers*, para. 26. They are eligible for overtime and leave in accordance with the rules for the industrial piece establishment.

293. Binders' accounts.—The binders' charges are entered in the *Bindery Work Voucher* by the report writer. These vouchers are checked daily by the jemadar and again by the foreman with the *Bindery Register*. After checking and verification they are forwarded to the computing section, which will grant a receipt for the same in the *Receipt Book* (*see* para. 194).

294. Hour work.—Charges for hour work also are entered in the *Bindery Work Vouchers* by the report writer. Before the vouchers are handed to the foreman they are sent to the time-keeper, for the purpose of verification of the attendance of the men concerned in the work for which the hour charge is made. On return from the time-keeper all hour charges are checked by the foreman, who transfers the vouchers to the Overseer or Assistant Manager for further and final check and initial. They are then forwarded to the computor, who after calculating the amounts due posts the same in the bill books. Regarding payment for stoppages of machines beyond the control of the operatives, *see* para. 276.

Bindery Work Voucher $\frac{Rate}{Time}$ *Memo.*

Name ——— Time ——— Date ——— 19

Register No. ——— Name of work ———

Size ——— Sheet per copy ——— Quantity ———

	Rs.	A.	P.
Cutting sheets			
Folding			
Gathering			
Collating			
Sawing			
Sewing			
Stitching			
Covering			
Cutting			
Gold Lettering			
Extra charges			

Detail of work ———

When finished : Time ——— Date ———

Detail of Labour.

Rate — For 100 copies. — Receiver's Initial. — Amount

Name.	Pay.	Date and Hour.							Total No. of hours.	Amount earned.	Total.

Col. — Report writer. — L. F. M. — M. C. — Comp'tor. — Time-keeper.

295. Machine cutting.—Work done on the cutting machines will be charged on a special voucher. The *Guillotine Machine Work Voucher* is filled in by the report writer from the binding order. This work voucher is despatched to the computing section daily.

Guillotine Machines Work Voucher——————19 .

Date.	Register No.	Department.	No. of sheets.	Cutting per sheet.	Name of Workmen.	Total cutting.	Rate.	Amount.	Total.
								Rs. a. p.	Rs. a. p.

296. Unfinished work.—A work, the binding of which has been completed, but which is held up pending the completion of a minor operation done outside the groups, such as numbering or trimming, may be charged to account without reference to such operation, but any adjustment necessary must be made in the following month's bill books.

297. Overtime requisitions.—If the foreman requires his men to work overtime, he should make out an *Overtime Requisition* (form below) and submit it for scrutiny to the overseer. For other instructions *see* para. 189.

(Front).

Overtime Requisition —Bindery.

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for Morning/Night *attendance for*——————19 .

Name of Section.	Names of the Supervisors required to attend overtime.	No. of salaried men required as shown below (in words).	No. of piece hands.	For what work (full details).
Bindery	Foreman			
	Assistant Foreman			
	Inspector			
	Report writer			

Ticket Nos.

Despatcher and examiner.	Head miner.	Numberer.	Paper counter and deliv.	Material and paste supplier.	Finishers.	Vacuum.	Labourer.	Dolly.
Permanent Salaried Hands.								
Temporary Salaried Hands.								

Foreman. Overseer. Assistant Manager.

(Reverse).

Piece Hands.

FINISHING SECTION.

298. Finishers.—All work for finishing will be sent to the section from the bindery accompanied by a time memo; on which the register no. and number of copies are entered, and verified and signed by the foreman. On receipt of the work docket, the compositors employed in this section will take in hand the setting in brass type, and the material necessary for blocking or tooling, as the case may be. On completion of the work, the time memo. will be filled in and returned to the foreman for final verification and signature, and for transfer to the computing section. The work will be returned to the groups for completion.

ENVELOPE MAKING SECTION.

The foreman, on receipt of the work docket from the overseer, will enter the details of envelopes in the *Register of Envelopes.*

Register of Envelopes.

Date.	Register No.	Description.	Diary No.	Letter No. and date	Size.	No. of copies.	No. of copies and date of despatch.		No. of copies and date of verification.		Remarks.
							No. of copies.	Date.	No. of copies.	Date.	

299. Envelope makers.—Envelope makers are pieceworkers and are eligible for promotion in accordance with the *Rules for Classification of Pieceworkers (binders)* (para. 98)

300. Envelope makers' accounts.—Envelope makers' accounts are entered in the charge files. After verification and checking by the binding foreman the charge files are forwarded to the computing section, which will grant a receipt for the same in the receipt book. The computor will compute the amounts according to the rates laid down in Chapter XI, and enter what is due to each man in the *Bindery Bill Book* (page 244).

301. Charge files.—All charge files submitted by the envelope makers must show the printing office register no., number of copies finished and manufactured size of envelope and operative's name.

302. Hour work.—Charges for hour work are entered in the *Hour Work Vouchers* as in the case of binders, and forwarded after check by the foreman, and initialled by the Overseer or Assistant Manager, to the computing section.

303. Overtime requisition.—Same as for binders.

MACHINE RULING SECTION.

304. Machine rulers.—The same rules as for envelope makers apply to machine ruling section except as below.

305. Division of earnings.—The amount earned by each machine is divided among the operatives in the following proportions:—

Machineman	50	per cent.
Feeder	30	"
Flyboy	20	"

306. Charge files.—As each job is completed the charge file with the operatives' names and the number of copies, details of go-through, under line or stop ruling impressions and colours written on it, is made over by the machineman to the foreman, who forwards the files and the receipt book to the computing section where the amounts due are calculated and entered in the *Ruling Machineman's Bill Book* (page 245).

307. Unfinished work.—When a work, of which a large number of sides has been ruled, is unfinished at the close of a month, the price of the sides ruled is charged to account and the amount adjusted in the following month's bill book. At the end of the month the sums credited to each man are totalled, and the bill book is signed by the computor and made over to the accounts section.

CARE AND CONDITION OF MACHINES AND MOTORS

The rules prescribed for the printing machinemen (page 307) will equally apply to the machine rulers.

DIE STAMPING SECTION.

308. Die stampers.—On receipt of work from the overseer, the foreman will make it over direct to the die stampers who will obtain the note paper, envelopes, etc., from the binding material issue clerk. When the work is complete, the die stampers will enter their charges in a copy of the work which becomes the charge file. This will be verified and signed by the foreman before transfer to the computing section.

IV.—FOUNDRY BRANCH.

STEREOTYPING SECTION.

309. **Stereotyper.**—The stereotyper will submit a daily docket showing how and on what job he has worked daily. A register of orders will be maintained as in the case of the Mechanical Branch (para. 312). A *Register of Foundry Outturn* will be maintained showing particulars of the work turned out, quantity, indenting branch and cost of labour and material, etc.

Register of Foundry Outturn.

Receipts.

Particulars of moulds, whether old screen, electrotype, type, or new metal	Quantity.		Forwarding Branch.	Forwarding Challan No. and date.

Manufactures.

Particulars of work, whether type, metal furniture, screens, or nickel faced screens.	Quantity.		Indenting Branch.	Requisition No. and date.	Cost of labour.	Cost of material.
					Rs. a. p.	Rs. a. p.

TYPECASTING SECTION.

310. Type casters.—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

NICKEL FACING SECTION.

311. Nickel facing.—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

V.—MECHANICAL BRANCH

GENERAL

*312. **Head mechanic.**—The head mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Assistant Manager, and will undertake repairs to machinery, etc., in the various branches only on a requisition signed by the Assistant Manager. He will report immediately to the latter any case in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machinery throughout the press at least once a week, and submit to the Manager a written report of the result of his inspection, reporting at the same time instances of neglect on the part of the operative concerned. The whole cost of the branch has to be charged over the productive branches of the press, so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services.

The head mechanic will maintain a *Register of Orders* giving details of work, cost of labour and materials.

Register of Orders.

Order No. and date.	Docket No.	Branch	Details of work required.	When required.	When completed.	Cost of labour.	Docket sent to Accounts Section. Storekeeper.
						R. a. p.	

MECHANICAL SECTION (REPAIRS).

*313. **Mechanics.**—Each mechanic will submit daily a docket in the form below showing how his time has been occupied during the day. The daily docket will be despatched by the head mechanic to the general store-keeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

*For the special procedure followed in the Government of India Press, Simla, see letters No. A. & F.-24/3/34, dated the 4th May 1934 and No. A.-483, dated the 29th June 1934, from the Controller of Printing and Stationery, India, and the Government of India, Department of Industries and Labour.

Daily Docket—Mechanical Section (repairs).

Mechanic's Name——— No.——— Pay Rs.——— Date———

Job No.	Branch	Nature of work	Hours worked.		Equivalent No. of days	Cost of labour			Cost of materials		
			Ordinary	Overtime		Rs.	A.	P.	Rs.	A.	P.
		Total charge-able									

Cost of labour entered by

———
Accounts Section.

Cost of materials entered by

———
Storekeeper.

Rs. A. P.

Labour ... — — —

Materials — — —

———

———

To be debited to———Branch.

ROLLER CASTING SECTION

314. Roller caster.—The pay of the roller caster will be chargeable proportionately between the machine section, the hand press section and the composing branch—for the proof and galley press rollers. It is essential, therefore, for the head mechanic to post carefully the time of the operatives and the materials consumed against the respective branches.

Materials for roller casting will be issued by the general store-keeper to the head mechanic only on a requisition signed by the Assistant Manager.

All roller stocks are numbered and a register will be maintained giving dates of casting, dates of issue and dates of return for recasting, so that the life of the rollers can be checked.

CARPENTERING SECTION

315. Carpenters.—Carpenters will also submit daily the docket provided for mechanics. No carpentering work or repairs will be undertaken unless a requisition signed by the Assistant Manager is produced for the work required.

LORRY SECTION

The mechanical section is responsible for maintaining the motor lorry in good mechanical and running order.

316. Lorry driver.—The lorry driver will see that the lorry is cleaned daily and is ready for work at the time required each day. He will be responsible that no unauthorised persons travel in, or are allowed to drive the lorry. He will indent on the mechanical section for all oil, grease, etc., required to keep the lorry at work.

CHAPTER XI
RATES

I—COMPOSING BRANCH

PIECE RATES FOR HAND COMPOSITION

317. "Casting Up" or method of computing work.—Casting up is the process by which matter is measured, the number of "ems" it contains arrived at, and its value ascertained. This is done by multiplying the depth of the matter in "ems" of the body of type used by the width of it in "ens" of the same body [one "em" = 2 "ens"] and the product will be the total number of "ens". An odd en in the depth of the matter counts an em, and a thick space in the width is reckoned an en. The number of ens contained in the matter being thus ascertained, the rate per 1,000 ens detailed below is paid. The smaller the type, the greater the number of ens, and consequently the higher the rate per page. The letters in a fount of type are of various thicknesses, but in ordinary composition they will average nearly a uniform thickness of an en quadrat for each letter—those that are thicker than an en compensating for the thinner ones. In fixing the price per sheet, 500 ens and upwards are reckoned 1,000, and less than 500 are not taken into account.

To illustrate the method by which the value of composition is arrived at, the cast-up of a sheet is given below. The measurement in pica or 12 point is 46 ems long by 26 ems broad, solid matter, but in small pica or 11 point, the fount used, it is—

53 ems, or lines long.
60 ens, or 30 ems broad.

3,180 ens per page.
16 pages per sheet.

50,880, say 51,000, ens per sheet of 16 pages, at Re. 0-3-9 per 1,000 ens = Rs. 11-15-3 per sheet ÷ 16 = Re. 0-11-11 per page.

(*The percentage, viz., 40, for Calcutta and Delhi Presses, sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, reproduced in Appendix, should not be added to the rates contained in paras. 318 320-321 and 323—328.*)

318. Rates for common matter.—The rates for common matter are as follows :—

Common matter, full measure or double column—

	Per 1,000 ens.	Revised rates (for new entrants) per 1,000 ens.
	Rs. A. P.	Rs. A. P.
Leaded (12 point to 8 point or Pica to Brevier) ...	0 3 6	0 3 0
Leaded (7 and 6 point or Minion and Non-pareil) ...	0 3 9	0 3 3
Solid (12 point to 8 point or Pica to Brevier) ...	0 3 9	0 3 3
Solid (7 and 6 point or Minion and Non-pareil) ...	0 4 0	0 3 6

In the Simla Press there are no piece compositors, but for purposes of estimating and computing outturn the following rates will apply :—

Special rates for common matter, Simla Press—

	Per 1,000 ens.	Revised rates per 1,000 ens.
	Rs. A. P.	Rs. A. P.
Leaded (12 point to 6 point or Pica to Non-pareil) ...	0 3 9	0 3 3
Solid (12 point to 6 point or Pica to Non-pareil) ...	0 4 0	0 3 6

319. Blanks in common matter.—No deductions should be made on account of blanks in common matter. (*I. & L. Dept. letter No. A-688, dated the 17th April 1929, reproduced below.*)

Letter No. A-688, dated the 17th April 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-12/50/28, dated the 25th September 1928, I am directed to say that the Government of India are pleased to sanction your proposal that no deductions should be made on account of blanks in common matter set up in the Government of India Presses, Calcutta and Delhi. They regret that they are unable to agree to this concession being granted with retrospective effect from the 1st July 1928.

U. O. I. No. C. P. O.-12/50/28, dated the 21st May 1929, from the Central Printing Office.

Reference Express letter No. 388, dated the 2nd May 1929, from the Manager, Government of India Press, Delhi.

The Government orders communicated under letter No. C.P.O.-12/50/28, dated the 26th April 1929, should be interpreted to mean that no deductions for blanks in common matters are to be made when such blanks or "whites" are actually set up by the compositor in his composing stick. The orders do not mean that large blanks made up of quotations and french furniture are to be charged up at solid matter rates, as such work should properly be part of the operation of "making up".

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320. Computing tabular and table matter.—Tabular and table matter is cast-up on the same principle as for common matter except that the rates are different. Tabular and table work is matter set up in three or more columns depending upon each other and reading across the page. To be paid as follows :—

Rates

3 columns without headings, one-fourth extra.

3 columns with headings, 4 columns without, one-third extra.

4 columns with headings, and 5 or more with or without, half extra, the price of common matter.

NOTE.—By the term "Common matter" is understood the usual description of book work. No deduction on account of blanks in tabular matter will be made.

321. Column heads.—Headings in smaller type than the body, but not exceeding two removes, if not more than three lines in depth, to be paid 2 annas extra ; if more than three lines, or if in smaller type than two removes, to be cast-up according to the relative values of the two bodies ; the greatest number of appearing lines being considered the depth.

322. Definition of heading or column heads.—The following to be considered a definition of the word heading :—

Parish	Name of Voter	Residence
Chelsea	John Smith	Belgrave Place.

Or thus, when set in smaller type, and forming three or more lines :—

Name of voter	Trade or Profession	Place of Residence
John Smith	Wheel wright	Chelsea

323. Blank Tables.—Blank tables to be cast-up half extra the price of the text type of the work. No extra charge to be made for headings in smaller type, unless such headings constitute one-third of the table.

324. Title-headings.—Title headings to table of tabular matter, not exceeding five lines, to take the charge of the matter to which they are attached; above five lines, no extra to be charged.

325. Notes to tables, if exceeding three lines, to be charged as common matter.

326. Common matter occurring between table or tabular work, not being headings, to take no extra charge.

327. Tables belonging to a work, to take the extras of that work.

328. Boxed tables, 1 anna extra per single box.

(For paras. 318, 320—328, see *Dept. of I. and L. No. A-688, d. 21-6-28, re*produced below.

Letter No. A-688, dated 21st June 1928, from the Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to the memorials submitted in December 1926 by the piecework ers in the Government of India Press, Calcutta, setting forth their grievances, and to communicate the following orders thereon:—

(1) The Government of India are unable to accede to the request for the abolition of the piece-work system in their press at Calcutta or for a general increase in the piece rates. But they are pleased to sanction with effect from the 1st July 1928 the following improvements in the rates for hand composition on the basis of the rates in force in the Bengal Government Press, a copy of which is enclosed:—

(i) the basic rate for composition of common matter (solid) will be raised from 3 annas 8 4/5 pies to 3 annas 9 pies per one thousand ens;

(ii) the Bengal scale for tabular matter will be introduced instead of the present scale;

(iii) deductions on account of blanks in tabular matter will be entirely abolished;

(iv) an additional three pies per thousand ens will be allowed for small type, viz., six point and seven point.

(2) Orders regarding the revision of the rules for the classification of piece establishment are being communicated to you separately. The question of increasing the amount of leave with pay to be allowed to piece-workers, the grant to them of medical leave as well as the grant of invalid pension to pieceworkers on the temporary list are still under consideration and orders will be communicated to you in due course. The Government of India do not consider that any modification in the checking system is necessary. They also do not consider it necessary in view of the new classification rules to revise the pension rules on the ground that the earnings of the pieceworkers decrease as they grow old; nor are they prepared to accede to the specific prayers made by the Binders, Distributors and Impositors.

2. I am to add that the improvements in the hand composition rates referred to in paragraph 1 (1) above will be applicable also to the Government of India Press, Delhi, with effect from the 1st July 1928.

3. Provision to meet the expenditure involved in the grant of this concession has been made in the budget estimates of the Government of India Presses, Calcutta and Delhi, for 1928-29.

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329. Method of charging a page.—Each sheet is paid for at the rate for the text; the additional cost of pages composed in smaller type, or in

different descriptions of matter than the text, or of those set in a broader measure than the work, are paid for as "extras". Extras are totalled on each page. Small portions of a page set in larger type than the text are paid for at the same rate as the text.

330. Ready Reckoner Tables.—The value of 1,000 to 130,000 ems from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter is given in the Case Work Ready Reckoner, Table I; the rates of payment per sheet and per page from 12 point to 6 point or from Pica to Nonpareil in Table II, the price per line from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter in Table III. These tables have been published separately.

(The percentage, viz., 40 for Calcutta and Delhi Presses, and 50 for Simla Press sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, reproduced in Appendix, should be added to all the rates contained in paras. 331—338. For new entrants 20 per cent. should be added to the rates for the Calcutta and New Delhi Presses and 30 per cent. for the Simla Press.)

***331. Interspersed common matter, foot-notes and extracts composed in smaller type than the text, are paid for extra per line up to the difference in the price of a page of text and that of a page of smaller type, at the following rates :—**

33 ems. broad and under	2 pies.
34 ems. broad and upwards	3 "

332. Small type in tabular matter.—When smaller type than that on which the body of the table is set is used in the "Remarks" or other column, 1 pie per line extra is paid.

333. Side notes are paid for at 2 pies per line.

334. Cut-in-notes, 16 pica or 12 point ems and under, are paid for at 1 pie extra per line; 17 ems and upwards, 2 pies extra per line; and 2 pies extra for justifying each note.

335. Justifications are paid for at 2 pies each.

336. Title pages having one line in the centre with border are paid at 2 annas each.

337. Correcting final press proofs.—When proofs are not sent out for approval, the following rates are paid for sending each forme to press :—

Folio, 4to and 8vo	1 anna.
12mo and 16mo	2 annas.
32mo	3 annas.

338. Rates for special work.—

***Current and collection dockets are paid for at 2 annas each, and** 2 pies per line extra for smaller type than pica or 12 point, up to the difference in the cast-up value of the founts used. Financial Department collection-dockets are, however, paid for at 4 annas each, and 1 pie per line per column is paid extra for the tabular portion of the docket.

History of Services of all Departments.—Making-up and rule-dressing is paid at 1 anna and 6 pies per page.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates contained in paras. 339—345 & 348—350.).

* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates.

339. Interspersed tabular matter, forming portions of a page, are paid for according to the space occupied. Tables set on a narrower measure than the full breadth of the page are paid for at the cast-up price,—the blank required to make up the measure being cast-up as pica or 12 point common matter.

340. Covers, half titles and titles are reckoned as pages of text except in tabular work when they are paid for as common matter. Eight lines of common matter are paid for making up a half title.

341. Dedications, prefaces, or other introductory matter, are paid for according to the type on which they are set.

342. Common matter having lines at wide intervals are paid the actual number of appearing lines plus 50 per cent. extra of the appearing lines for blanking out.

343. Matter overrun is paid two-fifths of the cast-up price of the new matter.

344. Composition from imperfect manuscript is paid 10, 15 or 20 per cent. extra on the rates according to circumstances.

345. Foreign languages.—Matter composed in a foreign language in the Roman character is paid 10 per cent. extra on the rates.

346. Matter composed in Bengali, Hindi, Urdu and similar languages in their own characters.—12 point and under to be cast up at 5¼ annas per 1,000 ens; 14 point and 18 point at 4½ annas. *(I. & L. Dept. letter No. A-688, dated the 30th September 1929.)*

347. Foreign languages or Bengali, Hindi or Urdu, when set up in their own characters, and not exceeding three lines in any one page, to be paid for that page 2 annas extra; above three lines to be paid according to their value as cast up, with the addition of 2 annas for placing on each page in which they occur. *(I. & L. Dept. letter No. A-688, dated the 30th September 1929.)*

348. Emergent work.—For all takes of copy making less than 1,000 ens, 20 per cent. extra on the rates is paid.

349. Work partly standing and partly composed is paid for as alteration, but new matter exceeding 8 annas in value is paid for at the cast-up rates.

350. Rates of special work.—

Epigraphia Indica.—15 per cent. over the rates is paid for Sanskirt interspersed through and justified with text, and 50 per cent. over the rates per page for English transliteration portion only.

Linguistic Survey.—40 per cent. over the rates is paid for transliteration portion only.

Index to Bower Manuscript.—50 per cent. over the rates is paid.

Persian Gulf Gazetteer.—20 per cent. over the rates is paid.

Palaeontologia Indica.
Persian Correspondence. } 10 per cent. over the rates is paid.

Imperial Library Catalogue of Books and Articles relating to languages, etc.—10 per cent. extra is paid over the rate per page, for block type, italic, etc.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should be added to the rates contained in paras. 351—353).

351. Making up common matter is paid for at the following rates per page :—

Sizes.	With out side notes.	With side notes.	With double side notes.	With half marginal notes.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Foolscap 8vo and demy 16mo	0 0 4	0 0 6	0 0 8	0 0 7
Foolscap 4to and demy 8vo	0 0 6	0 0 9	0 1 0	0 0 10
Medium, Royal and Super-royal 8vo	0 0 7	0 0 11	0 1 3	0 1 0
Demy 4to and Imperial 8vo	0 0 8	0 1 0	0 1 3	0 1 1
Medium and Royal 4to	0 0 9	0 1 0	0 1 3	0 1 2
Foolscap folio and Super-royal 4to	0 0 10	0 1 0	0 1 3	0 1 3

*352. **Making up tabular matter** is generally done by one compositor or make-up man and will, as far as practicable, be paid at the rates for making up common matter, but where these rates are found inadequate, special rates per page will be fixed by the section-holder in consultation with the Time Checker according to the nature of the work which will be deducted from the cost of each page and credited to the man who makes up; regard will, however, be had that in no case must the cast-up price be exceeded.

*353. **Making up Line and Mono matter.**—No extra should be allowed for hand composition with monotype cast type or for making up such matter. For matter composed on lines 10 per cent. less should be paid. (*File C. P. O.*, 14-47-30.)

NOTE.—10% extra over the ordinary rates for hand composition with monotype cast type and for "making up" such matter may continue to be paid to Compositors in the Government of India Press, Calcutta, who, on the 15th July 1931 were being so paid (*J. & L. Dept. letter No. A-668, dated the 13th July 1931.*)

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates contained in paras. 354—356).

354. Making up blanks and standing headings.—

(a) *Book work.*—*In octavo and smaller sizes*, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; eight lines of text are allowed for making up a blank page, and the remainder of the blank is credited to the office. *In folios and quartos*, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; full blank pages are not reckoned.

(b) *Secretariat current papers and proceedings volumes.*—The number of lines detailed in clause (a) above are allowed for making up blanks and standing headings, half of the remaining blank being credited to the office and the other half not reckoned.

(c) *Index and contents to Secretariat Monthly Proceedings.*—In making up index and contents to Secretariat Monthly Proceedings the number of lines admissible under Rule (a) will be pica or 12 point solid. In

* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the making up is done on time.

annual indexes, the line allowed for making up will be of the type in which the index is composed.

355. Skeleton pages are made up on time.

356. Rule dressing.—Generally rule dressing should be done by the compositor who sets up the matter. Where this is inconvenient, the charge to be fixed by the section-holder in consultation with the Time Checker for this work will be deducted from the cost of the pages for payment to the man who does the work. (Ordinarily the value of time occupied at the man's class rate to be deducted.).

JOB WORK.

(40 or 50 per cent., and 20 or 30 per cent. for *new entrants*, should be *added to these rates.*)

357. Casting up.—Jobs set on larger type than English are cast up as English except when the page is larger than demy 4to, when they are cast up as English in width and body of type used in depth. In casting up after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

358. Rates for job work.—The following are the rates paid for the particular classes of job work mentioned below: —

Letter headings are paid for at an all-round rate of 2 annas each, and 2 pies extra per line for marginal matter.

Docket forms are paid for at an all-round rate of 3 annas each, and 2 pies extra per line for marginal matter.

Form headings are paid for at the rate of form work *viz.*, 1 anna per 1,000 Pica or 12 point ens, with 3 pies extra for each column head up to three lines, and 1 pie for every additional line above three. 1 pie extra is paid for each blank column head.

Envelopes.—Addresses, for franking, are paid 3 annas each, addresses only, 2 annas each.

The lowest payment for a single label is 2 annas.

Labels with a border are paid at 1 anna for each label.

(40 or 50 per cent., and 20 or 30 per cent. for *new entrants*, should not be *added to these rates.*)

Circulars, letter forms, and docket memo. forms are paid for at 0-3-9 pies per 1,000 ens.

Labels in sheets are cast up as Pica or 12 point at 0-3-6 pies per 1,000 ens.

Cheque forms are paid for at 0-3-9 pies per 1,000 ens, those with grounds are composed on time.

Labels in sheets without rules are cast up as job work.

Medical labels.—One half is deducted for blanks.

Letter headings with signature line at the bottom are cast up at 0-3-9 pies per 1,000 ens, deducting two-thirds for blank.

For new entrants.

	Per 1,000 ens. Rs. a. p.
Circulars, letter forms and docket memo. forms	0 3 3
Labels in sheets	0 3 0
Cheque forms	0 3 3
Letter headings with signature line at bottom	0 3 3

359. **Unclassified work.**—Jobs not coming under these rules should be submitted for orders.

Forms Work.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should be added to the rates in paras. 361—369 except the items marked with asterisks.).

360. **Casting up.**—In casting up forms, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

361. **Classification and rates.**—Form work is divided into five classes and the rate for each class is as follows:—

Rates.—Class A consists of blank forms with headings irrespective of the number of forms or columns contained in a page, and is paid for at 1 anna per 1,000 pica or 12 point ens.

Class B consists of forms with lines of matter placed at wide intervals, and is paid for at the rates for Class A, 1 pie per line extra in each column being paid for the matter.

Class C consists of forms with rules placed at intervals across the columns, and is paid for at the rate for Class A, a ½ pie extra being paid per rule in each column.

Class D consists of forms partially filled in with matter; the blank columns are cast up at the rate for Class A and (*the filled-in matter is paid for according to the scale of rates given for common matter or tabular work as the case may be).

Class E consists of forms having matter changed in one or more columns in sheets succeeding those originally composed. (*The original composition is paid for at the rates for Class D, and changing the matter at press in succeeding sheets is paid for on time.).

362. **Matter placed at the foot of a form** is paid for at the rates for interspersed lines (*but when it exceeds 12 lines it is cast up as common matter). No extra is paid for signature and date lines.

363. **Forms headings** having more than five appearing lines, set on pica or 12 point or larger type, are paid for at the rates for interspersed matter. When set in type smaller than pica or 12 point all the lines are paid for at the rates for interspersed lines.

364. **Half titles.**—Sizes up to foolscap are paid for at 4 annas each, and 1 anna extra for each size larger.

365. **Skeleton Dockets.**—Skeleton dockets upto foolscap size are paid for at 2 annas each, and 6 pies extra for each size larger. (*Extra matter is cast up at 3 annas 9 pies per 1,000 ens, and for new entrants at 3 annas and 3 pies per 1,000 ens.).

366. **Column heads** are paid for at 3 pies each extra, and 1 pie extra for every line above 3. 1 pie extra is paid for each blank column head.

367. **Interspersed lines** at wide intervals are paid for as under:—

1 pie per line extra up to 8 ems;

2 pies per line extra from 9 ems to 33 ems;

3 pies per line extra from 34 ems and upwards.

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*40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates or on time.

368. Figure columns.—One column, 4 ems and under, filled in with figures—1 pie is paid for every two lines of figures; (*wider columns filled in with figures or matter to be cast up).

369. Rates for special form work.—The following special work is paid for as below :—

Office Note Forms consisting of one, two and three perpendicular rules without headings are paid at 4 annas per page.

Office Note Forms consisting of one, two and three perpendicular rules having some matter both in the heading and in the body are charged as form work.

Letter Forms consisting of two or three perpendicular rules with heading and matter in the margin are charged as form work.

Docket Forms having only one perpendicular rule are paid at 1 anna per form.

Forms having only one perpendicular line with matter about eight ems placed at the heading are paid at 2 annas per form.

Proceedings, Keep-with Docket Forms are paid at 2 annas.

(*40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates in paras. 370-371.*).

370. Form where open matter extends across the page.—In forms, where open matter extends across the page and is not divided into columns, one-fourth of the blank is paid to the compositor for making it up, and the value of the remainder of the blank is excluded from the cast-up.

371. Full title pages.—The rate for Pica or 12 point common matter according to the space occupied is paid.

372. Unclassified work.—Forms not coming under these rules should be submitted for orders.

373. Ready Reckoner Table.—The price of Form Work from 5 × 10 ems to 200 × 130 ems including 40 per cent. in Table IV is given in the case Work Ready Reckoner published separately.

RATES AND RULES FOR CALCULATING OUTTURN OF LINOTYPE OPERATORS.

The linotype operators are salaried men and are paid on the following basis :—

Calcutta Press

374. Casting up.—All matter composed on the Linotype machines is cast up in the same manner as shown for hand composition except that a special linotype gauge is used in measuring.

375. Rates.—In determining the number of ems the following rates are allowed :—

(a) Matter set to a measure less than 11 ems 12 point in width (not being tabular) is calculated at a minimum rate of 11 ems 12 point measure corrected.

(b) Matter set in 6 point to a measure of 26 ems 12 point or more is calculated at 5 per cent. extra.

(c) Matter requiring two slugs to complete one measure (not being tabular) is charged one-fourth extra; three or four slugs to complete one measure one-half extra.

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* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates or on time.

(d) Matter of and above four lines wholly composed in other than ordinary English (e.g., dialects and contractions) is charged one-half extra, and foreign languages double for each line.

(e) Matter run down blocks is charged to the full width of the article.

(f) Simple tabulated matter, i.e., with one justification is cast-up at 25 per cent. extra, two justifications or more 50 per cent. extra.

(g) Lines containing caps, small caps, italic or antique which are set from the side cases, 50 per cent. extra.

(h) Bad copy or manuscript is charged one third extra. Before the extra is allowed the orders of the Assistant Manager or Manager must be taken in writing.

(i) 10 per cent. extra should be added to the outturn of an operator for matter composed from index slips. (*I. and L. Dept. letter No. A-221, dated 18th March 1936.*)

376. Authors' corrections are calculated at 50 per cent. on fresh set matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed.

377. Scale of pay (old rate)—Rs. 80—4—100—5—125 per month. This scale is allowed only to those operators whose outturn is not less than 5,000 (corrected) ens per hour.

378. Reduction of pay.—In applying the reductions below, the average outturn for three consecutive months is taken into account.

(a) A reduction of Rs. 5 is made from the basic pay for an outturn less than 5,000 (corrected) ens, but not less than 4,500 (corrected) ens per hour.

(b) A reduction of Rs. 10 is made from the basic pay for not being able to attain the average outturn of 4,500 (corrected) ens per hour.

Disciplinary action is taken when the average outturn falls below 4,000 (corrected) ens per hour.

379. Bonus.—A bonus of 8 pies per 1,000 ens (corrected) is paid for an outturn exceeding 9,00,000 ens per month.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (*Labour Dept. letter No. A-350, dated 2-9-40, and C. P. & S. I., No. 13|25|36-A. & F.*)

(*For paras. 374—379, see Dept. of I. and L. No. A-431, d. 21-6-28, and 8-5-31.*).

380. Revised rate of pay of linotype operators (new entrants) is Rs. 70—3—85—4—105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

(I. & L. Dept. letter No. A.-398, dated the 30th May 1934.)

381. Casting up.—The procedure laid down in para. 374 should be followed.

382. Authors' corrections are calculated at 50 per cent. on fresh matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed. *(Controller of Printing, Stationery and Stamps, India, U. O. I. Nos. Pg. 150, dated 29-12-23 and H. Q.-11, dated 9-11-26, reproduced below.).*

Extract from U. O. I. No. Pg. 150, dated 29th December 1923, from the Controller of Printing, Stationery and Stamps, to the Manager, Government Central Press, Delhi.

I agree to the 50 per cent. extra for author's corrections subject to the limitation that in no case shall the amount paid per page exceed the cost of original composition per page.

Extract from U. O. I. No. H.Q.-11, dated 9th November 1926, from the Controller of Printing, Stationery and Stamps, India, to the Manager, Government of India Press, Simla.

Author's corrections.—Before the present enquiry was made, it was the custom to allow half a minute per page in addition to the number of ems "corrected matter" for author's corrections whether there was one correction or more corrections in a page. To produce author's corrections certainly takes an operator a longer time than to set straightforward matter and it is usual in all the presses to allow a certain percentage over and above the number of ems set. 50 per cent. extra over and above the number of ems set may, therefore, be allowed.

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383. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

384. Extras.—10 per cent. extra should be added to the outturn of an operator for matter composed from index slips.

[I. and L. Dept. letter No. A.-221, dated the 18th March 1936.]

385. Scale of pay.—The payments are regulated on monthly average outturn as below :—

*(a) Rs. 75, a month for an average outturn of 3,000 to 3,499 (corrected) ems per hour.

*(b) Rs. 80, a month for an average outturn of 3,500 to 3,999 (corrected) ems per hour.

(c) Rs. 85, for an average outturn of 4,000 (corrected) ems per hour.

(d) Rs. 90, for an average outturn of 4,500 (corrected) ems per hour.

(e) Rs. 100, for an average outturn of 5,000 (corrected) ems per hour.

386. Bonus.—For all outturn in excess of 5,000 (corrected) ems per hour a bonus of 0-1-9 per 1,000 ems is paid.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino operators in the

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* Those operators who after completing their training repeatedly fail to produce 4,000 (corrected) ems per hour should not be retained as operators; and those who owing to causes for which they are not responsible fail to attain the standard of 4,000 (corrected) ems per hour, in any particular month, should be paid at the rate admissible for 4,000 (corrected) ems. [*These orders have effect from the 1st April 1934. I. & L. Department letter No. A.-431, dated the 31st March 1934.]

Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (*Labour Dept. Letter No. A-350, dated 2-9-40, F. No. 13|25|36-A. & F.*).

387. Revised rate of pay of linotype operators (new entrants) is Rs. 70—3—85—4—105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

(I. & L. Dept. letter No. A-198, dated the 30th January 1934.)

RATES AND RULES FOR CALCULATING OUTTURN OF MONOTYPE OPERATORS.

Monotype operators are salaried men and are paid on the following basis.

Calcutta Press.

388. Casting up solid matter is done in the same way as for hand composition except that a special monotype gauge is used in measuring. The outturn is calculated on corrected ens only.

By the term "solid matter" on the Monotype Machine, it is understood to be matter requiring only one justification, whether or not it comprises ranging or column matter depending upon each other and reading across the page, as shown in the following examples :—

Examples of Solid Matter.

(1)

What does this honourable person mean by "a tempest that outrides the wind"?

Observe how in the example given under Rule LV the point of interrogation stands within the double inverted commas, but outside the single inverted commas.

LX. If an interrogative sentence ends with a quotation which is itself interrogatory, the point of interrogation is placed outside the inverted commas.

Hast thou never cried, "What must I do to be saved"?

The reason is, that the question to be answered is not the quoted question, but "hast thou never cried?" No writer has been bold enough to insert two points of interrogation.

LXI. The last three rules apply also to exclamatory sentences.

(1) But I boldly cried out, "Woe unto this city"!

(2) Alas, how few of them can say, "I have striven to the very utmost"!

(3) How fearful was the cry: "Help, or we perish"!

(2)

	Rs.		Rs.			Rs.
Than	20,000	.....	8	...	1,440
"	20,000 or more but less than	50,000	7	...	3,250
"	50,000 ditto ditto ...	1,00,000	6½	...	6,000
"	1,00,000 ditto ditto ...	2,00,000	6	...	11,000
"	2,00,000 ditto ditto ...	5,00,000	5½	...	22,500
"	5,00,000 ditto ditto ...	10,00,000	4½	...	35,000
"	10,00,000 and over	...	3½	...	...

(3)

A—Metals, other than iron and steel, and manufactures thereof	1,56,23,540	2,47,59,605	2,66,10,017	1,66,17,990
B—Paper, pasteboard and stationery	1,03,31,807	90,45,962	2,81,24,013	84,23,651
C—Railway plant and rolling-stock	46,59,238	2,63,13,751	6,85,51,429	31,25,132
D—Yarns and textile fabrics ...	24,36,56,805	29,27,72,857	38,60,71,712	28,03,02,032
E—Miscellaneous	3,48,51,024	3,87,56,679	5,54,06,553	4,85,85,331
Total of Class III	46,69,69,392	60,90,53,531	1,00,02,25,361	78,10,16,134

(4)

Rainfall in April.					Rainfall in May.			
1920	1921	1922	1923	Normal.	1920	1921	1922	192[illegible]
0·63	1·86	0·68	1·45	1·94	4·16	2·99	2·98	1·4[illegible]
0·38	4·13	1·95	1·83	2·85	3·96	3·87	3·59	3·4[illegible]
0·49	3·23	0·79	0·84	1·79	2·79	2·02	3·60	3·7[illegible]
0·46	3·69	2·20	2·42	3·48	5·31	2·80	2·79	5·7[illegible]
0·81	1·24	1·20	1·56	1·45	3·95	3·54	3·15	4·5[illegible]
0·69	1·72	0·71	1·19	1·92	3·00	3·33	4·04	3·5[illegible]
1·02	2·23	1·03	1·20	2·11	4·52	1·97	3·02	2·37
0·54	1·63	1·27	0·56	1·87	3·08	2·37	4·25	3·1[illegible]
0·70	4·42	0·85	0·49	1·66	2·90	3·58	2·30	3·04

289. **Casting up Tabular matter.**—Tabular matter is cast up at 25 per cent. extra.

By the term "Tabular matter" on the Monotype Machine, it is understood to be matter comprising columns depending upon each other and reading across the page, which require more than one (or double) justification, as shown in the following examples :—

Examples of Tabular Matter.

(1)

Period for repayment.	Loan purpose.	Amount.	Date when taken.	Annual charge.
		Rs.		Rs. A. P.
(1) Repayable in five annual instalments, of which one is already paid.	For general improvement, *i.e.*, for improvement of roads, etc.	15,000	18th September 1919	3,581 0 0
(2) Repayable in five annual instalments, of which one is already paid.	For improvement of conservancy ...	7,000	17th September 1919	1,661 12 4
(3) Repayable in five annual instalments, of which one is already paid.	For improvement of water-supply ...	70,000	3rd March 1920 ...	7,207 6 3
		92,000		12,430 2 7

(2)

Complaint of Nazar Ali Mondal of Nalimari Jagannathpur Shibganj police-station.	Accused— (1) Khabiruddi Mondal, (2) Umed Ali, (3) Yeadulla Biswas, all sons of Basrat Mondal. (4) Dost Md., son of Bogdad Biswas. (5) Khos Md., son of Umed Ali Mondal. (6) Lal Md., son of Yeadulla Biswas. (7) Sarzat, son of Bogdad Biswas.	Sections 302, 147, 149, Indian Penal Code. Murder with Arms.	I take up the investigation of the case.

390. Rates.—In determining the number of ens the following rates are allowed :—

(a) Matter of and above four lines wholly composed in other than ordinary English (e.g., dialects and contractions) is charged one-half extra, and foreign languages double for each line.

(b) The seven alphabet, or any variation of the standard lay-out, on the "D" Keyboard, is charged one-third extra.

(c) Bad copy or Manuscript is charged one-third extra. Before the extra is allowed, the question must be submitted to the Manager or Assistant Manager for orders.

(d) Authors' corrections up to 1,000 ens, if set on the monotype Machine, are paid for at 50 per cent. over the rate for fresh matter but ordinarily small corrections should not be carried out on the machine.

(e) 10 per cent. extra should be added to the outturn of an operator for matter composed from index slips. [*I. and L. Dept. letter No. A.-221, dated 18th March 1936.*]

NOTE.—All paper perforated by the operator, but not workable on the casting machine through defect of paper or machine, is charged by the operator.

391. Scale of pay.—Same scale as for Linotype operators.

392. Reduction of pay.—Rules applicable to Linotype operators apply equally to Monotype operators.

393. Bonus.—The rate of bonus allowed to Linotype operators is also applicable to Monotype operators.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (*Labour Dept. letter No. A-350, dated 2-9-1940, and C. P. & S. I. No. 13|25|36-A & F.*)

(*For paras. 388-393, see Dept. of I. and L. No. A-431, d. 21-6-28, and 8-5-31.*)

394. Learners on Mono-casting machines.—When learners are employed on mono-casting machines they are to be paid at the rate of

Rs. 25 per mensem. The sanctioned scale of pay of Mono-caster attendants will be admissible to learners only when they can take charge of the machine and are appointed as Mono-caster attendants on the regular establishment.

[I. and L. Dept. letter No. A.-431, dated 13th December 1935.]

Delhi and Simla Presses.

395. Casting up.—Mono matter is cast up in the same manner as for hand composition except that a special monotype gauge is used in measuring.

396. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

397. Extras.—10 per cent. extra should be added to the outturn of an operator for matter composed from index slips. (*I. and L. Dept. letter No. A.-221, dated 18th March 1936.*)

398. Scale of pay.—Rs. 80—4—100 per mensem. The average outturn to be exacted for admitting to this scale is 6,300 (uncorrected) ens per hour.

399. Bonus.—For all outturn in excess of 6,300 average uncorrected ens per hour, a bonus of 11 pies per 1,000 ens is paid. (*I. & L. Dept. letter No. A-431, dated 9-7-28.*)

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund, (*Labour Dept. letter No. A-350, dated 2-9-1940, and C. P. & S. I. No. 13|25|36-A. & F.*)

Letter No. A-431, dated 9th July 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

With reference to your letter No. C.P.O.-14-36-27, dated 14th May 1928, I am directed to say that the Government of India are pleased to confirm your action in fixing the outturn of the monotype operators employed in the Government of India Presses at Simla and Delhi at 6,300 uncorrected ens per hour and in allowing a bonus of eleven pies per thousand ens for all output in excess of this outturn.

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400. Revised rates of pay of Monotype operators.—The revised rate of pay of Monotype operators (new entrants) is Rs. 70—3—85—4—105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

[I. and L. Dept. letter No. A.-398, dated 30th January 1934.]

401. Learners on Mono-casting machines.—When learners are employed on Mono-casting machines in the New Delhi Press they are

to be paid at the rate of Rs. 22 per mensem. The sanctioned scale of pay of Mono-caster attendants will be admissible to learners only when they can take charge of the machine and are appointed as Mono-caster attendants on the regular establishment.

[I. and L. Dept. letter No. A.-431, dated 13th December 1935.]

402. Learners on Linotype and Monotype Keyboard Machines.—The following rates of pay are sanctioned :—

Outturn of corrected ens per hour.	Pay.
	Rs.
Up to 3,500	50
Over 3,500 up to 4,000	55
Over 4,000 up to 4,500	60

If a clerk or an industrial hand is appointed as a learner, he will get Rs. 50 per mensem or actual pay or class rate whichever is less until such time as he can produce an outturn of 3,500 (corrected) ens per hour.

(C. P. O. 11/9/31, dated the 4th September 1934.)

The above rates are applicable to both old hands and new entrants who, when appointed as operators, will respectively be entitled to old rates and new rates of pay of the posts. (2|120|36-A. & F.)

PIECE RATES FOR IMPOSITION.

(40 or 50 per cent., and 25 or 35 per cent. for new entrants, should be added to the rates for imposition.)

403. Rates for imposition.—The following are the rates paid for imposition :—

	Rs.	A.	P.
One page forme	0	0	5
Two " "	0	0	7
Four " "	0	1	2
Eight " "	0	1	8
Twelve " "	0	2	3
Sixteen " "	0	2	8
Broadside, Foolscap and Demy	0	1	2
Royal	0	1	8
Quad Foolscap to Double Super-Royal	0	3	4

PIECE RATES FOR DISTRIBUTION.

(75 per cent. sanctioned in B. of I. and M. No. A-31, dt. 23-11-20, reproduced below para. 411, and 60 per cent. for new entrants, should be added to all the rates in paras. 405-411.)

404. Casting up.—The rates for distribution are fixed on the same principle as those for composition, *i.e.*, by the process of "casting up". The work, though requiring care, is much more quickly executed than composition; consequently the rates per 1,000 ens are substantially lower. In casting up matter for distribution, 500 ens and upwards are reckoned as 1,000 and less than 500 are not taken into account. The same rule is applicable in apportioning the matter in a sheet to the workmen, but in no case must the cast-up price be exceeded.

405. Rates.—

		Per 1,000 ems.
Common matter / *Tabular matter*	cast up according to the fount ...	2 pies.

One-fourth, half or three-fourths of the above rates are paid for matter which is three-fourths, half or one-fourth blank, respectively.

Form matter, Class A, cast up as pica or 12 point...	...	1/2 pie.
" " " B, " " " ...	...	3/4 "
" " " C, " " " ...	...	1/2 "
" " " D, " " " E,	1/2 pie for the form matter, and filled-in matter @ 2 pies.	

406. Blank forms making portions of pages of book work are paid for at 2 pies per 1,000 ems of the text type. Full pages of blank forms occurring in book work are paid for at the rates for form matter.

407. Side and cut-in notes, and column heads set in smaller type than the table or form, are paid extra as under :—

1 to 6 lines	1 pie.
Every additional 6 lines or less	1 "

408. Foot-notes, interspersed common and tabular matter in smaller type than the text, are paid extra as under :—

1 to 4 lines	1 pie.
Every additional 4 lines or less, up to the difference in the cast-up value of the fount used	1 "

409. Extras are calculated and totalled on each page.

410. Dockets are cast up as form work ; if the matter exceeds one-fourth of the docket, it is cast up as common matter.

411. Blanks.—Three lines are allowed for distributing the blanks at chapter heads or endings, etc.

Letter No. A-31, dated 23rd November 1920, from the Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

In modification of the orders contained in paragraph 9 of the Government of India, Board of Industries and Munitions, Resolution No. A-31 dated the 18th July 1920, I am directed to convey sanction to the rates of payment for piece-work in the case of distributorsemployed in the Government of India Printing Presses in Calcutta, Delhi and Simla being raised by 75 per cent. uniformly instead of by 40 per cent. in Calcutta and Delhi, and by 50 per cent. in Simla. The increase now sanctioned will have effect from the date of this letter.

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412. Covers, half titles, title pages, and job work are distributed on time.

413. Head line type distribution is paid at hour rate.

414. Rates of imposition by distributors.—For the purpose of learning imposition or carrying out the work of an absentee impositor, distributors are allowed at the rate of their class the following time scale for imposing :—

No. of pages imposed.	Time admissible.
2	½ hour.
1	¾ "
4	1 "
8	1½ hours.

415. Ready Reckoner Tables.—The rates of payment per sheet and per page for distribution of book work including 75 per cent. in Table V and the rates for distribution of form work including 75 per cent. in Table VI are given in the Case Work Ready Reckoner published separately.

PIECE RATES FOR PYE-SORTING AND PYE-DISTRIBUTION.

(75 per cent. *for old employees, and 60 per cent. for new entrants, should be added to all the rates in paras.* 416-418.)

416. Pye-sorting is paid at 3 pies per pound.

417. Pye-distributing, including all accents, italics, antiques and Pica or 12 point lines :—

	Per lb. Pies.
Pica (12 point)	3
Small Pica (11 point)	4
Longprimer (10 point)	5
Bourgeois (9 point)	6
Brevier (8 point)	7
Minion (7 point)	8
Nonpareil (6 point)...	10

418. Distribution of vernacular type pye is paid at the same rates as the distribution of English book work.

419. Standing matter.—Standing matter opened from chases and transferred to galleys, etc., and papering up matter are paid on time.

420. Case sorting is paid on time.

2.—MACHINE AND PRESS BRANCH

PIECE RATES FOR MACHINE PRINTING.

[40 or 50 per cent. *sanctioned in B. of L. and M. Res. No. A-31, dt. 15-7-09 (printed in Appendix), and I. and L. No. A-62, dt. 7-9-28 (reproduced below), and 30 or 40 per cent. for new entrants should be added to the rates contained in paras.* 421-423.]

421. Rates.—The rates include keeping the machines, rollers, etc., clean and in good working order.

Machine printing—Book work.

	Double form.	Single form.
	R. A. P.	R. A. P.
Making ready	0 11 0	0 6 0
Printing per 1,000 impressions	0 6 3	0 5 0

Machine printing—Form work.

	Double form.	Single form.
	R. A. P.	R. A. P.
Making ready	0 7 0	0 4 0
Printing per 1,000 impressions ...	0 5 0	0 4 0

Two hundred and fifty impressions and under are paid for as quarter of a thousand; 251 up to 500 impressions are paid for as half a thousand, and so on up to a thousand. When two single forms are printed on the machine at one time, rates for one machine man and two inkers are allowed.

No charge for making ready of form work is allowed when the number of impressions exceeds 3,000.

NOTE.—"Double form" means full sizes of paper above imperial; quad foolscap, double royal, double super royal and double demy.

"Single form" means full sizes of paper up to foolscap; double foolscap, demy, medium, royal, super royal, crown, double crown and imperial. Rates for machine printing both book and form work should be fixed according to the above sizes of paper used.

Double Rolling where essential and resorted to under the orders of the Manager will be reckoned as double impression and paid for as such. (*A. & J.* 23-35-32, dated the 26th *May* 1933.)

Letter No. A-627, dated 7th September 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C. P. O. 15|20|27, dated the 20th April 192[illegible] I am directed to say that the Government of India are pleased to confirm the action of the Manager, Government of India Press, Aligarh, in allowing payment to the Handpressmen transferred to the piece establishment in the press at piece rates laid down in the Central Printing Office Hand-book plus forty per cent. The Government also sanction the introduction of the Hand-book rates raised by forty per cent. for piece workers employed on flat-bed machines in the Aligarh Press.

2. The extra expenditure involved during the current financial year should be met from within your grant under the head "Stationery & Printing" for 1928-29.

Machine printing—Job work.

422. Rates for large and small machines.—

Name of Machine.	One Page. Making ready.	One Page. Rate per 1,000 Impressions	Two Pages. Making ready.	Two Pages. Rate per 1,000 impressions
	R. A. P.	R. A. P.	R. A. P.	R. A. P.
Large Falcon ...	0 2 0	0 2 6	0 3 0	0 2 6
Falcon	0 1 0	0 2 0	0 2 0	0 2 0

Piece rate for work done on the Kelly Automatic and Meihle Vertical Printing Machines in the Government of India Press, Calcutta.

Copy of letter from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-685, dated the 27th March 1931.

With reference to your letter No. C.P.O.-12|79|28, dated the 12th November 1930, I am directed to convey the sanction of the Government of India to a rate of annas two and pies six per thousand impressions plus 40 per cent. being fixed for work done on the Kelly Automatic and Meihle vertical Printing Machines in the Government of India Press, Calcutta, with effect from the 8th February 1929.

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423. Rates for special work.—

Cheques, etc., printed on machine in coloured inks are paid 25 per cent. extra over the rate of Book work including overprinting.

Post Office Savings Bank Rules are paid while in Double Royal formes at 5 annas per 1,000 and for sizes smaller than Double Royal at 4 annas per 1,000.

424. Ready Reckoner Table.—The rates of payment for machine work including 40 per cent. in Table VII are given in the Machine and Press Work Ready Reckoner published separately.

425. Scale of outturn for Babcock and Paynes Wharfedales in Simla Press.

MAKING READY.

1		2		3	
All sizes up to :— Crown ... ... Royal ... ... D'ble F'scap ... ... Super Royal	15 × 20, 20 × 26, 17 × 27, 20 × 28 — 1 hour.	D'ble Crown ... ... D'ble Demy ... ... Quad F'scap	20 × 30, 22½ × 35, 27 × 34 — 1½ hours.	D'ble Royal ... ... D'ble S. Royal ... ... Quad Crown	26 × 40, 28 × 40, 30 × 40 — 2 hours.

PRINTING OFF.

Number of copies.	Sizes as column 1 above.			Sizes as column 2 above			Sizes as column 3 above		
	Making Ready.	Printing off.	Total	Making Ready.	Printing off.	Total	Making Ready.	Printing off.	Total
	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.
100	1	0 5	1 5	1½	0 5	1 35	2	0 6	2 6
150	1	0 7	1 7	1½	0 7	1 37	2	0 9	2 9
200	1	0 10	1 10	1½	0 10	1 40	2	0 12	2 12
250	1	0 12	1 12	1½	0 12	1 42	2	0 15	2 15
300	1	0 15	1 15	1½	0 15	1 45	2	0 18	2 18
350	1	0 17	1 17	1½	0 17	1 47	2	0 21	2 21
400	1	0 20	1 20	1½	0 20	1 50	2	0 24	2 24
450	1	0 22	1 22	1½	0 22	1 52	2	0 27	2 27
500	1	0 25	1 25	1½	0 25	1 55	2	0 30	2 30
550	1	0 27	1 27	1½	0 27	1 57	2	0 33	2 33
600	1	0 30	1 30	1½	0 30	2 00	2	0 36	2 36
650	1	0 32	1 32	1½	0 32	2 02	2	0 39	2 39
700	1	0 35	1 35	1½	0 35	2 05	2	0 42	2 42
750	1	0 37	1 37	1½	0 37	2 07	2	0 45	2 45
800	1	0 40	1 40	1½	0 40	2 10	2	0 48	2 48
850	1	0 42	1 42	1½	0 42	2 12	2	0 51	2 51
900	1	0 45	1 45	1½	0 45	2 15	2	0 54	2 54
950	1	0 47	1 47	1½	0 47	2 17	2	0 57	2 57
1000	1	0 50	1 50	1½	0 50	2 20	2	1 00	3 00
1050	1	0 52	1 52	1½	0 52	2 22	2	1 03	3 03
1100	1	0 55	1 55	1½	0 55	2 25	2	1 06	3 06
1150	1	0 57	1 57	1½	0 57	2 27	2	1 09	3 09
1200	1	1 00	2 00	1½	1 00	2 30	2	1 12	3 12

PRINTING OFF.

Kelly				Falcon			
No. of copies.	Making Ready	Printing off.	Total.	No. of copies.	Making Ready.	Printing off.	Total.
	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.	Hrs. M.
500	1	0 12	1 12	100	0 30	0 4	0 34
600	1	0 15	1 15	200	0 30	0 8	0 38
700	1	0 17	1 17	300	0 30	0 12	0 42
800	1	0 20	1 20	400	0 30	0 16	0 46
900	1	0 22	1 22	500	0 30	0 20	0 50
1000	1	0 25	1 25	600	0 30	0 24	0 54
1100	1	0 27	1 27	700	0 30	0 28	0 58
1200	1	0 30	1 30	800	0 30	0 32	1 02
1300	1	0 32	1 32	900	0 30	0 36	1 06
1400	1	0 35	1 35	1000	0 30	0 40	1 10
1500	1	0 37	1 37	1100	0 30	0 44	1 14
1600	1	0 40	1 40	1200	0 30	0 48	1 18
1700	1	0 42	1 42	1300	0 30	0 52	1 22
1800	1	0 45	1 45	1400	0 30	0 56	1 26
1900	1	0 47	1 47	1500	0 30	1 00	1 30
2000	1	0 50	1 50	1600	0 30	1 04	1 34
2100	1	0 52	1 52	1700	0 30	1 08	1 38
2200	1	0 55	1 55	1800	0 30	1 12	1 42
2300	1	0 57	1 57	1900	0 30	1 16	1 46
2400	1	1 00	2 00	2000	0 30	1 20	1 50
2500	1	1 02	2 02	2100	0 30	1 24	1 54
2600	1	1 05	2 05	2200	0 30	1 28	1 58
2700	1	1 07	2 07	2300	0 30	1 32	2 02
2800	1	1 10	2 10	2400	0 30	1 36	2 06
2900	1	1 12	2 12	2500	0 30	1 40	2 10
3000	1	1 15	2 15	...	...	...	...

Should it be necessary to lift a forme, make ready charge should be given again provided A. M.'s signature is first obtained.

426. Payment to Machinemen and Machine Inkers, Government of India Press, Simla.—Outturn for the month will be calculated in hours according to the scale contained in paragraph 425 and compared with the total hours spent on the work. Excess outturn will be treated as a credit and short outturn as a deficit, unless in the opinion of the Manager the short outturn is the result of circumstances beyond the employee's control. The outturn will be examined by the Manager monthly, and disciplinary action will be taken against those machinemen and machine inkers giving short outturn consistently.

NOTE.—The hourly rate will be :— $\frac{\text{Monthly salary.}}{\text{No. of working days in a month} \times 8.}$

[2|76|35-A. & F.]

PIECE RATES FOR HAND PRESSES.

[*40 per cent. or 50 per cent. sanctioned in B. of I. and M. Res. No. A-31, dt. 15-7-20 (reproduced in Appendix), and I. & L. No. A-627, dt. 7-9-28 (reproduced under para. No. 421), and 30 or 40 per cent. for new entrants, should be added to the rates contained in paras. 427-430.*]

427. Rates.—The rates include the covering of tympans and friskets and keeping presses and ink-tables, etc., clean and in good working order. Impressions on hand presses including making ready are paid as under :—

Press Work Rates.

Number of impressions	Class A.			Class B.			Class C.		
	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.
	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.
50	0 1 3	0 2 3	0 2 6	0 1 9	0 2 6	0 3 6	0 4 3	0 5 6	0 8 0
100	0 1 6	0 2 6	0 2 9	0 2 0	0 2 9	0 4 0	0 4 6	0 6 0	0 8 6
Rate per 100 Impressions.									
150 to 250	0 1 2	0 1 10	0 2 1	0 1 5	0 2 0	0 3 0	0 3 2	0 4 3	0 6 0
300 to 500	0 1 1½	0 1 9	0 2 0	0 1 4	0 1 11	0 2 9	0 2 9	0 3 9	0 5 2
550 to 750	0 1 1	0 1 7½	0 1 11	0 1 3½	0 1 10	0 2 7	0 2 7	0 3 6	0 4 9
800 to 1,000	0 1 0½	0 1 6½	0 1 10	0 1 3	0 1 9	0 2 6	0 2 5½	0 3 4	0 4 6
above 1,000	0 1 0	0 1 6	0 1 9½	0 1 2½	0 1 8½	0 2 5	0 2 4½	0 3 3	0 4 4

Intermediate numbers are paid for at the next higher rate.

File copies are not paid for.

Double rolling where essential and resorted to under the orders of the Manager will be reckoned as double impression and paid for as such (*A. & F.-23-34-35, dated the 26th May 1935*).

428. Classification—

Class A.—*Form Work* consists of such forms as require little making ready and are usually printed in long numbers.

Class B.—*Account Forms and ordinary book work* consists of such forms as accounts forms in books, secretariat proceedings, current letters and enclosures, departmental reports, codes, etc.

Class C.—*Fine Book* work consists of standard and scientific works requiring special care in inking and printing.

429. Rates for special work.—

Envelopes and labels are paid for at the rates for Class A.

Letter headings are paid for at the rates for Class B.

Pringting more formes than one on a press at one pull.—Full rates are paid for one, and half rates for every additional forme.

Additional lays.—All formes requiring a second lay are paid one-half extra according to the size of the paper laid on; every succeeding lay is pa d one-half of the second.

Printing formes in colours by one pull.—Full rates are paid for one colour, and half rates for each additional colour.

Long sub-divisions and folios.—Work printed in long sub-divisons is paid for as full sheets. Demy and medium folios are paid for as foolscap, and larger folios as full sheets.

The following work is paid at 50 per cent. over Class B :—

Printing on water marked paper and on parchment.

The following work is paid at Class C rates :—

"Epigraphia Indica."

"The Bower Manuscript."

"Manual of the Geology of India."

"Post Office Savings Banks Investment Certificates and List of Members of the Most Exalted Order of the Star of India."

Printing on Tissue paper and cheques in coloured inks on common paper is paid at 25 per cent. over Class B.

Stamping in of serial letters by hand on G. P. Notes is paid at 2 as. per hundrer notes.

Labels printed on Cloth are paid at Class B rates.

Pulling proofs and printing forms which have folios or subject matter altered in subsequent sheets are paid at Re. 0-1-3 pies for each forme up to 50 copies, above 50 copies to be paid at the rate of Class A work. No time for alterations is allowed.

Pulling proofs after revision of book work, such as Army Regulations, Codes, etc., is paid at the rate of Class A work.

430. Rates for erasing and stamping.—

	R.	A.	P.	
On sheets—				
Stamping only 1 letter	0	1	1	per 100 copies.
Stamping only 2 or 3 letters	0	1	4	
Erasing only 1 letter	0	1	1	
Erasing only 2 or 3 letters	0	1	4	
Erasing and stamping 1 letter	0	1	8	
Erasing and stamping 2 or 3 letters	0	2	2	
On folded work—				
Stamping only 1 letter	0	1	4	
Stamping only 2 or 3 letters	0	1	8	
Erasing only 1 letter	0	1	4	
Erasing only 2 or 3 letters	0	1	8	
Erasing and stamping 1 letter	0	2	2	
Erasing and stamping 2 or 3 letters	0	3	4	

431. Clean proofs, when pulled by pressman on piece rates, are paid for on time.

432. Division of earnings.—The amount earned by each press is divided into the following proportions :—

When a press or machine is worked by two men :—

Pressman	60 per cent.
Inker	40 "

When a press or machine is worked by three men :—

Pressman	50 per cent.
Inker	30 "
Fly-boy	20 "

When a press or machine is worked by four men, as with forms printed in colours :—

Pressman	45 per cent.
Inker	20 "
Inker	20 "
Fly-boy	15 "

433. Substitutes.—An inker who works as a substitute for a pressman or a fly-boy for an inker, is paid at the rate for the higher grade; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

434. Ready Reckoner tables.—The rates of payment for press work including 40 per cent. in Table VIII and the rates including 50 per cent. in Table VIII (e) for Simla Press only are given in the Machine and Press Work Ready Reckoner published separately.

2.—BINDING BRANCH

PIECE RATES FOR BINDING.

435. Warehouse work includes the receipt and issue of stationery and binding material; damping paper; drying and pressing printed sheets; folding, stabbing, stitching, covering and cutting miscellaneous jobs and current work; and storing printed sheets until they are required for binding. Perforating, numbering, envelope-making, and paper-ruling are also included under this head.

436. Stationery binding includes every description of paper-book, from those simply covered with marble paper to the most elaborately bound account book.

437. Bookbinding is the art of folding the sheets of a book, securing them together, affixing boards or sides thereto, and covering the whole with leather or other material. It is divided into three branches—*Binding in leather, Case work* and *Stationery binding*, which are again divided into three heads, *preliminary forwarding, forwarding* and *finishing*. The various sizes of books are denominated according to the number of leave into which the sheet is folded, as folio, 4to, 8vo, 12mo, etc. The different styles of binding are denominated according to the material used and the quantity of work employed, as *half-binding, calf neat, morroco extra*, etc.

(40 or 50 *per cent.*, and 30 or 40 *per cent. for new entrants, should* be added to *all the rates contained in paras.* 438-496.)

438. Rates.—The following are the rates paid for warehouse work:—

		R.	A.	P.
ORDINARY PRESSING—One sheet at a time.				
Demy to imperial	*per 1,000 sheets*	0	3	0
Half sheet double foolscap and half sheets of all sizes up to imperial.	*per 1,000 half sheets*...	0	2	3
Quarter sheet double foolscap and quarter sheets of all sizes up to imperial.	*per 1,000 quarter sheets*	0	1	7½
Double foolscap octavo and octavos of all sizes up to imperial, and all sizes smaller than octavo.	*per 1,000 octavos*	0	1	1½

Pressing 2 sheets and 3 sheets at a time is paid 25 per cent. and 50 per cent. respectively less than the above rates.

Pressing with proof paper is paid double the rates for ordinary pressing.

Hot rolling by machine is paid at 2 annas per 1,000 sheets.

		Full sheet	Half sheet	Quarter sheet
		R. A. P.	R. A. P.	R. A. P.
Folding—*per 1,000 sheets* :—				
Foolscap	1 fold	0 1 0	0 0 9	...
	2 folds	0 1 9	...	...
	3 folds	0 3 0	...	...
Demy and medium ...	1 fold	0 1 3	0 1 0	0 0 9
	2 folds	0 2 3	0 1 6	...
	3 folds	0 4 0	...	...
Royal, super-royal, and double foolscap.	1 fold	0 1 6	0 1 2	0 0 10
	2 folds	0 2 9	0 1 8	...
	3 folds	0 4 9	...	...
Imperial	1 fold	0 1 9	0 1 3	0 1 0
	2 folds	0 3 0	0 1 9	...
	3 folds	0 5 3	...	...

		R. A. P.
Gathering—*per 1,000 sheets* :—		
Foolscap	1 fold	0 0 6
	2 folds	0 0 4
	3 folds	0 0 4
Demy and medium ...	1 fold	0 0 8
	2 folds	0 0 6
	3 folds	0 0 6
Royal, super-royal, and double foolscap.	1 fold	0 0 10
	2 folds	0 0 8
	3 folds	0 0 8
Imperial	1 fold	0 1 0
	2 folds	0 0 9
	3 folds	0 0 9

Inserting is paid double the rates for gathering.

	R. A. P.
Cutting Sheets—*by hand* :—	
Full sheets of all sizes	0 1 0
Half sheets of all sizes	0 0 9
Quarter sheets of all sizes and under	0 0 6

		3 to 5 sheets	Every additional 5 sheets
		R. A. P.	R. A. P.
Collating—*per 100 copies*—			
Foolscap	folio	0 0 4	0 0 4
	4to	0 0 3	0 0 3
	8vo	0 0 3	0 0 3
Demy and medium	folio	0 0 6	0 0 6
	4to	0 0 4	0 0 4
	8vo	0 0 4	0 0 4
Royal, super-royal, and double foolscap...	folio	0 0 8	0 0 8
	4to	0 0 6	0 0 6
	8vo	0 0 6	0 0 6
Imperial	folio	0 0 10	0 0 10
	4to	0 0 6	0 0 6
	8vo	0 0 6	0 0 6

		5 sheets and under			Additional 5 sheets		
Ordinary Stabbing and Stitching—*per 100 copies*—		R.	A.	P.	R.	A.	P.
Foolscap	folio	0	1	3	0	0	6
	4to	0	1	0	0	0	5
	8vo	0	0	9	0	0	4
Demy and medium	folio	0	1	6	0	0	7
	4to	0	1	3	0	0	6
	8vo	0	1	0	0	0	5
Royal, super-royal, and double foolscap	folio	0	1	9	0	0	8
	4to	0	1	6	0	0	7
	8vo	0	1	3	0	0	6
Imperial	folio	0	2	0	0	0	8
	4to	0	1	9	0	0	8
	8vo	0	1	6	0	0	7

Half of the above rates are paid when only stitching is done.

Stitching and ranging with the facing lines is paid 50 per cent. more than the rates for ordinary stabbing and stitching.

Overcasting is paid 50 per cent. more than the rates for ordinary stitching.

Wire stitching is paid at 3 pies for inner and 2 pies for outer stitching per 100.

		5 sheets and under			Additional 5 sheets.		
		R.	A.	P.	R.	A.	P.
Sawing the backs—*per 100 copies*—							
Foolscap	folio	0	0	6	0	0	4½
	4to	0	0	4	0	0	4
	8vo	0	0	3	0	0	3
Demy and medium	folio	0	0	8	0	0	4½
	4to	0	0	5	0	0	4
	8vo	0	0	4	0	0	3
Royal, super-royal, and double foolscap	folio	0	0	9	0	0	5
	4to	0	0	6	0	0	5
	8vo	0	0	5	0	0	4
Imperial	folio	0	0	10	0	0	4
	4to	0	0	7	0	0	5
	8vo	0	0	6	0	0	6
Sewing—*per 100 copies*—							
Foolscap	folio	0	3	6	0	2	8
	4to	0	2	6	0	1	11
	8vo	0	2	0	0	1	6
Demy and medium	folio	0	4	0	0	3	0
	4to	0	2	6	0	1	11
	8vo	0	2	6	0	1	11
Royal, super-royal, and double foolscap	folio	0	4	0	0	3	0
	4to	0	2	6	0	1	11
	8vo	0	2	6	0	1	11
Imperial	folio	0	5	0	0	3	9
	4to	0	3	6	0	2	7
	8vo	0	2	6	0	1	6

When several sheets in a folio size book are inserted one within the other and sewed sheets are counted according to the number of sewings, one to three sheets so inserted and sewed together are reckoned as one sheet for sewing; more than three sheets are paid 12½ per cent. over the ordinary rate for sewing.

		Fore-edge. R. A. P.	Head or tail. R. A. P.
CUTTING ISSUES—*per 1,000 cuttings*—			
Foolscap	folio	0 0 2	0 0 1
	4to	0 0 1	0 0 1
	8vo	0 0 1	0 0 ½
Demy and medium	folio	0 0 2	0 0 1½
	4to	0 0 1½	0 0 1
	8vo	0 0 1	0 0 ½
Royal and super-royal	folio	0 0 4	0 0 1½
	4to	0 0 1½	0 0 1
	8vo	0 0 1	0 0 ½
Double foolscap	folio	0 0 4	0 0 2
	4to	0 0 2	0 0 1½
	8vo	0 0 1½	0 0 1
Imperial	folio	0 0 4	0 0 2
	4to	0 0 2	0 0 1½
	8vo	0 0 1½	0 0 1

CUTTING FORMS AND BLANK PAPER is paid at 3½ pies per 1,000.

		5 sheets and under R. A. P.	Additional 5 sheets R. A. P.
TACKING—*per 100 copies*—			
Foolscap	folio	0 0 5	0 0 2
	4to	0 0 4	0 0 2
	8vo	0 0 3	0 0 2
Demy and medium	folio	0 0 6	0 0 2
	4to	0 0 4	0 0 2
	8vo	0 0 3	0 0 2
Royal, super-royal, and double foolscap	folio	0 0 7	0 0 2
	4to	0 0 5	0 0 2
	8vo	0 0 4	0 0 2
Imperial	folio	0 0 8	0 0 2
	4to	0 0 6	0 0 2
	8vo	0 0 4	0 0 2

Pasting on leaves will be paid at the above rates.

Pasting in is paid for at 50 per cent. more than the rates for pasting on leaves (24-2-31-*A.F.*)

PASTING UP BACKS AND COVERING—*per 100 copies*—

		R.	A.	P.	R.	A.	P.
Foolscap	folio	0	1	6	0	0	5
	4to	0	1	2	0	0	5
	8vo	0	0	11	0	0	5
Demy and medium	folio	0	1	10	0	0	5
	4to	0	1	5	0	0	5
	8vo	0	1	1	0	0	5
Royal, super-royal, and double foolscap	folio	0	2	3	0	0	5
	4to	0	1	9	0	0	5
	8vo	0	1	4	0	0	5
Imperial	folio	0	2	8	0	0	5
	4to	0	2	0	0	0	5
	8vo	0	1	6	0	0	5

PA[illegible]ING ON END PAPERS—*per 100 copies, or 200 pastings*—

		R.	A.	P.			R.	A.	P.
Foolscap	folio	0	1	0	Royal, super-royal, and double foolscap.	folio	0	1	4
	4to	0	0	9		4to	0	1	1
	8vo	0	0	6		8vo	0	0	10
De[illegible]y and medium	folio	0	1	2	Imperial	folio	0	1	6
	4to	0	0	11		4to	0	1	3
	8vo	0	0	8		8vo	0	1	0

PASTING COVERS ON END PAPERS—*per 100 copies*—

Foolscap	folio	0	2	0	Royal, super-royal, and double foolscap.	folio	0	2	8
	4to	0	1	6		4to	0	2	2
	8vo	0	1	0		8vo	0	1	8
Demy and medium	folio	0	2	4	Imperial	folio	0	3	0
	4to	0	1	10		4to	0	2	6
	8vo	0	1	4		8vo	0	2	0

EYELETTING—*per 1,000*—

		R.	A.	P.
Puncturing and fixing rings	On paper	0	3	0
	On pasteboard, waxcloth, or parchment	0	4	0

In all the above operations, odd numbers up to 10 are not paid for; 11 to 25 are paid for as quarter of a hundred; 26 to 50 as half a hundred; and so on by quarters of a hundred up to 100.

WAREHOUSE DEPARTMENT

439. Relief stamping is paid at 2 annas per 100 impressions.

440. Cameo stamping is paid at 1 anna and 9 pies per 100 impressions. Putting tissue paper on stamps is paid at 0-2-3 pies per 1,000.

441. Plain stamping is paid at 6 pies per 100 impressions. 1 anna is paid for making the matrix in every case.

442. Puncturing holes in paper is paid at 0-1-6 pies per 1,000, and at 2 annas per 1,000 in pasteboard, waxcloth, or parchment.

443. Pasting white paper on boards is paid at 1 anna per 100 copies of the book.

444. Label pasting is paid at 1 anna 3 pies per 100 pastings.

445. Cutting cloth by hand and pasting both sides of corners of office forms are paid at the rate of 0-1-6 pies per 100 pastings. Pasting paper on both sides of corners of paper is paid at 9 pies per 100 pastings.

446. Interleaving with tissue paper is paid at 0-2-3 pies per 1,000.

447. Interleaving with tissue paper and banding are paid at 2 annas 6 pies per 1,000.

448. Pasting cloth between two sheets is paid for at 50 per cent more than the rate of pasting cloth on paper. (24-2-31-A.F.).

449. Rates for special work.—

Envelopes.—Overprinting on envelopes and all other operations thereof are paid at 9 pies per ream or 3 annas per bundle.

Counting and packing envelopes are paid at 4 pies per ream.

Posts and Telegraphs Guides.—Wire stitching of Posts and Telegraphs Guides with 2 stitches on each copy is paid at 5 pies per 100 copies.

Receipt Book.—Collating of Receipt Books is paid at 4 pies for every 5 leaves of Receipt Book.

PERFORATING

450. Rates.—Perforating is paid for at the rate of 1 anna per 1,000 perforations.

NUMBERING.

451. Rates.—Numbering is paid per 1,000 pages as follows :—

	By machine.	By hand.
	Rs. A. P.	Rs. A. P.
One impression on a page	0 2 0	0 6 0
Two impressions on a page	0 2 6	...
Three impressions on a page	0 3 0	...

Numbering in vernacular by hand is paid 10 per cent. over the above rate for hand numbering.

Power Multiple Numbering Machine.—10 per cent. extra is paid over the rate for one impression for work done on the Power Multiple Numbering Machine where the number of impressions is less than one thousand.

ENVELOPE-MAKING

452. Classification.—Envelopes are divided into two classes :—

Class A consists of envelopes with flaps opening in the centre, i.e., square and oblong envelopes.

Class B consists of envelopes with flaps opening at one end, i.e., bagshaped or long envelopes.

453. Rates.—The following are the rates paid for folding and pasting envelopes per 1,000 :—

	Class A.	Class B.
	Rs. A. P.	Rs. A. P.
Full sheets of all sizes	0 6 0	0 4 3
Half	0 5 0	0 3 6
Quarter sheets and under, of all sizes	0 4 0	0 3 0

Cutting envelope from full sheets is paid at 0-0-5 pies per 1,000 cuttings, half sheets, quarter sheets and under at 0-0-4 pies per 1,000 cuttings.

The following rates are paid for folding and pasting cloth-lined envelopes per 1,000 :—

	Class A.	Class B.
	Rs. A. P.	Rs. A. P.
Full sheets, of all sizes	0 11 3	0 9 0
Half	0 10 0	0 8 0
Quarter sheets and under, of all sizes	0 8 6	0 6 9

Cutting cloth-lined envelopes is paid as under :—

Full sheets, of all sizes at 0-0-8 pies per 1,000.

Half sheets and under, of all sizes at 0-0-6 pies per 1,000.

Gumming blank square D. O. envelopes is paid at 0-1-5 per 1,000.

Folding flaps and banding in 25's of S. E. 3 and similar shaped envelopes are paid for at 0-1-11 pies per 1,000 envelopes; and banding in lots of 25's of S. E. 4 and similar shaped envelopes at 2½ pies per 1,000.

Rates for envelopes made on the New Envelope-Making Machines.

Standard envelopes, Nos. 2 and 3, at 0-0-11 pies per 1,000 envelopes.

Standard envelopes, Nos. 4, 5 and 6, at 0-1-1 pie per 1,000 envelopes.

Standard envelopes, Nos. 7 and 1, at 0-1-3 pies per 1,000 envelopes.

Full packing of the above standard envelopes with thick brown paper and tying with strings is paid at 1 pie per bundle.

454. Rates for the envelope-makers of the Forms Press, Aligarh

Serial No.	Envelope number.	Daily rate of outturn per rupee per month.
1	Mis. 54	600
2	M. R. 26	350
3	M. R. 27	450
4	T. I. 60	350
5	Lab. 107	75
6	Eng. 84	250
7	Lab. 105	50
8	Rent. 6	600
9	R. M. O. 7 (Punjab)	600
10	D. L. O. 6	600
11	D. L. O. 9 Small	600
12	D. L. O. 13	600
13	D. L. O. 14	600
14	Lab. 35	350
15	S. B. 23	550
16	R. P. 36-Large	200
17	R. P. 36-Medium	250

Serial No.	Envelope number.	Daily rate of outturn per rupee per month.
18	R. P. 36-Small ...	250
19	R. P. 37-Large ...	400
20	R. P. 37-Small ...	450
21	Lab. 54-Large ...	400
22	Lab. 54 (b) ...	450
23	Lab. 54 (c) ...	350
24	Lab. 55 ...	75
25	Lab. 56 ...	200
26	Lab. 103 ...	75
27	F. Mis. 7 ...	400
28	F. Mis. 13 ...	600
29	Pensn. 7 ...	50
30	D. L. O. 9-Large ...	450
31	D. L. O. 7-Large ...	450
32	Lab. 54-Small ...	600
33	Lab. 54 (a) ...	450
34	Lab. 96 ...	400
35	M. 35 ...	600
36	M. O. 27 ...	400
37	Mis. 5-Small ...	400
38	Mis. 5 (a) ...	400
39	R. M. O. 4 ...	450
40	T. I. 56 ...	400
41	T. I. 57 ...	400
42	A. G. P. T. 24 ...	200
43	A. G. P. T. 25 ...	300
44	Business Reply Envelopes ...	400
45	Slotted Envelopes ...	100

Folding, pasting, counting and bundling operations to be done by the envelope-makers in each case.

RULING.

455. Rates.—The following are the rates paid for forms ruled on the machine :—

Description of work.	Foolscap and under.	Demy to royal.	Double foolscap and super-royal.	Imperial and upwards.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Making ready—				
Making new pens	0 3 0	0 3 6	0 4 0	0 4 6
Adjusting old pens	0 2 0	0 2 4	0 2 8	0 3 0
Go-through work—				
Per 100 sides	0 0 3	0 0 3½	0 0 4	0 0 4½
Per 1,000 sides	0 2 0	0 2 6	0 3 0	0 3 6
Under-line work—				
Per 100 sides	0 0 3½	0 0 4	0 0 4½	0 0 5
Per 1,000 sides	0 3 0	0 3 6	0 4 0	0 4 6
Stop-work—				
Per 100 sides	0 0 6	0 0 7	0 0 8	0 0 9
Per 1,000 sides	0 4 0	0 5 0	0 6 0	0 7 0

Numbers below 500 are paid for at the rate per 100 copies ; 500 copies and upwards are paid for at the rate per 1,000 copies.

Making ready of formes in the New Ruling Machines for both side rulings.—Two making readys, one for each side, are to be paid for.

Ruling on New Ruling Machines is paid according to the above rates per 1,000 sheets (and not impressions). 50 per cent. extra is paid for double rulings.

Extras.—Where two or more colours are ruled at one time, one-fourth of the rates for go-through work and one-eigth of the rates for stop-work are paid extra. In inner forms, where little shifting of pens is required, one-fourth of the rates is allowed for making ready. Where shifting of pens is unnecessary, the making ready charge is not paid.

456. Substitutes.—A feeder who works as a substitute for a machine-man or a puller off for a feeder, is paid at the rate for the higher grade ; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

457. Division of earnings.—See para. 305.

458. Rates.—The following are the rates paid for the various descriptions of binding :—

SECTION A.—BINDING IN LEATHER

PRELIMINARY FORWARDING

FOLDING—*per 1,000 sheets*—

		R. A. P.
Foolscap	1 fold	0 2 6
	2 folds	0 4 6
	3 folds	0 6 0
Demy and medium	1 fold	0 3 6
	2 folds	0 5 0
	3 folds	0 8 0

		Rs.	A.	P.
Royal, super-royal, and double foolscap ...	1 fold	0	4	0
	2 folds	0	7	0
	3 folds	0	10	0
Imperial	1 fold	0	4	6
	2 folds	0	8	0
	3 folds	0	12	0

GATHERING—*per 1,000 sheets*—

Foolscap folio		0	1	9
Demy and medium	4to	0	1	6
	8vo	0	1	3
Royal, super-royal, and double foolscap ...	4to	0	1	9
	8vo	0	1	6
Imperial	4to	0	2	0
	8vo	0	1	9

		3 to 5 sheets.			Every additional 5 sheets.		
CC...ATING—*per 100 copies*—		Rs.	A.	P.	Rs.	A.	P.
Foolscap folio		0	1	6	0	1	6
Demy and medium	4to	0	1	0	0	1	0
	8vo	0	1	0	0	1	0
Royal, super-royal and double foolscap	4to	0	1	6	0	1	6
	8vo	0	1	6	0	1	6
Imperial	4to	0	1	6	0	1	6
	8vo	0	1	6	0	1	6
SAWING THE BACKS—*per 100 copies*—							
Foolscap folio		0	1	6	0	1	3
Demy and medium	4to	0	1	3	0	1	0
	8vo	0	1	0	0	0	9
Royal, super-royal, and double foolscap	4 to	0	1	6	0	1	3
	8vo	0	1	3	0	1	0
Imperial	4to	0	1	9	0	1	3
	8vo	0	1	6	0	1	3
SEWING, ORDINARY—*per 100 copies*—							
Foolscap folio		0	10	0	0	8	0
Demy and medium	4to	0	7	0	0	6	0
	8vo	0	7	0	0	6	0
Royal, super-royal, and double foolscap	4to	0	7	0	0	6	0
	8vo	0	7	0	0	6	0
Imperial	4to	0	9	0	0	7	6
	8vo	0	7	6	0	6	0

SEWING ON SLIPS, 25 per cent. extra on the rates for ordinary sewing.

Class I.—Binding in full morocco, calf or fine sheep.

Forwarding and finishing are paid for according to the time occupied.

Class II.—*Binding in half morocco, calf or fine sheep, sprinkled edges.*

Detail.	Number of sheets.	Sizes: All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
Per 100 copies		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Forwarding	10 sheets and under ...	15 0 0	20 0 0	25 0 0	32 0 0	40 0 0
	Every additional 10 sheets up to 40 sheets* ...	4 0 0	5 0 0	6 0 0	7 8 0	9 0 0
Extras—						
Millboards—						
Lining	.....	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Bevelling	Per 200	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Lining end papers	Per 100	0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
†Colouring edges ... } †Marbling edges ... } †Pocket ... ... } are paid for according to the time occupied.						
Pasting gold label	.....	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Finishing—						
Blind—						
Pallet on back	Per panel	0 4 0	0 5 0	0 5 0	0 6 0	0 7 0
	Additional panel	0 1 0	0 1 0	0 1 0	0 1 0	0 1 0
Fillet or roll on sides and corners	Per 100 books	0 12 0	1 0 0	1 0 0	1 4 0	1 8 0
Gilt—						
Pallet on back	Per panel	0 [illegible] 0	0 10 0	0 10 0	0 12 0	0 14 0
	Additional panel	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0
Fillet or roll on sides and corners	.....	1 [illegible] 0	2 0 0	2 0 0	2 8 0	3 0 0
Label on back, each	Per 100	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
Lettering on back, per line	First line	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
	Every additional line ...	0 3 0	0 4 0	0 4 0	0 5 0	0 6 0

†Extra finishing is paid for according to the time occupied or according to agreement.

*After 40 additional sheets half of the above rates is paid for every additional 10 sheets.

†The additional percentages as stated above paragraph 438 should not be added when done on time (page 377).

SECTION B.—CASE WORK AND BOARDINGS.

PRELIMINARY FORWARDING.

		Rs.	A.	P.
FOLDING—*per 1,000 sheets*—				
Foolscap	1 fold	0	1	3
	2 folds	0	2	3
	3 folds	0	3	9
Demy and medium	1 fold	0	1	7
	2 folds	0	2	9
	3 folds	0	5	0
Royal, super-royal, and double foolscap	1 fold	0	2	0
	2 folds	0	3	6
	3 folds	0	6	0
Imperial	1 fold	0	2	3
	2 folds	0	3	9
	3 folds	0	6	6
GATHERING—*per 1,000 sheets*—				
Foolscap folio		0	1	0
Demy and medium	4to	0	1	0
	8vo	0	1	0
Royal, super-royal, and double foolscap	4to	0	1	6
	8vo	0	1	3
Imperial	4to	0	1	9
	8vo	0	1	6

		3 to 5 sheets. Rs.	A.	P.	Every additional 5 sheets. Rs.	A.	P.
COLLATING—*per 100 copies*—							
Foolscap folio		0	0	8	0	0	8
Demy and medium	4to	0	0	6	0	0	6
	8vo	0	0	6	0	0	6
Royal, super-royal, and double foolscap	4to	0	1	0	0	1	0
	8vo	0	1	0	0	1	0
Imperial	4to	0	1	0	0	1	0
	8vo	0	1	0	0	1	0

		3 to 5 sheets.	Every additional 5 sheets.
		Rs. A. P.	Rs. A. P.
Sawing the backs—*per 100 copies*—			
Foolscap folio		0 1 0	0 0 9
Demy and medium	4to ...	0 0 10	0 0 8
	8vo ...	0 0 8	0 0 6
Royal, super-royal, and double foolscap	4to ...	0 1 0	0 0 10
	8vo ...	0 0 10	0 0 8
Imperial	4to ...	0 1 2	0 0 10
	8vo ...	0 1 0	0 0 8
Sewing, ordinary—*per 100 copies*—			
Foolscap folio		0 7 0	0 5 3
Demy and medium	4to ...	0 4 6	0 4 0
	8vo ...	0 4 6	0 4 0
Royal, super-royal, and double foolscap	4to ...	0 4 6	0 4 0
	8vo ...	0 4 6	0 4 0
Imperial	4to ...	0 6 0	0 5 0
	8vo ...	0 5 0	0 4 0

Sewing on slips, 25 per cent. extra on the rates for ordinary sewing.

Class III.—Case work.

Detail.	Number of sheets.	Sizes. All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Per 100 copies.						
FORWARDING—						
Pasting on end papers, folding and papers, cutting strings, beating and gluing up backs.	10 sheets and under ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Rounding and backing at machine	10 sheets and under ...	0 6 0	0 8 0	0 9 0	0 11 3	0 12 6
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 3	0 2 9	0 3 3
Making cases, including cutting mill-boards and cloth and rolling.	10 sheets and under ...	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets.	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Lining back with calico, including cutting cloth	10 sheets and under ...	0 3 0	0 4 0	0 5 0	0 6 0	0 7 0
	Every additional 10 sheets ...	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
Rounding backs of cases, putting on cases and pasting end papers, pressing and cleaning.	10 sheets and under ...	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
*Blocking side and back — in blind ...	Per 100 pulls	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
— in gold ...	Per 100 pulls	0 6 0	0 8 0	0 10 0	0 12 6	0 14 0
Extra—						
Lining end papers	Per 200	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
Bevelling mill boards	Per 200 boards	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3

*Blocking in gold of Annual Report, Linguistic Survey and Census Report of D. G. Archaeology is paid 50 per cent. over the rates.

Class IV.—Binding in full cloth, boards, flush.

Detail.	Number of sheets.	Sizes				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
Per 100 copies.		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Forwarding—						
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs.	10 sheets and under ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, putting on boards and pasting down end papers.	10 sheets and under ...	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
*Covering	10 sheets and under ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Blocking Covers—						
Blocking side in blind	Per 100 pulls	0 3 9	0 5 0	0 6 3	0 7 9	0 8 9
Blocking title on side in gold	Per 100 pulls	0 7 6	0 10 0	0 12 6	0 15 6	1 1 6
Extras—						
Pasting paper label ... on Side ...	...	0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
Pasting paper label ... on back	...	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

*12½ per cent. extra is paid for turning the cloth round the boards.

Class V.—Binding in boards, cloth backs, paper covers, flush.

Detail	Number of sheets	Sizes				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to, and foolscap folio.	Super-royal and imperial 4to.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Per 100 copies.						
DAWARDING—						
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs.	10 sheets and under ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, boarding and pasting down end papers.	10 sheets and under ...	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Cutting and pasting on cloth	10 sheets and under ...	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
	Every additional 10 sheets ...	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
*Cutting and pasting on cover	10 sheets and under ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Extra—						
Pasting paper label on back	.....	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

* 12½ per cent. is paid over the rates for turning edges.

Section C.—Stationery Binding

Description of Binding.	Per 100 Copies									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo, and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 8vo, Demy 8vo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 8vo, Royal 8vo, Super Royal 8vo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	1/3 Demy, 1/3 Medium 1/3 Royal, and 1/3 Double Foolscap.	Demy folio, Medium folio, 1/3 Super Royal and 1/3 Imperial.	Royal, Super Royal, Double Foolscap and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Class I										
Full rough or smooth calf or parchment, sewed, coloured end papers, cloth joints, sprinkled edges, spring back, titled inside—two quires and under	9 8 0	12 0 0	14 0 0	16 0 0	20 0 0	25 0 0	30 0 0	40 0	44 0 0	48 0 0
For every additional quire up to eight quires	0 9 0	0 12 0	0 14 0	1 0 0	1 4 0	1 8 0	1 14 0	2 8 0	2 12 0	3 0 0
Class II										
Full smooth calf or parchment, sewed, fly leaves, sprinkled edges, flat back, titled inside on back—two quires and under	7 0 0	9 0 0	10 8 0	12 0 0	15 0 0	18 8 0	22 8 0	30 0 0	33 0 0	36 0 0
For every additional quire up to six quires	0 7 0	0 9 0	0 10 0	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 0 0	2 4 0
Class III										
Full leather or parchment, sewed, coloured end papers, limp—half quire and under ...	4 12 0	6 0 0	7 0 0	8 0 0	10 0 0	12 8 0	15 0 0	20 0 0	22 0 0	24 0 0
For every additional half quire up to six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 0	0 10 0	0 11 0	0 12 0

Section C.—Stationery Binding—Contd.

Description of Binding.	Per 100 Copies									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 8vo, Demy 8vo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 6mo, Royal 4mo, Super Royal 4mo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	1/2 Demy, 1/2 Medium, 1/1 Royal, and 1/2 Double Foolscap.	Demy folio, Medium folio, 1/2 Super Royal and 1/2 Imperial.	Royal, Super Royal, Double Foolscap, and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
Class IV										
Full leather or parchment, sewed, white fly leaves, limp, flat—half quire and under ...	Rs. A. P. 3 8 0	Rs. A. P. 4 8 0	Rs. A. P. 5 4 0	Rs. A. P. 6 0 0	Rs. A. P. 7 8 0	Rs. A. P. 9 4 0	Rs. A. P. 11 0 0	Rs. A. P. 13 0 0	Rs. A. P. 16 8 0	Rs. A. P. 18 0 0
For every additional half quire up to half six quires ...	0 3 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
Class V										
Half rough or smooth calf or parchment, sewed, coloured end papers, cloth joints, sprinkled edges, sewing back, cloth or paper sides, blind tooled on back—two quires and under	8 0 0	10 0 0	12 0 0	14 0 0	17 8 0	21 0 0	26 0 0	33 0 0	38 8 0	42 0 0
For every additional quire up to eight quires	0 9 0	0 12 0	0 14 0	1 0 0	1 4 0	1 8 0	1 14 0	2 8 0	2 12 0	3 0 0
Class VI										
Half smooth calf or parchment, sewed, white fly leaves, sprinkled edges, flat back, cloth or paper sides, blind tooled on back—one quire and under	6 0 0	7 8 0	8 0 0	10 0 0	12 8 0	15 8 0	19 0 0	25 0 0	27 8 0	30 0 0
For every additional quire up to six quires	0 7 0	0 9 0	0 10 0	0 12 0	0 12 0	1 2 0	1 4 0	1 14 0	2 0 0	2 4 0
Class VII										
Quarter leather, sewed, white fly leaves, boards, cloth or paper sides, flat—half quire and under	3 8 0	4 8 0	5 4 0	6 0 0	7 8 0	9 4 0	11 0 0	15 0 0	16 8 0	18 0 0

For every additional half quire up to half six quires —	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
Class VIII.										
Quarter leather, gilded, white fly leaves, cloth or paper sides, lines, flush—half quire and under — —	1 8 0	1 14 0	2 4 0	2 8 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0
For every additional half quire up to half six quires —	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 6
Class IX.										
Full cloth, sewed, white fly leaves, sprinkled edges, lines—half quire and under	4 12 0	6 0 0	7 0 0	8 0 0	10 0 0	12 8 0	15 0 0	20 0 0	22 0 0	24 0 0
For every additional half quire up to half six quires —	0 3 6	0 4 6	0 5 0	0 6 0	0 7 6	0 9 0	0 11 0	0 15 0	1 0 0	1 2 0
Class X.										
Full cloth, sewed, white fly leaves, boards, flush—half quire and under — —	3 0 0	3 12 0	4 8 0	5 0 0	6 4 0	7 12 0	9 8 0	12 0 0	13 8 0	15 0 0
For every additional half quire up to half six quires —	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
Class XI.										
Full cloth, sprinkled, white fly leaves, lines, flush—half quire and under — —	1 8 0	1 14 0	2 4 0	2 8 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0
For every additional half quire up to half six quires —	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 0
Class XII.										
Quarter cloth, paper sides or full paper lined with calico on back, sewed, white fly leaves, boards, flush—half quire and under — —	2 6 0	3 0 0	3 8 0	4 0 0	5 0 0	6 0 0	7 8 0	10 0 0	11 0 0	12 0 0
For every additional half quire up to half six quires —	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0

Section C.—Stationery Binding—concld.

Description of Binding	Per 100 Copies									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo, and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 4mo, Demy 4mo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 4mo, Royal 4mo, Super Royal 4mo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	1/2 Demy, 1/2 Medium, 1/2 Royal, and 1/2 Double Foolscap.	Demy folio, Medium folio, 1/2 Super Royal, and 1/2 Imperial.	Royal, Super Royal, Double Foolscap and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Class XIII.										
Quarter cloth, paper sides or full paper lined with calico on back, stitched, white fly leaves, limp, flesh—half quire and under	1 0 0	1 4 0	1 8 0	1 12 0	2 2 0	2 10 0	3 4 0	4 4 0	4 12 0	5 4 0
For every additional half quire up to half six quires ...	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 6
Class XIV.										
Cloth back, board, or stitched paper sides, flesh—one quire and under	0 7 0	0 9 0	0 10 6	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 1 0	2 4 0
For every additional one quire up to half six quires ...	0 3 0	0 4 0	0 4 6	0 5 0	0 6 0	0 7 6	0 9 6	0 12 6	0 14 0	0 15 0
Class XV.										
Paper covers, stitched, or stitched, flesh—five sheets and under*	0 1 9	0 2 3	0 2 6	0 3 0	0 3 9	0 4 6	0 5 6	0 7 6	0 8 3	0 9 0
For every additional five sheets up to 100 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
Class XVI.										
Sewing back, paper cover with slip—First five sheets and under*	0 2 6	0 2 6	0 2 6	0 2 6	0 3 6	0 4 0	0 4 0	0 5 0	0 6 0	0 7 0

Additional five sheets ...	0 1 11	0 1 11	0 1 11	0 1 11	0 2 6	0 3 0	0 3 0	0 3 9	0 4 6	0 5 3
Class XVII.										
Stitching—Five sheets and under*	0 1 3	0 1 6	0 1 9	0 2 0	0 2 6	0 3 0	0 3 9	0 5 0	0 5 6	[illegible]
For every additional five sheets up to 50 sheets	0 0 4	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
Class XVIII.										
Tacking—Five sheets and under*	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
For every additional five sheets up to 50 sheets	0 0 4	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
Class XIX.										
Pasting—One sheet and a half sheet*	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
Class XX.										
Pasting cloth on paper† ...	...	...	...	...	...	0 6 0	0 7 0	0 8 0	0 9 0	0 10 0
Pasting paper on paper ...	...	...	...	...	...	0 3 0	0 3 6	0 4 0	0 4 6	0 5 0
Class XXI.										
Portfolios—Full leather, blind tooled on back or half leather, cloth or paper sides ...	6 0 0	7 8 0	9 0 0	10 0 0	12 8 0	15 8 0	19 0 0	25 0 0	27 8 0	30 0 0
Class XXII.										
Full cloth, back lined with leather or half cloth, paper sides	3 0 0	3 12 0	4 8 0	5 0 0	6 4 0	7 12 0	9 8 0	12 0 0	13 8 0	15 0 0
Class XXIII.										
Guard Books—Half leather, sewed, cloth or paper sides, blind tooled on back—two quires full sheets and under ...	7 0 0	9 0 0	10 8 0	12 0 0	15 0 0	18 8 0	22 8 0	30 0 0	33 0 0	36 0 0
For every additional half quire...	0 4 6	0 6 0	0 7 0	0 8 0	0 10 0	0 12 0	0 15 0	1 4 0	1 6 0	1 8 0

NOTE.—Where two or more sheets are arranged for facility in writing by the assistance of carbon paper, 25 per cent. extra over the rate of the class is paid.

Twenty-five sheets are reckoned as one quire; two sheets above the quire are not paid for, but these sheets are paid for at the rate for the next size in thickness.

For 1/2 qr. proceed.

* { Where sheets contain blue rules, 25 per cent. extra is paid.
Where sheets are gathered and collated, 25 per cent. extra is paid.

Five copies and under are paid at 50 per cent. additional on the rate per 100; above five copies are paid at the rate per 100.

Additional quires above 6 and 8 are paid at half the rates already fixed for the additional quires.

†Pasting cloth on paper of Double Demy size is paid for at the rate of Rs. 0-10-8 per 100 sheets.

Extras of Stationery Binding.

Extras under Classes 1, 2, 5, 6, 9, 21, 22 and 23.		Rate per 100
Description of Extras.		Rs. A. P.
Labels, gold lettered	on side	2 0 0
	on back	1 0 0
Gilt paper on back		1 0 0
Fixing printed labels		0 2 0
Marbling edges		1 8 0
Indexing, fixing a piece of cloth on the back of the place indexed		4 0 0
Fixing clasps		0 12 0
Fixing clamps		0 8 0
Fixing eyelets		0 0 9
Fixing tapes		0 1 0
Stamping words on sheets		0 2 0
Trimming inner sheets		0 0 6
Making and fixing cases for pencils		0 3 0
Making and fixing pockets		3 0 0
Making and fixing leather flaps		1 8 0
Making and fixing cloth flaps		0 8 0

Extras under Classes 3, 4, 7, 8, 10, 11, 12 and 13.	Rate per 100
Description of Extras.	Rs. A. P.
Fixing printed labels	0 1 6
Indexing, fixing a piece of cloth on the back of the place indexed	4 0 0
Fixing eyelets	0 0 6
Fixing tapes	0 0 9
Stamping words on sheets	0 2 0
Trimming inner sheets	0 0 6
Making and fixing cases for pencils	0 6 0
Making and fixing pockets	2 0 0
Making and fixing leather flaps	0 4 0
Making and fixing cloth flaps	0 8 0

Extras under Classes 14, 15, 16, 17, 18 and 19.	Rate per 100
Description of Extras.	Rs. A. P.
Fixing printed labels	0 1 3
Indexing, fixing a piece of cloth on the back of the place indexed	4 0 0
Fixing eyelets	0 0 3
Fixing eyelets on envelope	0 0 2
Stamping words on sheets	0 2 0
Trimming inner sheets	0 0 6
Pasting in	0 0 8
Pasting out	0 1 0
Pasting sides	0 2 0
Cutting lean envelope shape	0 0 2

BINDERY.

459. Binding in half country leather.—Forwarding is paid 25 per cent. less than the rate for half English leather binding.

460. Binding in full country leather.—Forwarding is paid 12½ per cent. less than the rate for half English leather binding.

461. Binding in quarter country leather.—Forwarding is paid 25 per cent. less than the rate for half country leather (i.e., 12½ per cent. for quarter binding and 12½ per cent. for not banding).

462. Forwarding of books of Demy and Medium folios bound in leather or cloth is paid at the rates for Super-Royal and Imperial 4to sizes. Royal, Super-Royal, Double Foolscap, and Imperial folios are paid 12½ per cent. above Demy folio; all larger sizes are paid 5 per cent extra above Royal folio.

463. Binding in Art Canvas.—25 per cent. less than the rates for leather binding is paid for binding in Art canvas.

464. Cloth joint, with joint fly-leaves is paid at the following rate per 100 pairs:—

	Rs.	A.	P.
All sizes under Foolscap Octavo	0	3	0
Demy Medium, Royal Octavo, and Foolscap 4to	0	4	0
Super Royal and Imperial Octavo and 4to Post	0	5	0
Foolscap folio	0	6	3
Demy folio	0	7	0
D. Foolscap folio	0	8	0

465. File Boards per 100—

	Rs.	A.	P.
Standard foolscap size with flaps and tapes	1	8	0
Skeleton foolscap size with flaps and tapes	1	4	0
Demy 4to size with flaps and tapes	0	12	0
Foolscap 1/6 size with flaps and tapes	0	10	0
" 1/8 " "	0	7	0

Half of the above rates is paid for file boards made without flaps and tapes.

File Boards, *foolscap*, coloured paper pasted on brown cartridge, eyeletted, and red tape fixed, are paid at 0-10-7 pies per 100 copies.

466. Interleaved copies are paid fifty per cent. over the ordinary rates for binding.

467. Pasting coloured end papers is paid 50 per cent. over the ordinary rate for pasting end papers.

468. Pasting white papers on boards before pasting cover is paid 50 per cent. over the ordinary rate of cutting and pasting on cover.

469. Cutting strings and beating the books after sewing are paid at 0-4-0 annas per 100 copies.

470. Re-binding old books are paid at piece rates—50 per cent. over the rates is allowed when 5 copies only or less are bound in one binding order. No time is allowed in re-binding old books except under special circumstances when previous sanction is obtained.

471. File copies of books bound in half or full leather are paid for at piece rates.

472. Folding.—Four folds of all sizes are paid at 8 annas per 1,000 sheets.

473. Sewing on the Smyth's sewing machine is paid at 3 pies per 100 sheets. 50 per cent. extra is allowed on the machine sewing rates on each signature where the sheet is cut to allow of the insertion of charts, maps, plates, etc., in the copies.

474. Black bordering by hand on papers and envelopes is paid at the rates as under:—

Note papers, etc.

Sizes.	Rate per 100. R. A. P.
Super Royal, Royal 4to and Foolscap folio	0 6 0
Demy, Medium and Foolscap 4to	0 5 0
All Octavo sizes and under	0 4 0

Envelopes.

Sizes.	Rate per 100. Thick. R. A. P.	Thin. R. A. P.
Size larger than Foolscap	0 5 0	0 3 6
Foolscap	0 4 6	0 3 0
Under Foolscap	0 3 6	0 2 6

475. Counting ruled sheets into quires, folding, packing into reams **and pasting labels** on the packets are paid at Rs. 1-8 as. per 100 reams.

476. Preliminary forwarding of all sizes under Octavo is paid for at the rates for Demy Octavo and Forwarding at rates for under Octavo.

477. Gluing up the backs of books sewed on the sewing machine is paid at 0-1-3 pies per 100 books of ten sheets and under. For every additional 10 sheets 6 pies per 100 books is paid.

478. Folding by machine is paid at Re. 0-2-9 pies per 1,000 sheets (irrespective of sizes and folds). Above D'Royal is paid at Re. 0-3-9 pies per 1,000 sheets.

479. Perforating one sheet and pasting two sheets inclusive of arranging blue rules for writing with carbon paper are paid at 9 pies per 100 copies.

480. Cutting boards (Straw boards, Mill boards, etc.) is paid at 1 anna per 100 boards.

481. Cutting thin cards is paid at 3½ pies per 1,000.

482. Cutting Indian pulp boards as used in I. O. P. form No. 63 is paid at 5 pies per 1,000.

483. Cutting boards into envelope shape for stamp booklets is paid at 1 anna 6 pies per 1,000.

484. Counting, packing and banding.—All counting and packing are paid at 2 pies per 1,000 and banding is paid at 3 pies per 1,000. Counting banding into 100, and packing of sheets per bundle of 1,000 are paid for at 5 pies per bundle.

485. Punching and pasting paper washer on one side are paid at Re. 0-5-1 pie per 1,000 copies.

486. Rounding corners in Machine.—

All octavo sizes and under at ¼ pie per 1,000 leaves.

All quarto sizes at ½ pie per 1,000 leaves.

All folio sizes at 3/4 pie per 1,000 leaves.

487. Books bound exactly like leather.—Preliminary forwarding is paid for at board binding rates for using binding cloth instead of leather and Forwarding is paid as follows:—

(a) 25 per cent. is deducted from Forwarding rates for leather binding (like art canvas).

(b) 12½ per cent. is deducted from the remainder (for not banding).

(c) 25 per cent. is again deducted from the remainder (for using ordinary cloth and not using head bar).

488. Folding tables, charts, maps, etc., to size of book.—

	Per 100. R.	A.	P.
(a) Foolscap Folio and all 4to sizes—			
Folding 1 fold 100 sheets or maps	0	1	1
" 2 folds 100 " "	0	2	2
" 3 " 100 " "	0	3	3
" 4 " 100 " "	0	4	5
" 5 " 100 " "	0	5	6
(b) All octavo sizes—			
Folding (1) Vertical	0	1	1
" (2) "	0	2	2
" 3 folds	0	2	9
" 4 "	0	3	3
" 5 "	0	3	10
(c) All sizes under octavo—			
Folding 1 fold	0	0	6
" 2 folds	0	1	1
" 3 "	0	1	8
" 4 "	0	2	2

489. Cutting open folded sheets of Foilscap folio and all quarto sizes (except foolscap 4to which is equal to royal octavo) for pasting in plates, charts, extra leaves, etc.—

	Per 100. R.	A.	P.
(a) Cutting open top only	0	0	10
(b) " " side	0	0	10
(c) " " foot or bottom does not occur in this case.			
Top and side in one operation	0	1	8

490. Cutting open folded sheets of all Octavo sizes (except foolscap octavo which is equal to demy 16mo) for pasting in plates, charts, extra leaves, etc.—

	Per 100. R. A. P.
(a) Cutting open top only	0 0 10
(b) " " side	0 0 10
(c) " " foot	0 0 10
Top and side in one operation	0 1 8

491. Cutting open folded sheets of all 16mo sizes.—

	Per 100 sheets. R. A. P.
Cutting open top only	0 1 1
" " side "	0 1 1
" " foot or bottom (in case of a sheet containing 32 pages) ...	0 1 1

492. Cutting guard in a map and folding to size of book.—

	Per 100 maps. R. A. P.
(a) *Rate for Foolscap Folio as follows:—*	
(i) 4 folds, 1 horizontal and 3 parallel vertical	0 6 7
(ii) 3 " 1 " 2 "	0 5 6
(iii) 2 " 1 " 1 vertical	0 4 5

	Per 100 maps. R. A. P.
(b) *All octavo sizes—*	
Cutting guard of maps, etc., and—	
Folding (2) 1 Horizontal and 1 Vertical	0 3 3
" (3) 1 " 2 "	0 4 5
" (4) 1 " 3 "	0 5 6
" (5) 1 " 4 "	0 6 7
" (6) 1 " 5 "	0 7 9
" (7) 1 " 6 "	0 8 10

	Per 100 maps. R. A. P.
(c) *All sizes under octavo—*	
4 Folds 1 horizontal and 7 vertical	0 6 7
4 " 1 " " 3 "	0 4 5

493. Pasting plates, etc., on guard, making into sections and inserting them into the folded sheets.—

	Per 100 plates. R. A. P.
(a) S. Royal 4to (making into sections of 6 leaves)	0 6 7
(b) All octavo sizes	0 5 6
(c) All sizes under octavo	0 4 5

494. Pasting maps, etc., into the sheets.—

	Per 100 maps.
	R. A. P.
(a) Foolscap folio and all the sizes	0 2 9
(b) All octavo sizes	0 2 2
(c) All sizes under octavo	0 1 8

495. Collating of maps, charts, etc., is paid at 1 anna for every 5 sheets.

496. Rates for special work.—

"The Post and Telegraph Guide", "The Army List" and "The Power Manuscript".—Preliminary forwarding is paid at board-binding rate and the covering at warehouse rate.

Acts.—Preliminary forwarding is paid at board-binding rate.

British India Passport.—Sewing of British India Passport is paid at 4 annas 6 pies per 100 copies.

Duplicate Passport.—Pasting full brown cover on back is paid at Re. 1-1-7 pies per 100 copies.

New British India Passport is paid at Rs. 4-12 as. per 100 copies which excludes the charges for operation as under:—

	R. A. P.
Collating	0 2 0
Punching	0 2 0
Blocking in gold	0 6 0
Cutting edges	0 0 3
Hot pressing	0 0 10

Writing pads.—Making writing pads with morocco or ordinary cloth is paid at Rs. 15 per 100 copies, with Pegamoid or Pluvsin cloth at Rs. 22 as. 3 per 100 and with leather Rs. 30 per 100 copies.

Certificates.—Pasting edges of certificates with longcloth on four sides and cutting cloth are paid at Re. 0-11-5 pies per 100.

497. Wanting Sheets.—Supplying wanting sheets in connection with the binding is paid on time.

498. Unclassified work.—Work not coming under these rules should be submitted for orders.

TIME WORK.

499. Time work is paid at the rates laid down in para. 39.

500. Ready Reckoner Tables.—The rates of payment from 1|4 hour to 10 hours and from 15 to 100 hours of the various classes for compositors in Table IX, for Impositors, Distributors and Inkers in Table X and for Machinemen, Pressmen and Binders in Table XI are given in the Time Work Ready Reckoner published separately.

APPENDIX

(1) *Government orders on the Report of the piece-works committee, 1922.*

Letter No. A-389, dated 2nd February 1923, from the Deputy Secretary to the Government of India, Department of Industries, Delhi, to the Controller of Printing, Stationery and Stamps.

The Government of India have had under consideration the report of the Committee appointed in January 1922 to consider the grievances of piece-workers employed in their printing presses in Calcutta, Delhi and Simla, and they generally approve the recommendations contained in the majority report with the following modifications :—

(a) In view of the rates of pay obtaining in private presses for distributors the Government of India are of opinion that there is little likelihood of distributors in Government presses wishing to accept the salary system recommended by the Committees. The Government of India, therefore, accept the Committee's alternative suggestion that compositors may be allowed to do their own distribution if they so desire, the piece rate for distribution being added in such cases to the piece rate for composition. Officers in charge of the presses should make arrangements accordingly.

(b) The Government of India are unable to accept the recommendation contained in paragraph 16 of the majority report that for the purpose of calculating qualifying service for pension retrospective effect should be given to the concession allowing piece-workers to count 16 days' absence a year as qualifying for pension, if the concession was given retrospectively to 1st April 1922, it would favour the irregular worker in the past as against the regular worker.

2. I am now directed to request that the following instructions may be issued to the officers of the Government Presses in Simla, Delhi and Calcutta with a view to their giving effect to the recommendations of the Committee.

(1) Payment for idle time should be allowed to piece-workers whenever due according to the orders already issued.

(2) The distinction between the permanent and temporary piece establishment should be abolished so far as pensions are concerned. All men in employment on the 15th July 1920 shall be entitled to pension subject to the conditions laid down in the Department of Industries Resolution No. A-371, dated the 30th November 1921, without reference to the word "permanent."

(3) Whenever it may be necessary to reduce piece establishment on account of shortage of work, the most junior hands should be discharged first. The discharge of a senior man should only be made by the Officer in charge of the press, who will record his reasons in writing.

(4) The older hands should as far as practicable be put on lighter work.

(5) Overseers in the presses should be instructed to exercise a close supervision over the distribution of work by section-holders to compositors and the officers in charge of the presses should satisfy themselves that section-holders are not showing favouritism in the distribution of the work. To this end a tabular statement should be kept in each section showing the hours worked and the earnings of every compositor month by month. This statement should be regularly examined by the Officer in charge of the press. If the earnings of any man show a tendency to decrease, the Officer in charge should examine his file of work in order to see whether the decrease is due to the type of work made over to the compositor by the section-holder.

(6) Overseers should exercise a close supervision over the work of checkers and whenever required should explain to compositors the reasons for reduction in their claims.

(7) Ordinary hours of attendance in a press should be decided in consultation with the Works Committee of the Press, due regard being had to the wishes of piece-workers who at present form the largest proportion of the establishment.

(6) Vacancies in the grade of section-holders should be filled up alternately from assistant section-holders and senior compositors or operators. This rule may be relaxed only if no competent candidate can be obtained from the class from whom the selection would otherwise have been made under this rule.

(As amended by letter from the I. & L. Dept. No. A-431, dated 20th April 1930.)

(2) *Improvement in the condition of services and the rates of pay, etc., of the employees of the Government of India Presses, Calcutta, Simla and Delhi.*

Extract from Resolution No. A-21, dated 15th July 1920, from the Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

7. *Revision of hours of work.*—The Government of India find on enquiry that the hours of work in the presses are at present undeniably long, and they have decided that in future the normal day for all industrial workers in the presses who draw overtime allowances should be 8½ hours on 5 days of the week (7 A.M. to 5 P.M. or such other hours as may suit local conditions, including 1½ hours complete rest for meals, etc.), and 5½ hours on Saturday (7 A.M. to 1-30 P.M. or such other hours as may suit local conditions with 1 hour's rest), thus making a total of 48 ordinary working hours in the week. The men will also be allowed to work to a maximum of 12 extra hours during any week. For each overtime hours thus worked the men will receive an additional payment of 25 per cent. of their class rates per hour. Thus, allowing for 25 working days during the month, no men will be required to work for more than 250 hours in a month (including overtime) except in cases of real emergency. But to ensure that occasions of this nature are as few as possible and to give an adequate reward for work performed under such conditions, the additional payment made for each hour worked in excess of 10 hours on any day will be 50 per cent. of the class rate per hour. The above decision will not affect the clerical and the computing staffs of the presses who will continue to be on the same footing as regards hours of work as clerical establishments in other offices.

PIECE-WORKERS.

8. *Necessity of retaining the piece-work system.*—The Government of India also find that the present average earnings of piece-workers in their presses compare favourably with those that are earned in other establishments. Piece-workers who attend regularly and work reasonably long hours earn good wages; as they improve their skill, they can obtain progressively higher rates. Those who are less regular in attendance or are less skilled naturally earn less; but it is clear that assiduity and a desire to improve their skill offer to all an ample prospect of advancement. These facts very greatly reduce the force of the main argument used in most of the recent petitions, that the present piecerates are entirely out of date and inadequate. The main objection, however, to the present system is as indicated above, that piece-workers in many cases work very long hours, often exceeding the limit of the 60-hour week which the Government of India consider suitable for industrial establishments in this country. The Government of India also realise the necessity of ensuring a regular flow of work so as to afford an equal distribution of opportunity to all workers. The conclusion reached by the Government of India is, briefly, that workers should be enabled to earn a wage compatible with a decent standard of comfort under modern conditions, without the necessity of working for unduly long hours; but this object can be easily gained without the abolition of piece-work. To reduce the industrious and the intelligent to the same level with the casual or inexperienced worker would be a retrograde step, and would not be in the best interest of the men themselves; it would clearly be impossible to reward special merit without constant interference in a way that might give an opening to favouritism and injustice. The Government of India are therefore of opinion that the piece-work system should continue, but they have decided to make the following modifications in the terms of employment of the piece-workers in their presses.

9. *Increase of piece-work rates.*—The present scale of rates of payment for piece-work will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla; at the same time, the special temporary allowances at present in force will be abolished. As far as can be judged from the very detailed figures that the Government of India have obtained of the earnings of the men of different classes in the Calcutta, Delhi and Simla presses during the year 1919-20, the piece-workers will be able, under the increased rates now sanctioned, to earn more than their present total income in a shorter working day and under considerably more favourable conditions.

10. *Payment for lost time.*—Piece-workers have represented that a real hardship has been caused by the fact that they receive no payment for any time during which they remain idle in the Press for lack of work. To remove this grievance, it has been decided that in future they will be paid according to their class rates, if during normal working hours they have to remain idle for this cause.

11. *Leave rules for piece-workers.*—The Government of India are not, however, prepared to accept the proposal that piece-workers should have the same provisions for leave as salaried hands. They think that the piece-workers should continue to be treated in this matter in the same way as the establishment of other industrial concerns, and that they should only be paid for days on which they attend for work.

Superintendents of presses are, however, authorised to waive, at their discretion, penalties for casual absences which are not covered by leave granted in advance or by medical certificate.

Under an arrangement of long standing, 8 days' casual leave with pay is granted to Simla piece-workers (the majority of whom are residents of the plains) during the winter months when work is less pressing locally. In future, the Simla men will be allowed to combine with this leave, leave without pay, and such combined leave will not be considered a break in service.

SALARIED HANDS

12. *Revision of salaries.*—As regards salaried hands the men at present draw their original basic pay plus the war allowance. In addition, they get overtime allowances (except in the case of clerks and computors, who are not eligible for overtime). In view of the extension of the standard hours of work, and in order to secure an adequate living wage under altered conditions to all classes of workers in their presses, the Government of India have decided to increase the pay at present drawn by the salaried employees of their presses. In fixing the revised scale for salaried hands at present entitled to overtime, the present basic pay has first of all been raised by one-third, and to this sum the present war allowances have been added. The amount so obtained has been further raised to a figure which would, in the opinion of the Government of India, provide for the necessary degree of improvement in the present earnings of the men.

13. *Introduction of time-scale.*—The Government of India understand, moreover, that much of the grievances of the subordinate employees is due to the fact that at present a certain amount of favouritism and petty oppression is possible in the promotion of the salaried hands from one grade to another, there being at present a very large number of grades in each class of the establishment, and in almost all the representations recently received, it has been suggested that a time-scale of pay should be introduced. The Government of India have, therefore, decided to introduce time-scales of pay wherever possible.

14. *Readers, Revisers and Copyholders.*—The scales sanctioned for Readers, Revisers and Copyholders are as follows:—

Calcutta and Delhi Scale	Simla Scale
Rs.	Rs.
200—10—250	—
160—10—200	180—10—220
110—8—150	125—8—165
60—4—100	70—4—110
30—2—50	40—2—60

with certain special appointments above these grades.

The Head Reader and some of the senior readers in each of the presses will not be paid any overtime allowance except the special overtime after 10 hours' work on any day. The pay of these appointments has, therefore, been fixed at special rates not shown here on an estimate of the present earnings of the men on a 10-hour basis. The other readers will draw overtime after normal hours now prescribed at the rates laid down in paragraph 7 above.

15. *Foremen, Section-holders and Assistant Section-holders.*—The following are the scales sanctioned for Foremen, Section-holders and Assistant Section-holders:—

	Calcutta and Delhi Scale.	Simla Scale.
	Rs.	Rs.
Foremen	200—10—300	...
Assistant Foremen (Section-holders)	100—5—150	125—10—175
Assistant Section-holders	40—4—80	55—3—85

The scales sanctioned for Foremen and Section-holders are on a 10-hour basis, as these men will not in future be allowed to draw overtime excepting special overtime after 10 hours' work on any day. Assistant Section-holders will draw overtime after normal hours at the revised rates.

16. *Clerical and Computing Staff.*—With the exception of a few posts for men holding charge of the different sections of the offices which have been treated as special appointments at special rates of pay, the clerical and computing staff has been classified in three different grades given below:—

	Calcutta and Delhi Scale.	Average.	Simla Scale.	Average.
	Rs.	Rs.	Rs.	Rs.
Upper	100—10—200	166-2/3	120—8—200	173-1/3
Lower A	44—3—110	77	50—3—125	81-1/4
Lower B	30—2-1/2—80	55	35—2-1/2—90	60-2/3

As explained above, the clerical and computing staff will, as at present, be on the same footing regarding hours of work as clerical establishments in other offices, and will not get any overtime allowances.

17. *Transfer from grade to time-scale.*—In order to give the men who will thus be placed on a time-scale, some immediate increase on their present earnings, it has been decided that the ordinary rule (Article 157 of the Civil Service Regulations) should be waived, and that the present incumbents who will be transferred from graded to time-scales of pay, should be allowed to start on the time-scale at a stage which will give men drawing Rs. 70 and below an increase of 10 per cent., and men drawing from Rs. 71 to Rs. 300 an increase of 5 per cent. on their present actual earnings, including war and overtime allowances.* In the case of men drawing higher salaries, except where there is any special reason for granting any increments in advance, Article 157 of the Civil Service Regulations will apply.

18. *Exceptions to application of time-scale.*—It has not been found possible to extend the system of time-scale of pay generally for other classes of press employees, as owing to the great variety of work performed by them, it would be necessary to adopt an inconveniently large number of scales, with efficiency bar at different stages, and the result would practically be the same as the present graded system. In the majority of cases, therefore, men, other than those belonging to the Clerical, Reading and Composing Branches, will continue on fixed salaries, but under the revised rates sanctioned for them, they will in most cases gain about 10 per cent. over and above their present earnings plus their temporary allowances, in the few cases in which the men will not derive any immediate benefit, the Government of India will be prepared to consider sympathetically applications for personal allowances which are supported by the Controller of Printing.

Grant of Casual Leave

19. Salaried hands who earn overtime, will in future be eligible for casual leave.

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* For the purpose of this comparison, overtime will be calculated on the understanding that the men used to work, for eight or ten hours a day, as the case may be.

Pensions and Provident Fund.

20. *Admissibility to pension.*—Under existing rules, the service of piece-workers on the temporary establishment does not count for pension in the case of men who are admitted eventually to the permanent establishment. This rule will be maintained, but the Government of India will be prepared to consider recommendations for pensions on behalf of men who have rendered 25 years' continuous and approved service, whether such service is classified as permanent or temporary.

With a view to remove one of the principal grievances of men on the temporary salaried establishment, the Government of India have also decided to transfer a large proportion of such men from the temporary to the permanent establishment. These privileges will apply only to men at present in the service.

21. *Institution of a Provident Fund.*—A Provident Fund on the general lines of the Provident Funds of State Railways will be established for all regular employees of the Government of India Presses. The rules regarding this Provident Fund will be announced later. No persons entering the service in future will be eligible for pension; and, with the exception of the day-extra men, all men who join the Government of India Presses will be required to join this Fund.

Miscellaneous Concessions.

22. *Special rates for Simla.*—The Government of India are unable to accept the proposal that house-rent allowance should be granted to the men employed in the Simla Presses. But as house-rents are high in Simla and the cost of living is somewhat greater than in the plains, they have fixed the revised rates for piece-workers as well as salaried hands at a higher level for Simla than those sanctioned for Calcutta and Delhi.

23. *Date from which sanction will take effect.*—The revised terms now sanctioned for piece-workers and salaried hands in the Government of India Presses will take effect from the date of the issue of these orders.

24. *Works Committees.*—The Government of India have had under their consideration the question of introducing a system of Works Committees composed of representatives of different classes of workers and of the supervising staff in Government Factories on the lines of those developed in England, and they have decided that a beginning in this direction should be made with the Government Presses. Committees of this sort will enable the various grades of the supervising staff to realise more fully the conditions under which the workers labour; they will enable the workers to appreciate the problems connected with the distribution of complementary tasks; they will enable all classes to understand the value of co-operation with a view of removing inequalities of hours and conditions of work, and generally should develop the form of public spirit which enables all classes to realise the importance of each individual's work in the general result.

25. To sum up, whilst the temporary allowances will be absorbed under the new arrangements the following permanent improvements in service conditions will be secured to the different classes of employees in the Government of India Presses:—

I.—*Clerks and Computors.*—Time-scales of pay will be introduced which will give them an immediate increase on their present earnings, and will insure very considerably improved prospects for the remainder of their service.

II.—*Industrial Hands.*—(1) There will be a substantial shortening of the actual hours of labour. In future the hours will be restricted to 60 a week except in cases of emergency. At present the average hours of work are considerably in excess of this limit.

(2) A large number of men who are now employed on a temporary basis will become eligible for pension privileges, and will be allowed to count their past continuous temporary service.

(3) For all future employees of the Government of India Presses a Provident Fund will be instituted on the lines of the State Railways Provident Funds.

(4) Piece-workers among industrial hands will have the following additional benefits:—

(a) Piece rates will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla.

(b) For overtime in excess of 8 hours, the hour class rates will be further enhanced by 25 per cent., i.e., they will be 175 per cent. of the present rates in Calcutta and Delhi and 187½ per cent. of present rates in Simla.

(c) For overtime in excess of 10 hours, the hour class rates will be 50 per cent. above the new rates i.e., they will be 210 per cent. of the present rates in Calcutta and Delhi and 225 per cent. of the present rates in Simla.

(d) Payment will be made for hours during which a piece-worker may be unoccupied on account of lack of work.

The average earnings of piece-work compositors in the Government of India Presses now range from Rs. 35 to Rs. 90 per mensem according to class. It is believed that as the result of rates now sanctioned, they will in general earn still higher wages in spite of a material reduction in the hours of labour.

(5) Salaried men among the industrial hands will have the following benefits :—

(a) In certain branches of the press, time-scales of pay will be introduced, insuring an immediate increase in the earnings and greatly improved prospects in the future.

(b) In branches where time-scales are not feasible, there will be better grading and improved salaries on an eight-hour basis.

(c) Except in special cases, overtime on all work in excess of 8 hours will be paid at a rate 25 per cent. above the proportional rate of salary, while overtime in excess of 10 hours will be paid at a rate 50 per cent. above the proportional rate of salary.

(d) Salaried men, who earn overtime, will be eligible for casual leave.

III.—*Works Committees* will be established to afford the men regular opportunities of discussing with the supervising staff inequalities and difficulties that may arise under working conditions.

26. It is hoped that the revised terms of employment explained in this Resolution will substantially improve the position of all employees in the Government of India Presses.

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(3) *Abolition of the single cadre of the clerical establishments of the offices of the Stationery and Printing Department located in Calcutta.*

Letter No. A-431, dated the 26th March 1929, from the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery.

With reference to your letter No. HQ 4|245, dated the 21st January 1929, on the above subject, I am directed to say that the Government of India are pleased to withdraw the orders contained in paragraph 2 of the letter from this Department No. A-431, dated the 27th December 1924. The clerical establishments of the Central Stationery Office, the Central Forms Store, the Central Publication Branch, and the Government of India Press, Calcutta, will in future be treated as separate. Appointments and promotions in each establishment may be made by the officer in charge subject to your approval. But promotions to permanent and semi-permanent vacancies should be sanctioned after you have duly considered the claims of the men working in the different offices mentioned above on the date of these orders, i.e., a person working in a particular office in which a vacancy occurs shall not ordinarily be given preference in filling up the vacancy over those who are working in other branches and are senior to him on the date of these orders. Promotion to a higher grade or appointment will continue to be by merit only.

2. The rules regulating the appointment to the clerical staff of your offices may be amended accordingly and a copy thereof may be supplied to this Department in due course.

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(4) *Distributors in the Government of India Presses, Calcutta, Delhi and Simla, whose monthly earnings exceed Rs. 15 shall be classified as superior servants.*

Letter No. A-31, dated 29th November 1920, from the Assistant Secretary to the Government of India, Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Government of India have decided that, in modification of the classification given in Appendix 7-A of the Civil Service Regulations, distributors employed in the Government of India Presses in Calcutta Delhi and Simla, whose monthly earnings exceed Rs. 15, shall, in future, be classified as superior servants.

(5) *Transfer of certain classes of employees in the Government of India Printing Presses from inferior service to superior service.*

Letter No. A-471, dated 15th September 1923, from the Officiating Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to the correspondence ending with your letter No. 4518-Pg., dated the 22nd August 1923, I am directed to convey the sanction of the Government of India to the classes of employees in their presses in Calcutta, Delhi and Simla, shown below, being treated as superior servants. The services of Litho-Pressmen and Proof-Pressmen employed in these presses may be classified in accordance with the general classification of Pressmen laid down in Note 2, Part II of Appendix 7-A of the Civil Service Regulations.

Collecting Sirkars.	Stereotypers.
Matrix Justifiers.	Kerned and headline type rubbers.
Vicemen.	Head Mistries.
Engineers.	Electric Light Attendants.
Carpenters on a pay of Rs. 30 a month or over.	Blacksmiths.
Motormen.	Mould-repairers.
Stamp Counters.	Stereo-carpenters.
Hand-rulers.	Braziers.
Examiners of piece-hand rubbers.	Galleymen.
Electrotypers.	Brass rule cutters.

(6) *Classification of lorry drivers employed in the Stationery and Printing Department as superior servants.*

Copy of a letter No. A-471, dated the 6th December 1930, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. HQ.-19/57/30, dated the 1st August 1930, I am directed to convey the sanction of the Government of India to the Lorry drivers employed in the Central Stationery and Printing Department being classified as superior servants. Necessary modification will be made in Appendix 7-A of the Civil Service Regulations when it is revised.

(7) Copy of Memorandum No. C.P.O.-15/43/30, dated the 19th August 1930, from the Controller of Printing and Stationery, India.

With the concurrence of the Government of India, Department of Industries and Labour, it is hereby declared that the posts of Assistants (Tag and Rewinders) of the Government of India Press, Aligarh, which are at present classified as superior, will henceforth be classified as inferior.

(8) Letter No. A-712, dated the 18th February 1930, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to your letter No. C. P. O.-12/1/28, dated the 9th April 1929, in which you propose that certain members of the clerical establishment in the Presses under your control, who are eligible to overtime allowances, should be reclassified as "industrial". The men referred to perform duties which are essentially of a clerical nature and it does not appear desirable to classify them as "industrial" solely on the ground that they have mainly to work with and serve the regular industrial employees of the Press.

2. The Government of India are, however, pleased to sanction the following additions to and alterations in the lists forwarded to the Examiner of Government Press Accounts with the letters from this Department No. A-712, dated the 17th September 1928, and No. A-712, dated the 24th September 1929 :—

Simla Press

The post of the Store Keeper (Type Store Keeper) shown under "Office Establishment" should be transferred to "Industrial, Salaried".

The Forwarding clerk should be included under "Office Establishment" and the Lorry Driver and Cleaner Driver under the head "Industrial Establishment, Salaried."

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(9) *Appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" and entertainment of substitutes in place of salaried men on compensation leave.*

Letter No. A-469, dated 11th June 1927, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letter No. C. P. O.-12-173, dated the 18th June 1926, on the above subject and to say that the Government of India confirm the acting arrangements made in December 1925 during the absence on compensation leave of Shewnath Singh, Lorry driver in the Government of India Press, Calcutta. They also approve of the list herewith attached showing the appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" hands and during whose absence on compensation leave acting arrangements will be admissible in accordance with the orders contained in the Department of Commerce and Industry, letter No. 7300, dated the 26th June 1917.

2. The Government of India are unable to agree to the proposal that "Labourers" (including the litho labourer) should be classed as "Salaried" hands for this purpose.

Statement showing all the appointments in the Government of India Press, Calcutta, which should be treated as falling under the category of "salaried men".

1. Time-keeper and Assistant Time-keeper.
2. Paper Issuer.
3. Paper Supplier.
4. Case Foreman.
5. Assistant to Case Foreman.
6. Section-holders.
7. Assistant Section-holders.
8. Correction Checkers.
9. Warehousemen.
10. Proof Pressmen including Galley and Forms Proof Pressmen.
11. Forme Carriers.
12. Standing Forme-keeper.
13. Assistant Standing Forme-keeper.
14. Type Store-keeper.
15. Type Suppliers.
16. Mono Mechanic.
17. Mono Operators.
18. Mono Casters.
19. Mono Melter.
20. Lino Mechanic.
21. Lino Operators.
22. Machine Foreman.
23. Machine Jamadar.
24. Press Foreman.
25. Report Writers.
26. Draftsman.
27. Litho Pressman.
28. Bindery Foreman.
29. Bindery Assistant Foreman.
30. Bindery Jamadar.
31. Bindery Despatcher.
32. Paper Counters.
33. Material Supplier.
34. Paste Supplier.
35. Hand Ruler.
36. Examiners.
37. Numberer.
38. Finishers (Bindery Branch).
39. Mechanics (Mechanical Branch).
40. Carpenter.
41. Roller Moulder.
42. Lorry Driver.
43. Stereo Typer.
44. Finishers (Stereo Branch).
45. One salaried binder.
46. Rotary Machineman.
47. Rotary Machine Inker.
48. Durwans.

(10) Letter No. A-700, dated the 24th November 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. C. P. O. 12/7/27, dated the 16th August 1927, I am directed to convey the sanction of the Government of India to the material supplier employed in the Government of India Press, Calcutta, being classified as a superior servant.

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(11) Office Memo. No. 14/9/39-Public, dated the 31st July 1940, from the Home Dept.

SUBJECT :—*Supply of liveries to inferior servants.*

With reference to the Home Department Office Memoranda No. 14/9/39-Public, dated the 9th February 1940 and 15th March 1940 on the subject noted above, the undersigned is directed to enclose a statement showing the scale of liveries to be supplied in future to inferior servants employed in the Government of India Secretariat and its attached and subordinate offices located in Simla and Delhi.

2. As regards the inferior servants in possession of liveries whose life is still to run, they may be divided into the following categories :—

(a) those who will move to Simla ;

(b) those who were migratory but will now remain in Delhi permanently ; and

(c) those who were already non-migratory.

(a) and (c) will come on to the new scale, including jersey, only when the full life of their liveries already issued expires. Those in category (b) should be in possession of one drill khaki chapkan (in addition to pyjamas, pugrees, etc., issued with warm chapkan) and they may be provided with one more khaki drill chapkan or coat, as the case may be. The office peons may also be given an additional khaki pugree. This concession also applies to whole-time sweepers.

3. Special orders in respect of liveries for inferior servants have in the past been issued on the basis of the scales mentioned in the Home Department Office Memorandum No. F. 291/24-Pub., dated the 18th December 1924, as subsequently amended. The Departments concerned should now review those special orders in consultation with the Finance Department.

Scale of liveries to be supplied to inferior servants employed in the Government of India Secretariat and its attached and subordinate offices located in Simla and Delhi.

Articles.	Number.	Life.
Jemadars (migratory).		
Chapkan (serge scarlet)	1	3 years.
Chapkan, drill khaki	1	3 years.
Pyjamas, drill khaki	2	2 years.
Pugrees, white muslin	2	2 years.
Jemadars (non-migratory).		
Chapkan (serge scarlet)	1	4 years.
Chapkans, drill khaki	2	2 years.
Pyjamas, drill khaki	3	2 years.
Pugrees, white muslin	3	2 years.
Daffadars, peons, farashes and chaukidars (including Durwans and Night Watchmen)—migratory and non-migratory.		
Chapkans for Daffadars and Peons and coats for others, drill khaki	2	1-1/2 years.

Articles.	Number	Life
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2*	2 years.
Pugree—		
For Daffadars and gazetted officers' peons—white muslin	2*	2 years.
For others—khaki	2*	2 years.
Daftaries and Record Sorters migratory and non-migratory.		
Coats, drill khaki	2	1-1/2 years.
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2*	2 years.
Whole-time sweepers and bhisties.		
Coats, drill khaki	2	2 years.
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2	2 years.
Pugrees, khaki	2	2 years.

Extra Items.

(i) Waterproof coats	1	4 years.	For jemadars, daffadars and peons in attendance on gazetted officers and for daftaries who look after officers' office tables at their private residences.
(ii) Waterproof capes	1	4 years.	For office peons and farashes.
(iii) Blankets	1	3 years.	For all whole-time inferior servants except those engaged locally in Simla or Delhi for the season only.
(iv) Umbrellas	1	2 years.	For jemadars, daffadars, peons, farashes and chaukidars and for daftaries who look after officers' office tables at their private residences.

*NOTE.—Non-migratory Daftaries, Daffadars and Peons will get an additional pyjama each and non-migratory Daffadars and Peons will also get an additional pugree each.

NOTE (1).—An allowance not exceeding Rs. 5 for jemadars and Rs. 3 for daffadars or peons in attendance on gazetted officers, may be drawn during the third year, to enable their warm liveries to be repaired or turned and cleaned, if necessary. An allowance of Rs. 3 may also be drawn for the same purpose once during the period of 3 years for other classes of men to whom warm liveries are supplied.

NOTE (2).—Temporary peons engaged locally in Delhi or Simla may be given one khaki drill coat, one khaki drill pyjama and one khaki pugree at a cost of Rs. 10-12 with a life of one year. The uniforms should be given up and re-issued or sold, the proceeds being credited to Government, if the temporary peon is not retained for the full period for which the uniforms have been issued. They may also be given a woollen jersey if engaged locally in Delhi during winter, and in Simla, subject to the same condition as that applicable to the main uniform.

NOTE (3).—Inferior servants located in Simla throughout the year will continue to get warm chapkans or coats, as the case may be, instead of woollen jerseys, as at present, subject to the cost laid down in the Schedule attached to the Home Department Office Memorandum No. F. 281/24-Public, dated the 18th December 1924 as subsequently amended.

NOTE (4).—The scale of liveries laid down in this statement will be subject to the cost laid down in the attached Schedule, except for those governed by Note (3) above.

NOTE (5).—The life of cross belts and kamarbands will be 3 years.

NOTE (6).—Waterproof coats instead of water proof capes may be issued to office peons and farashes if their issue will add to the efficient discharge of their duties.

SCHEDULE

Class of Uniform.	Quantity of cloth, etc. to be indented for.	Estimated cost.
		Rs. A. P.
(1) FOR A 1ST CLASS JEMADAR.		
1. Serge Chapkan—		
(a) Scarlet serge at Rs. 9-5-0 a yard ...	2 yards	18 10 0
(b) Yellow serge for piping, at Rs. 3-11-0 a yard	8 inches	0 13 1½
(c) Lining at Re. 0-8-6 a yard	5 yards	2 10 6
(d) Scarlet serge at Rs. 9-5-0 a yard, and	8 inches	2 1 0
Yellow serge at Rs. 3-11-0 a yard for kamarband	4 inches	0 6 6
(e) Gold lace 1-1/2-in. wide at Rs. 1-9-0 per tola (4-1/2 yards)	14 tolas	21 14 0
(f) Kanta (neck gear)	One	1 4 0
(g) Ghunti (buttons)	24	2 4 0
(h) Gold lace (lota) for kamarband 1-1/4-in. wide at Rs. 1-9-0 per tola (4-1/2 yards)	3-1/2 tolas	5 7 0
(i) Tassel	One	20 0 0
(j) Sewing chapkan	... ...	1 10 0
Cost of hooks	... ...	0 2 0
Stuffing kamarband	... ...	0 10 0
Cost of tape	... ...	0 1 0
Sewing kamarband	... ...	0 12 0
Sewing chapkan, kamarband and pugree with gold lace	... ...	2 0 0
		80 9 1½

SCHEDULE—contd.

Class of Uniform.	Quantity of cloth, etc. to be indented for.	Estimated cost. Rs. A. P.
2. Khaki drill chapkan—		
(a) Khaki drill at Re. 0-13-6 a yard ...	5 yards	4 3 6
(b) Sewing	... ...	1 4 0
Buttons	... ...	0 2 0
		5 9 6
3. Khaki drill pyjama—		
(a) Khaki drill at Re. 0-13-6 a yard ...	2-1/2 yards	2 1 9
(b) Sewing	... ...	0 4 0
		2 5 9
4. Pugree—		
(a) White muslin at Re. 0-6-0 a yard ...	8 yards	3 0 0
(b) Gold lace (feeta) 1-1/4-in. wide at Rs. 1-9-0 per tola	1 tola	1 9 0
		4 9 0
(II) For a 2nd class Jemadar.		
1. Serge Chapkan—		
Items (a) to (d), (f) to (h) and (j) the same as for 1st class jemadar	As for 1st class jemadar ...	38 11 1½
(e) Gold lace for chapkan 1-in. wide at Rs. 1-9-0 per tola (3-1/2 yards) ...	8 1/2 tolas	13 4 6
2. Khaki drill chapkan—		
As for 1st class jemadar	As for 1st class jemadar ...	5 9 6
3. Khaki drill pyjama—		
As for 1st class jemadar	Do.	2 5 9
4. Pugree—		
As for 1st class jemadar	Do.	4 9 0
(III) For a Daffadar.		
1. Khaki drill chapkan—		
(a) Khaki drill for chapkan—same as for 1st class jemadar	As for 1st class jemadars ...	5 9 6

Class of Uniform.	Quantity of cloth, etc., to be indented for.	Estimated cost.
		Rs. A. P.
(b) For kamarband—		
Serge scarlet at Rs. 9-5-0 a yard ...	8 inches	2 1 0
Serge yellow at Rs. 3-11-0 a yard ...	4 inches	0 6 6
(c) For cross belt—Serge scarlet at Rs. 9-5-0 a yard	6 inches	1 8 10
Serge yellow at Rs. 3-11-0 a yard ...	3 inches	0 4 11
Check cloth for lining and stuffing at Re. 0-8-0 a yard	18 inches	0 4 0
(d) Sewing kamarband...	... ...	0 12 0
Stuffing kamarband	... ...	0 10 0
Cost of tape	... ...	0 1 0
Sewing cross belt	... ...	0 4 0
(e) Sewing badge	... ...	0 4 0
2. Woollen jersey	1	4 0 0
3. Khaki drill pyjama—		
As for 1st class jemadar	As for 1st class jemadar ...	2 5 9
4. Pugree—		
(a) White muslin at Re. 0-6-0 a yard ...	8 yards	3 0 0
(b) Gold lace, 1-in. wide for a badge (12 inches)	1 tola	1 9 0

(IV) For a Peon in attendance on a gazetted officer.

1. Khaki drill chapkan— As for daffadar	As for daffadar	17 11 4
2. Woollen jersey— As for daffadar		
3. Khaki drill pyjama— As for daffadar		
4. Pugree—		
White muslin at Re. 0-6-0 a yard ...	8 yards	3 0 0

(V) For an office peon.

1. Khaki drill chapkan—		
(a) Khaki drill for chapkan—same as for daffadar	As for daffadar	5 9 6
(b) For kamarband—		
Serge khaki at Rs. 3-11-0 a yard ...	8 inches	0 13 1½
Serge blue at Rs. 3-11-0 a yard ...	4 inches	0 6 6
(c) For cross belt—Serge khaki at Rs. 3-11-0 a yard	6 inches	0 14 9
Serge blue at Rs. 3-11-0 a yard ...	3 inches	

Class of Uniform.	Quantity of cloth etc. to be indented for.	Estimated c. st. Rs. a. p.
Check cloth for lining and stuffing at Re. 0-8-0 a yard	18 inches	0 4 0
(d) Sewing kamarband...	... ...	0 12 0
Stuffing kamarband	... ...	0 10 0
Cost of tape	... ...	0 1 0
Sewing cross belt	... ...	0 4 0
2. Woollen jersey—		
As for peon in attendance on a gazetted officer	As for peon in attendance on a gazetted officer	6 5 9
Khaki drill pyjama—		
As for peon in attendance on a gazetted officer	Do.	
4. Pugree khaki—		
Khaki cloth at Re. 0-7-3 a yard ...	6 yards	2 11 6

(VI) FOR A FARASH AND A CHAUKIDAR.

1. Khaki drill coat—		
(a) Khaki drill at Re. 0-13-6 a yard ...	5 yards	4 3 6
(b) Sewing	... ...	1 4 0
Buttons	... ...	0 2 0
		5 9 6
2. Woollen jersey— As for office peon	As for office peon ...	9 1 3
3. Khaki drill pyjama— As for office peon	Do.	
4 Pugree— As for office peon	Do.	

(VII) FOR A DAFTRI OR A RECORD SORTER.

1. Khaki drill coat— As for farash	As for farash	...
2. Woollen jersey— As for farash	Do.	
3. Pyjamas— As for farash	Do.	

(VIII) FOR A WHOLE-TIME SWEEPER AND BHISTI.

1. Khaki drill coat— As for farash	As for farash	...
2. Woollen jersey— As for farash	Do.	
3. Pyjama— As for farash	Do.	
4. Pugree— As for farash	Do.	

Class of Uniform.	Quantity of clothes etc. to be indented for.	Estimated cost.
(IX) EXTRA ITEMS.		
		Rs. A. Ps.
1. Waterproof coat—		
(a) Rain-proof cotton canvas at Rs. 1-4-0 a yard	5 yards	6 4 0
(b) Sewing	... ...	1 4 0
Buttons	... ...	0 2 0
		7 10 0
2. Waterproof cape— Details as in case of waterproof coat	As above	7 10 0
3. Blanket	1	5 13 0
4. Umbrella	1	2 13 0

Extracts from Home Department O. M. No. 149/9/39-Public, dated the 13th February 1941.

* * * * * * *

3. It has also been decided that in cases where the life of drill chapkan has expired but that of warm chapkan has still to run, a fresh drill chapkan should be supplied. The life of such drill chapkan to be used with warm chapkan will be one year in the case of non-migratory inferior servants and in the case of migratory persons the life should be determined under the following formula :—

$$X + \frac{3-X}{4} \text{ or } \frac{3}{4}(X + 1) \text{ years}$$

("X" is the period for which warm chapkan has been used.)

* * * * * * *

FIRST LIST OF CORRECTIONS TO THE HANDBOOK OF THE GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

Notes :—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of corrections Nos. 1 to 4 the number of the page containing the correction should be quoted below the rule affected.

3. Corrections Nos. 5 to 17 should be carried out in the body of the book in manuscript.

No. 1

Page 107, Chapter V, Rule 14.

Insert the following as "Administrative Instructions from the C. P. & S. I.", below this rule :—

"*Administrative Instructions from the C. P. & S. I.*—Any irregular appointments cancelled under this rule should not disturb the rotation in force with regard to the grade concerned and the vacancies resulting from such cancellation should be filled as though no irregular appointments had occurred."

(*C. P. & S. I. File No. 45/1/40-A. & F.*)

No. 2

Pages 33-34.—Paragraph 104.

Delete paragraph 104 (i) and letters reproduced thereunder and *insert* the following :—

"(i) **New Delhi and Simla.**—The supply of liveries to the inferior servants of the Government of India Presses at New Delhi and Simla should be regulated according to the scales of liveries and other articles prescribed in the Government of India Home Department, Office Memorandum No. 14/9/39-Public, dated the 31st July 1940 (reproduced in Appendix)".

[*Labour Department letter No. A-242, dated the 30th May 1941*—reproduced below.]

Letter No. A-242, dated the 30th May 1941, from the Department of Labour.

I am directed to say that in supersession of the orders contained in this Department's letters No. A-242, dated the 30th September 1927, 9th March 1929 and 29th April 1930 respectively, the supply of liveries, etc., to the inferior servants of the Government of India Presses, Simla and New Delhi, should be regulated in accordance with the scales laid down in the Home Department Office Memorandum No. 14/9/39-Public, dated the 31st July 1940.

No. 3

Page 25, Paragraph 18.

Insert the following as "Administrative Instructions from the C. P. & S. I." below rule 16 on this page :—

"*Administrative Instructions from the C. P. & S. I.*—The following procedure should be observed in regard to the test which is required to be conducted by the Manager D. C. S. under rule 12 (ii) of the above Rules :—

(1) Not less than 12 candidates should be tested on each occasion and a minimum of six per vacancy.

(2) The candidates should be tested in the following subjects. The maximum marks allotted and the time allowed for each subject and the qualifying marks have been indicated against each :—

Subject.	Marks.	Qualifying marks.	
		Clerks.	Typists.
(a) (i) Dictation in English. Time allowed— ½ hour ...	50	25	25
(ii) Handwriting. To be judged from Dictation paper...	50	25	25
(b) English—Time 1 hour	50	25	20

Candidates should be tested in the following :—

(i) Correcting mistakes in English, explaining the meaning of words, etc.

(ii) Drafting

(iii) English composition.

(c) Arithmetic. Time 1 hour	50	25	...

NOTE.—Candidates for typists vacancies should also be subjected to a typing test in which they must obtain a minimum speed of 35 words per minute.

(C. P. & S. I. Memo. No. 24|1|40-A. & F., dated the 7th June 1941.)

No. 4

Page 70, Paragraph 64.

Insert the following as a new sub-paragraph :—

"In the case of a pieceworker who is remunerated at different rates during the last 3 years of his service by fixed pay and piece rates, a statement showing the average emoluments for purposes of pension is prepared on the basis of last 72 months' earnings and attached to his pension papers by the Manager. As the statement is not susceptible of check by the Audit authorities, a certificate to the effect that the statement has been correctly prepared from the relevant original documents on record should invariably accompany the pension papers of a pieceworker."

(C. P. & S. I. Endst. No. 8|15|41-G., dated the 7th July 1941.)

No. 5

Page 212, Chapter IX—Sub-paragraph on "Work Docket System."

(a) Insert the following under "Special Instructions" in the form of work. Docket printed on this page :—

Nil. [2]

"_____"

See requisition within

(b) Insert the following as a second footnote :—

"[2] The Receipt clerk will strike out the line which is not applicable when filling in the Docket."

(C. P. & S. I. Memo. No. 42|14|40-A. & F., dated the 19th June 1941.)

No. 6

Page 16, Paragraph 11.

Put a % mark on "Caretaker and Transit Clerk" in column 1 of the statement showing the classification of establishment, etc., on this page, and insert the following as a footnote :—

"% With rent free quarters for the present incumbent."

(C. P. & S. I. File No. 2-D/65/40-A. & F.)

No. 7

Page 60, paragraph 49.

In line 3 of the last sub-paragraph of paragraph 49, read "1934" for "1939."

No. 8

Page 211—*Statement of Returns.*

Insert the following as a new entry in the Statement on this page :—

33	List of Indian State subjects appointed permanently under the Government of India.	Yearly	7th January	By all presses.	To Controller.

(C. P. & S. I. Endst. No. 24/38/41-G., dated the 24th March and 21st April 1941.)

No. 9

Page 208, paragraph 133—*Statement of Returns.*

Delete the existing dates in column 4 against Serial No. 15 of the Statement and insert the following :—

"15th May and 15th November."

(C. P. & S. I. No. 1/9/41-A. & F., dated the 3rd June 1941.)

No. 10

Page 208, paragraph 132—Statement of Returns, etc.

Insert an asterisk against Serial No. 15 in column 1 of the Statement and *insert* the following as footnote on this page :—

"*NOTE.—As a measure of economy the List of Officers of the Department of Labour, etc., will be published annually until further orders. The return should be submitted to the Controller of Printing and Stationery, India, by the 15th November each year until further orders."

(C. P. & S. I. Endst. No. 1/9/41/A. & F., dated the 20th June 1941.)

No. 11

Page 19, paragraph 14.

For item 5 in column 1 of the Statement read "Transit Clerk and Paper Issuer" *for* "Transit Clerk."

(C. P. & S. I. File No. 2|7|40-A. & F.)

No. 12

Page 39, paragraph 31 (2)—Government of India Forms Press, Calcutta—

Delete the fullstop after "Time Keeper and Report Writer" and add the following:—

"and Transit Clerk and Paper Issuer."

(C. P. & S. I. File No. 2|7|40-A. & F.)

No. 13

Page 48, paragraph 37—List of employees entitled to Overtime Allowance—Forms Press, Calcutta—

Insert the following as a new entry under "Office Establishment" on this page—

"Transit Clerk and Paper Issuer	...	Calculates and issues the quantity of paper required for each job, etc."

(C. P. & S. I. File No. 2|7|40-A. & F.)

No. 14

Page 8, paragraph 10—Calcutta Press—

Delete the figures "2" in column 3 against "Distributors (Piece)".

(C. P. & S. I. Memo. No. 2-D|56|40-A. & F., dated the 16th April 1941.)

No. 15

Page 8, Paragraph 10—Government of India Press, Calcutta—

For the figure "9" in column 2 against "Monocasters" read "10".

(C. P. & S. I. Memo. No. 2-D|56|40-A. & F., dated the 16th April 1941.)

No. 16

Page 344, paragraph 429—

Insert the following below the line "Printing on watermarked paper and on parchment".

"Printing the seal of the Governor General in Council on sanads."

(C. P. & S. I. File No. 24|1|40-A. & F.)

No. 17

Page 14, paragraph 12—

For the entry in column 5 against "Head Mechanic" in the statement on this page, *substitute* the following:—

"125—15|2—170."

R. K. MITRA,

Controller of Printing & Stationery, India.

OFFICE OF THE CONTROLLER OF
PRINTING AND STATIONERY, INDIA,
NEW DELHI:
The 1st July 1941.

SECOND LIST OF CORRECTIONS TO THE HAND BOOK OF THE GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

Notes.—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of corrections Nos. 20, 21, 23, 25—29 the number of the page containing the correction should be quoted below the rule affected.

3. Corrections Nos. 18, 19, 22, 24 and 30 should be carried out in the body of the book in manuscript.

No. 18

Page 14, Paragraph 12—

(i) *Delete* the entire entry "Randammen" from the statement on this page.

(ii) For '16' in column 2 of the statement on this page against 'Compositors' *read* '21'.

(*C. P. & S. F. No. 2|4|41-A. & F.*)

No. 19

(i) *Page 16, Paragraph 13—*

For the existing entries relating to 'Compositors' in the statement on this page substitute the following:—

Designations of Post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	
Compositors	4	...	1 on 45 3 on 35	1 on 40 2 on 35 4 on 30 6 on 25
Compositors	4	...	30	
Compositors	3	...	25	

(ii) *Page 17, Paragraph 13.*

For the existing entries relating to 'Binders' in the statement on this page substitute the following :—

Designations of post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	
Binders	14	—	3 on 40	4 on 35
			3 on 35	6 on 30
			8 on 30	19 on 25
Binders	19	...	25	44 on 20
Binders	48	—	20	20 on 15
Binders	12	...	15	

(*C. P. & S. F. No. 2D/51/40—A. & F.*)

No. 20

Page 32, Chapter III—

Insert the following new paragraph below paragraph 25 on this page.

"25-A. *Persons appointed on probation.*—When a person is appointed to a post on probation his probationary period should not be allowed to elapse without any further orders being issued by the appointing authority regarding his confirmation or otherwise.

(2) Probation is prescribed for a definite purpose, viz., to judge whether the capabilities, work and conduct of the person concerned are such as will enable him to discharge the duties entrusted to him efficiently and to the advantage of the office where he is employed.

(3) When, therefore, a reasonable period has been prescribed for probation in any particular case, it should be possible for the appointing authority to decide at the end of the probationary period whether the employee concerned is fit to be retained or whether he should, for reasons of unsatisfactory work, etc., be discharged forthwith.

(4) In certain cases, which will be few and far between, it may be necessary to extend the period of probation to arrive at a definite decision, but even in such cases formal orders must be issued.

(5) In view of the above, whenever a person is appointed on probation, whether against a permanent, quasi-permanent or temporary vacancy, an enquiry into his work and conduct should be made at short time before the expiry of the probationary period and a report submitted to the appointing authority for orders which should issue as soon as possible.

(6) If the appointment is against a temporary post or a post not clearly vacant, the person concerned will, provided his work and conduct have been satisfactory, continue to be employed in the erstwhile

capacity although no longer 'on probation'. In the case of persons appointed on a permanent or quasi-permanent basis confirmation will then follow in due course when a clearly permanent post becomes available for the purpose. The appointing authority's orders should be worded accordingly in such cases.

(7) The important thing to note is that in the cases referred to in the preceding sub-paragraph the employee concerned will be entitled to the protection afforded by the Civil Services (Classification, Control and Appeal) Rules or the corresponding rules for the members of the subordinate services which as a probationer he could not claim in view of the Explanation (a) below rule 49 and rule 3 of the two sets of rules cited.

(8) The omission to take action on the lines detailed above creates difficulties and is prejudicial to the interests of efficient administration. The attention of all concerned should be drawn to these instructions."

(C. P. & S. u.o. No. 2-D/31/41-A. & F., dated the 29th July 1941.)

No. 21

Page 52, Paragraph 43—

Insert the following as 'Administrative Instructions from the C. P. & S., India' below this paragraph :—

"*Administrative Instructions from the C. P. & S., India*—Sundays and closed holidays which come at the beginning or end of casual leave or which fall as intervening days within a period of casual leave, may or may not, at the discretion of the officer competent to grant the leave, be reckoned as days of casual leave.

The discretion mentioned in the preceding paragraph should be used jealously. Frequent absences in continuation of holidays, on the plea of petty illness or physical indisposition may be taken as justifying the refusal of the concession.

In all applications for casual leave the holiday or holidays preceding, following or intervening the casual leave applied for should be distinctly specified by the applicant himself, and also his temporary address if he intends to spend the leave applied for elsewhere than at his headquarters.

It shall be the duty of the head of the Section or of the officer who sanctions the leave, if the applicant is a head of a section, to see that the required information is invariably recorded in each such application."

(C. P. & S. File No. 19/1/41-A. & F.)

No. 22

Page 58, Paragraph 45—

(Under revision.)

No. 23

Page 77, Paragraph 69—

Insert the following as a fresh sub-paragraph :—

"The extra payment of 25 or 50 per cent. over the ordinary rates allowed to salaried hands and piece-workers for overtime work or for work done on closed holidays and Sundays is of the nature of compensatory allowance and is not included in emoluments defined in rule 2(1)(ii).

of the Contributory Provident Fund Rules (India). It should not, therefore, be taken into account in calculating the Government contribution admissible under Rule 10 (2) of those Rules. Payments at ordinary rates should, however, on the analogy of Note 2 to Rule 4 of Art. 487, Civil Service Regulations, be taken into account in calculating Government contributions in the case of pieceworkers but not in the case of salaried hands. The above decision should be given effect to from the accounts of 1941-42."

(C. P. & S. File No. 16/3/40-A. & F.)

No. 24

Page 79, *Paragraph* 73.

Add the following to rule 6 of the "Rules Relating to Fine Funds in the Government of India Presses".

"The Manager may invest a portion of the balance in the Post Office Savings Bank in suitable Government Securities with the sanction of the Controller of Printing and Stationery, India".

(C. P. & S. File No. 9/7/41-G.)

No. 25

Page 89.

Insert the following as a new paragraph below paragraph 90:—

"90-A. **Confidential Reports** for the more important categories of the superior staff in the press should be maintained annually in forms 'X' and 'A' (which have been allotted Nos. Press 194 and Press 195 respectively in the standard 'press' series of forms).

'Form X' is intended as a substitute for Character Rolls for Overseers in the presses and supervisory clerical officers, viz., Head Assistants, Head Clerks, Accountants, Head Computors and General Store Keepers (Store and Stationery Keeper in the Aligarh Press).

'Form A' is intended for—

(i) Clerical establishments excluding (1) the supervisory officials mentioned in the preceding sub-paragraph (2) by juniority, 50% of clerks (including all grades on the revised rates of pay for clerks) and (3) all clerical grades below that of clerk.

NOTE 1.—When two scales exist for clerks (in the Aligarh and Simla Presses) the form should be maintained for all men in the upper scale and the lower scale dealt with as above.

NOTE 2.—The character roll for such of the clerical establishment for which the Confidential Report form will not be used should be maintained in the form used at present. In other cases, the Confidential Report will replace the Character Roll.

(ii) Readers: down to those in the scale of Rs. 160—10—200 (Rs. 160—10—220 in the Simla Press) on the old rates of pay and all class I readers on the revised rates.

(iii) Foremen.

(iv) Assistant Foremen, Jemadars and Assistant Jemadars.

(v) Section-holders and Assistant Section-holders.

(vi) Head or Senior mechanics.

(vii) Power Station Engineer.

(viii) Senior Lino and Mono Operators (i.e., men with 8 years' service or more).

(ix) Senior Compositors (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of the staff in order of seniority).

(x) Senior Machinemen and Pressmen (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of staff in order of seniority).

(xi) Senior Binders (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of the staff in order of seniority).

These confidential reports should be of value when making selection for appointment to selection posts or when considering cases of promotion to non-selection posts and posts carrying allowances, crossing of the efficiency bar, etc.

When the Manager is unable himself to fill entries in the confidential reports because of the large number of employees involved and insufficient acquaintance with their work, conduct, etc., he may, in the case of junior employees, take the assistance of his junior officers or senior supervising staff (*e.g.*, Assistant Managers and Overseers and the Accountant and Foreman in case of Forms Press, Calcutta), to enter up the reports but these must be countersigned by him and he should also state whether he has any personal knowledge of the person being reported on, adding any other remarks as well which he may have to offer.

In having recourse to the device mentioned in the preceding subparagraph, it should be borne in mind that the reports are of a confidential nature and it should be ensured that they are at every stage treated as such. For the same reason, when the information regarding any point in the report is not directly available to the reporting officer, it should, whenever possible, be obtained from the branch or section concerned separately and transferred to the report instead of the latter being referred to that branch or section.

Particular attention should be given to item 12 of 'Form A' and item 9 of 'Form X' the remarks against which will contain, as it were, the essence of the report."

(C. P. & S. File No. 42/25/41-A. & F.)

No. 26

Page 97—

Insert the following as a new paragraph below paragraph 107 :—

107-A. **Periodical Inspections.**—By the middle of September and March every year the Manager should send to the Controller of Printing and Stationery, India, a detailed note of inspection of the press he holds

charge of. The inspection should be carried out by departments within an establishment. Special attention should be paid to the rules in the Handbook. The attendance of clerks, their work card and standard of outturn, the list of registers kept in a particular department, the state in which the registers were found, the state of arrears in the office and its general condition, the condition of the premises and the furniture and the like should all be looked into and noted upon. Other matters which require attention will be the distribution of work both as regards officers and clerks, recruitment of minority communities, prevention of cliques in offices and tidiness and method. A good head of an office will be constantly inspecting one branch or other of his office and if this duty is systematically undertaken, one department after another being gone into in turn, there is the less need for repeated overturning of the office as a whole to the detriment of current work.

An inspection gives opportunity for representation and explanation of difficulties and for discussion of questions of importance. This opportunity should be fully utilised by the head of the office in explaining difficulties felt by his clerks and by the Controller in explaining matters on which his instructions may be required and especially in introducing better practice and standards of other offices into offices where practices and standards may be defective.

A good inspecting officer will not only find fault but will indicate the remedy. It should be the aim of an inspecting officer, as far as possible, to set right then and there anything which he finds wrong and not to originate a correspondence. One of the principal objects of inspection should in fact be to prevent the necessity of correspondence.

An inspection book should be kept at each press. The important points noted by the inspecting officer should be abstracted in this register. The remarks of the Controller should be entered in separate paragraphs in this register upon each inspection. All such inspection remarks should be recorded on half-margin, the other half of the page being reserved for the officer in charge to record briefly the measures taken to carry out the orders passed.

The clerical head of each press should keep a note book alphabetically in which are noted reference to important orders and precendents relating to his establishment."

(C. P. & S. u. o. No. 42|38|41-A. & F., dated the 13th September 1941.)

No. 27

Page 100, Paragraph 106—

For the first paragraph of the 'Note' below instruction 3 on this page *substitute*—

"The 'regular temporary establishment' referred to above consists of the temporary posts sanctioned by Government (or the Controller) in the presses for a period of not less than three years with the object of bringing about a more or less permanent increase in the strength of certain grades, as distinct from temporary appointments that are sanctioned for comparatively shorter periods to cope with specified work or increase in work of a temporary character. Thus all the superior temporary posts sanctioned by the Government of India, Department of

Labour, in their letter No. A-431, dated the 8th August 1941, for a period of three years with effect from the 1st March 1941 in the various Government of India Presses should be regarded as borne on the 'regular temporary establishment'."

(C. P. & S. File No. 45/3/34-A. & F.)

No. 28

Page 166—

Insert the following letter below paragraph "1-Operatives (A.—Direct payments to workmen)".—

"Letter from the A. G. C. R. No. O. A.-1-8-KW-566, 567, dated the 2nd September 1941.

I have the honour to state that the procedure of allocation of indirect charges of Hand composition to Line and Mono Sections on account of correction work done by Hand Compositors was not uniform in all the Government of India Presses.

2. The question of allocation of these charges was under my consideration for some time past and it has now been decided with the concurrence of the Controller of Printing and Stationery that in future while preparing the annual accounts of the Government of India Presses the proportionate indirect charges of hand compositors should also be transferred from the hand composition to Line and Mono Section along with direct charges.

3. As the annual reports are at present under compilation it seems desirable that the instruction may be followed while preparing the accounts of 1940-41."

(C. P. & S. File No. 23/14/39-A. & F.)

No. 29

Page 106—

Substitute the following for paragraph 7 of the "Instructions for the compilation of forms for statement 1":—

"7. *Reading*—The cost of the Reading Branch must be distributed over Hand, Line and Mono in proportion to the direct payments in those sections. [Forms A-8, A-9, A-21, A-21-a, A-22 and A-22-a.]"

(A. G. C. R. endst. No. O.A.-1-16-S-71, dated 2nd September 1941—C. P. & S. File No. 35/2/41-A. & F.)

No. 30

Page 211—*Statement of Returns*—

Insert an asterisk on Serial No. 68 in column 1 of the statement and insert the following as footnote on this page:—

As a measure of economy, 'Nil' statement need not be submitted.

(C. P. & S. Memo. No. 39/9/41 A. & F. dated the 8th December 1941.)

R. K. MITRA,
Controller of Printing and Stationery, India.

NEW DELHI;
The 1st January 1942.

THIRD LIST OF CORRECTION TO THE HANDBOOK OF THE GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

NOTES.—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of corrections Nos. 35—45, 47—61 and 63—64 the number of the page containing the correction should be quoted below the rule affected.

3. Corrections Nos. 31—34, 46, 62 and 65 should be carried out in the body of the book in manuscript.

No. 31.

Page 7, paragraph 10—

(i) *For* "44" in column 2 of the statement on this page against 'clerks' read "43".

(ii) Delete the words in brackets "including 11 temporary" against 'Readers' in column 5 of the statement on this page.

No. 32.

Page 10, paragraph 11—

(i) *For* "17" in column 2 of the statement on this page against 'Clerks (lower scale)' read "16".

(ii) *Delete* the words "including 4 temporary" against 'Readers' in column 5 of the statement on this page.

No. 33.

Page 11, paragraph 11—

Delete the mark '§' against 'Binders' and 'Warehousemen' in column 1 of the statement on this page and delete the footnote against this mark at the bottom of the page.

No. 34.

Page 13, paragraph 12—

For "6" in column 2 of the statement on this page against 'Clerks' read "5".

No. 35.

Page 30, paragraph 20 (ii) A (6)—

Substitute the existing paragraph 20 (ii) A (6) by the following:—

"Qualified readers and copyholders will be appointed or promoted as readers according to seniority and not according to position in the examination or the date of passing it: provided that a reviser or copyholder, who, having been permitted to appear in the examination for the third time as a special case under rule (4), qualifies, will, irrespective of his seniority, not be appointed or promoted as a reader before those who qualified in an earlier examination". (47/3/41-A. & F.).

No. 36.

Page 30, paragraph 30(c)—

For the existing paragraph 30(c) on this page substitute the following:—

"*Penalties for late attendance.*—Unexcused lates may result in entries in the Conduct Roll of an employee at the discretion of the Manager and such entries will *inter alia* be taken into account when considering the question of grant to him of increments, promotion, etc., or of imposing a penalty on him for any breaches of discipline".

One day's casual leave, if admissible, will also be forfeited for every 4 unexcused lates. In the case of salaried industrial hands, where no casual leave is due, a deduction for absence will be made from wages under section 9 of the Payment of Wages Act, 1936, as follows:—

Extent of lateness	*Period for which deduction for absence will be made from wages.*
(a) Late by less than 15 minutes	... No deduction.
(b) Late by not less than 15 minutes but less than 30 minutes	... 15 minutes.
(c) Late by not less than 30 minutes but less than 45 minutes	... 30 minutes.
(d) Late for 45 minutes or more	... Actual period absence.

(42/38/39-A. & F.)

No. 37.

Page 51, paragraph 41—

Insert the following at the end of this page:—

"Copy of letter No. A332 dated the 17th February 1942, from the Government of India, Department of Labour.

I am directed to say that the Government of India have decided that in the case of salaried employees of the Government of India Presses who are members of the Auxiliary Force (India)—

(i) the actual time spent in parades, and

(ii) the number of days actually spent in annual training camps,

should be treated as duty and be paid for at their normal rates. They have also decided that the time spent under (i) above by piece-workers of the presses who are members of the Auxiliary Force (India) should similarly be treated as 'duty' and paid for at class rates for the period involved. They, however, regret their inability to agree to the period spent by piece-workers under (ii) above being treated as 'duty' as such workers are altogether absent from the Press during the annual training camps and during which period they are entitled to the scheduled rates of pay and bonus in accordance with the regulations for the Auxiliary Force, India.

2. I am also to say that such portion of the normal working hours as is spent by a press employee, whether salaried or on piece, under clause (i) of paragraph 1 above, which is treated as 'duty', should not be required to be made good under paragraph 34 of the Press Handbook (revised edition), if an employee is required to work overtime on that particular day". (31/11/41-A. & F.).

No. 38.

Page 53, paragraph 44—

Substitute the following for Resolution No. F. 119-R.I./28, dated the 6th September 1928, from the Government of India, Finance Department, on this page:—

"Resolution No. F. 7 (3)-R.I./42, dated the 12th February 1942, from the Government of India, Finance Department.

In exercise of the powers conferred by clause (a) of sub-section (2) of section 241 of the Government of India Act, 1935, and in supersession of the rules published with the Resolution of the Government of India in the Finance Department, No. F. 119-R.I./28, dated the 6th September 1928, the Governor-General-in-Council is pleased to make the rules in Annexures I and II hereto appended to regulate the leave respectively of permanent salaried industrial employees below the grade of Overseer who entered Government service during the period 6th September 1928 to 15th July 1931, and of permanent piece-workers who entered Government service prior to 16th July 1931, in the Government of India Presses.

These rules apply only to Government servants whose service is classed as Superior under Article 396, Civil Service Regulations.

ANNEXURE I.

LEAVE RULES APPLICABLE TO PERMANENT SALARIED INDUSTRIAL EMPLOYEES IN THE GOVERNMENT OF INDIA PRESSES, BELOW THE GRADE OF OVERSEER, WHO ENTERED GOVERNMENT SERVICE DURING THE PERIOD 6TH SEPTEMBER 1928 TO 15TH JULY 1931, AND WHO ARE NOT CLASSED AS 'SUPERIOR'.

1. (a) Leave on average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods, one day's leave for every eleven days' duty:

Provided that no such leave can be earned by any employee who has four months' leave on average pay to his credit.

NOTE.—Duty rendered during the period of continuous service prior to confirmation will count for leave under this sub-rule, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such occasion.

(b) In the case of a permanent industrial employee transferred from the piece to the salaried establishment, the account of his leave on average pay shall commence with a credit or debit, as the case may be, equal to the difference between—

(i) such fraction of the leave admissible to him under sub-rule (a) of rule 1 in Annexure II for the calendar year in which the transfer takes place as is equal to the proportion which the portion of the year preceding the date of transfer bears to the whole year, and

(ii) any leave already taken by him out of the leave admissible:

Provided that the said credit shall not be taken into account in calculating the four months' leave on average pay specified in sub-rule (a).

(c) When the total period of leave on average pay standing to the credit of an employee under sub-rules (a) and (b) is more than four months, the maximum amount of leave on average pay that may be granted to him at any one time shall not exceed four months. In the case of an employee whose account of leave on average pay commences with a debit, no leave on average pay shall be granted until the expiry of a fresh period spent on duty sufficient to earn such credit as will permit of the leave to be granted after cancelling the debit.

2. On the production of a medical certificate, to the leave due under the preceding rule, there may be added, subject to rule 4, leave on half average pay up to three months, and a further extension of leave on half average pay not exceeding three months may be granted on the production of a fresh medical certificate granted by the officer in chief medical charge of the district in which the employee is residing.

3. Leave without pay may be granted when no other leave is admissible.

4. The total amount of leave on medical certificate admissible to any employee during his service on the salaried establishment shall not exceed two years. In the case of a permanent industrial employee transferred from the piece to the salaried establishment, the leave on medical certificate, if any, at his credit under rule 2 in Annexure II on the date of transfer shall automatically lapse and no account shall be taken of the leave on medical certificate already enjoyed by him as a piece-worker prior to his transfer to the salaried establishment.

5. Injury leave at half pay rates may be granted to a permanent salaried industrial employee below the grade of Overseer, who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 4. It shall be granted from the commencement of disablement for as long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service, including service, if any, on the piece establishment. Leave granted under rule 5 of Annexure II shall be taken into account in applying these limits. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

ANNEXURE II.

LEAVE RULES APPLICABLE TO PERMANENT PIECE-WORKERS EMPLOYED IN THE GOVERNMENT OF INDIA PRESSES WHO ENTERED GOVERNMENT SERVICE PRIOR TO 16TH JULY 1931 AND WHO ARE NOT CLASSED AS 'INFERIOR'.

1. (a) Lay on average pay will be granted to piece-workers according to their service as shown below :—

Length of Service.	Leave admissible.
Less than 10 years	16 days in each calendar year.
10 years but less than 15 years ...	21 days in each calendar year.
15 years and above	31 days in each calendar year.

A permanent industrial employee transferred from the salaried to the piece establishment will be granted in the calendar year in which the transfer takes place such amount of leave as will bear to the appropriate period of leave specified in the second column of the table above the same ratio as the portion of the year beginning with the date of transfer bears to the whole year.

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a piece-worker up to the date of his being brought on to the permanent establishment, continuous inferior service rendered up to the date of his promotion to superior service as well as continuous service (temporary and permanent) on the salaried establishment shall be taken into account.

(b) The leave admissible under sub-rule (a) will be non-cumulative, i.e., any leave not taken during the year will lapse without any monetary compensation. In the case of a permanent industrial employee transferred from the salaried to the piece establishment the account of his leave on average pay shall commence with a credit equal to any balance of leave on average pay standing to his credit on the date of his transfer under rule 1 in Annexure I. The leave so credited may be taken by him at any time during his service in the piece establishment either alone or in combination with the leave admissible under sub-rule (a), and in the latter case the maximum amount of combined leave that may be granted at any one time shall not exceed four months.

(c) Gazetted holidays actually enjoyed may, at the option of the piece-worker, be counted against any leave admissible to him under sub-rule (a) or (b), and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as of right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from piece-workers who have been irregular in attendance.

2. Leave on medical certificate on half average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods one day's leave for every eleven days' duty. It will be cumulative and will be granted only when no average pay leave is admissible. In the case of a permanent industrial employee transferred from the salaried to the piece establishment, no account shall be taken of the leave on medical certificate already enjoyed under rule 4 in Annexure I prior to his transfer to the piece establishment.

3. Leave without pay may be granted when no other leave is admissible.

4. No continuous period of leave with pay shall exceed one year; any extension over one year shall be leave without pay.

5. Injury leave at half pay rates may be granted to a piece-worker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rules 2 and 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a piece-worker's total service, including service, if any, on the salaried establishment. Leave granted under rule 5 in Annexure I shall be taken into account in applying

these limits. The salary payable in respect of a period of leave granted under this rule shall, in the case of a piece-worker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

6. Pay or average pay means remuneration at class rates at the time of taking leave.

NOTE.—For the purpose of determining the classification of service of a piece-worker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate." (19|1|40-A. & F.).

No. 39.

Page 68, paragraph 59—

Insert the following as a new para. below paragraph 59 on this page :—

"59-A. *Deductions from the pay of Lino and Mono operators on account of less outturn for the purpose of leave salary, pension, etc.*—With effect from the 1st January 1942, deductions from pay for less outturn of work by the Lino and Mono operators in the Government of India Presses should be taken into account in calculating their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund (India)." (16|1|41-A. & F.).

No. 40.

Page 76, paragraph 64—

Insert the following as a fresh sub-paragraph before the sub-paragraph inserted by correction No. 4 :—

"With effect from the 1st January 1942, deductions from pay for less outturn of work by the Lino and Mono operators in the Government of India Presses should be taken into account in calculating their 'pay' or 'emoluments' for the purpose of determining pension.

2. The calculation of average emoluments of Lino and Mono operators in the Government of India Presses for pension, prior to 1st January 1942, may be made in accordance with the practice hitherto obtaining in the different presses." (16|1|41-A. & F.).

No. 41.

Page 77, paragraph 69—

Insert the following as a new sub-paragraph before the new sub-paragraph introduced in correction No. 23 :—

"With effect from the 1st January 1942, deductions from pay for less outturn of work by the Lino and Mono operators of the Government of India Presses should be taken into account in

calculating their 'pay' or 'emoluments' for the purpose of determining the amount of subscription and Government contribution to the Contributory Provident Fund (India)." (16|1|41-A. & F.).

No. 42.

Page 89, paragraph 90—

Renumber the existing paragraph 90-A (*vide* correction slip No. 25) as 90-B and *insert* the following as a new paragraph below paragraph 90 :—

90-A. *Conduct Rolls.*—Conduct Rolls should be maintained for all industrial staff, both superior and inferior, other than those whose employment is expected to last for less than 4 months. They will be kept as the leaves of a loose-leaf book called the Conduct Roll Book which will remain either with the Manager or with the Head Assistant or Head Clerk of the press. Separate leaves in the book will be allotted to the different employees arranged according to the branches, classes or grades of appointment, etc., preferably in the gradation-list order.

When an employee commits a minor offence or breach of discipline for which no proceedings are drawn up against him under the rules providing *inter alia* for the discipline of members of subordinate services (*vide* para. 77 of this Handbook), an entry will be made in the conduct roll at the discretion of the Manager. Each conduct roll will have for this purpose provision for necessary entries as shown in the form at the end of this paragraph.

Entries in conduct rolls need not be made by the Manager himself. In the course of his work, as laches on the part of his industrial staff come to his notice and he is satisfied on considering his explanation that he is guilty, he may while recording a note of warning, etc., order that an entry should be made in the conduct roll. The Head Assistant or Head Clerk will copy out those orders in the relevant column of the conduct roll, complete the other particulars and put it up to the Manager for signature after which he will show the entry to the employee concerned obtaining his initials against it. Any representation by the employee against such an entry must be made in writing to the Manager within a week of his having seen it after which no such request will be considered.

Conduct rolls should be taken into account when considering the question of grant of increments, promotion, etc. In the case of habitual offenders, as shown by their conduct rolls, disciplinary action, *e.g.*, temporary or permanent reduction in grade or pay, or withholding of increment, may be taken in accordance with the rules when considered necessary.

Entries in the conduct roll may be cancelled by the Manager at his discretion for particulary good work and conduct. Consistent good work and conduct for a period of one year will entitle an employee to have all adverse remarks previously recorded in his conduct roll rescinded.

CONDUCT ROLL FORM.

Conduct roll of

Designation

Ticket No.

Date on which offence was committed.	Nature of offence.	Manager's orders.	Initials of with date.

(42|38|39-A. & F.)

No. 43.

Page 63, paragraph 54(b)—

Substitute the following for the existing paragraph 54(b) :—

"(b) if a piece-worker, to an entry in the conduct roll. (Leave previously applied for may be granted to piece-workers by the Assistant Manager)." (42|38|39-A. & F.).

No. 44.

Page 78, paragraph 72—

Substitute the following :—

"72. *Fines and Deductions.*—Fines have been abolished as a punishment in the Government of India Presses consequent on the introduction of a system of Conduct Rolls (vide para. 90-A of this Handbook). Other deductions may be imposed by the Manager on the industrial staff in accordance with the provisions of the Handbook and of the Payment of Wages Act, 1936, and the Rules made thereunder." (42|38|39-A. & F.).

No. 45.

Page 78, paragraph 73—

Substitute the following :—

"73. *Fine Fund.*—The Fine Fund consisting of the fines realised from the workmen prior to the abolition of fines will continue to be administered as in the past so long as the assets thereof permit of this. The accounts should be submitted to the Controller of Printing and Stationery, India, half-yearly (see Rule 7 of the Fine Funds) showing :—

	Rs.		Rs.
Opening Balance ...	..	Expenditure (*i*) ...	...
Receipt from ...	...	Expenditure (*ii*) ...	...
Interest ...	...	Expenditure (*iii*) ...	...
		Closing Balance	...
Total	...	Total	...

(42|38|39-A. & F.).

No. 46.

Page 79, paragraph 74—

Cancelled.

No. 47.

Page 259, paragraph 173—

Substitute the following for the first sentence :—

"Compositors are liable to an entry in their conduct rolls for omission to carry out the corrections marked on their proofs".

No. 48.

Page 259, paragraph 174—

For the word "fine" in the fifth line of this para., *read* "a conduct roll entry".

No. 49.

Page 265, paragraph 195—

For the words "fine of annas two in each case" at the end of this paragraph, *read* "conduct roll entry".

No. 50.

Page 266, paragraph 201—

Substitute the words "liable to a conduct roll entry" *for* "fined" at the end of this paragraph.

No. 51.

Page 266, paragraph 202—

Substitute "a conduct roll entry or" *for* "be fined (where permissible) or punished by" in the penultimate line of this paragraph.

No. 52.

Page 269, paragraph 211—

For "be punishable by fine and/or by" in the third line of the paragraph relating to 'Care and Condition of Machines' *read* "render them liable to a conduct roll entry or".

No. 53.

Page 270, paragraph 211—

(i) *For* "fines and/" in the fifth sub-para. from the top of this page, *read* "a conduct roll entry".

(ii) *For* the eighth sub-para. from the top of this page *substitute* the following :—

"Operators failing to report breakages, losses, etc., as they occur, will be liable to a conduct roll entry or disciplinary action".

No. 54.

Pages 274-275, paragraph 221—Care and Condition of Machines—Operators—

(i) *For* "punishable by fine and/" in the second sentence of sub-para. 1, *read* "render them liable to a conduct roll entry".

(ii) *For* "fines and/" in the third line of second sub-para., *read* "a conduct roll entry".

(iii) *For* "fined (where permissible) or punished by" in the fourth sub-para. *read* "liable to a conduct roll entry or".

(iv) *For* "punishable by fines and/or by" in the fourth and fifth lines of the sub-para. relating to "Monotype caster attendants", *read* "liable to a conduct roll entry or".

(v) *Delete* the footnote on this page.

No. 55.

Page 275, paragraph 221—

(i) *For* the words "pay a fine" at the end of the twelfth sub-para. from the top, *read* "a conduct roll entry".

(ii) *For* "fines and/" occurring in the thirteenth sub-para. from the top, *read* "a conduct roll entry".

(iii) *For* "fined (where permissible) or punished by" in the fifteenth sub-para. from the top, *read* "liable to a conduct roll entry or".

No. 56.

Page 278, paragraph 229—

For the clause "Distributors will be fined for careless distribution", *read* "Distributors found guilty of careless distribution will be liable to a conduct roll entry".

No. 57.

Page 301, paragraph 265—

For the last sentence *substitute* the following:—

"If the article issued previously, or what remains of it, cannot be produced the person to whom it was entrusted will be liable to a conduct roll entry or disciplinary action".

No. 58.

Page 301, paragraph 268—

For the words "fine of one anna in each case" at the end of the penultimate sentence of this paragraph, *substitute* "conduct roll entry".

No. 59.

Page 304, paragraph 274—

For the words "fine of 3 pies for every copy reprinted to make up the shortage" at the end of second sentence, *substitute* "conduct roll entry".

No. 60.

Page 306, paragraph 277—

For the words "fine" and "will be fined" at the end of the first and second sentences of the second sub-para. under 'Class D', read "conduct roll entry" and "will also be liable to a conduct roll entry or disciplinary action", respectively.

No. 61.

Page 306, paragraph 277—Special Instructions for Machinemen—

(i) For "fines and]" in the penultimate sentence of the sub-para. relating to 'care of rollers', read "a conduct roll entry".

(ii) For the words "fine of 6 pies for every defective sheet which has to be reprinted" in the last sentence of this sub-para. relating to 'Quality of printing', read "conduct roll entry".

(iii) For the words "will be punishable by fines and]" in the second sentence of the sub-para. relating to "Conditions of machines", read "will render them liable to a conduct roll entry".

(iv) For the words "fines and]" in the last sentence in the sub-para. relating to "Adjusting machines", read "a conduct roll entry".

No. 62.

Page 111, paragraph 108 (Annexure)—

For the existing item 12 of 'Grades ordinarily filled by direct recruitment' under 'Government of India Press, Simla', substitute the following—

"12. Forme and Galley Proof Pressmen, Motor Attendant and Roller Moulder".

No. 63.

Page 113, paragraph 110—

Insert the following below paragraph 110 on this page:—

"110-A. *Recovery of rent from rent free tenants for occupation of Government residences while on leave*—The Government of India have decided that a superior Government servant who is in occupation of residential accommodation in charge of the Central Public Works Department and is entitled to the concession of rent free accommodation, will be permitted to enjoy the concession, while on leave for a period not exceeding one month, provided that he remains in occupation of the residence allotted to him throughout that period and that the officer officiating in his post, if any, does not require that or any other residence which would involve further expenditure to Government.

(2) Under similar circumstances an inferior Government servant will be permitted to enjoy the concession while on leave for a period not exceeding four months, provided that he or his family remains in occupation of the residence allotted to him throughout that period." (Government of India, Department of Labour, letter No. B-39, dated the 27th October 1941 and 27th April 1942 in file No. 7/1/42-A. & F.).

No. 64.

Page 121, Paragraph 112—

Insert the following in sub-para. 2 (1) of this paragraph immediately below the head '(b) Orthodox':—

"Class B ... ... *For* officers receiving emoluments over Rs. 350 but not more than Rs. 499 per mensem.".

No. 65.

Page 18, Paragraph 13—

For the existing entries relating to 'Jamadar', 'Peons' and 'Farash' in the statement on this page substitute the following:—

Designation of post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Jamadar	1	...	20	18—1/3—20
Peons	2	...	13—1/5—18	13—1/5—17
Peons	4	...	13—1/5—18	11—1/5—15
Farash	1	...	13—1/5—18	11—1/5—15

FOURTH LIST OF CORRECTIONS TO THE HANDBOOK OF THE GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

NOTES.—This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of correction No. 68 the number of the page containing the correction should be quoted below the rule affected.

3. Corrections Nos. 66 and 67 should be carried out in the body of the book in manuscript.

No. 66.

Page 18, paragraph 13—

For "10" in columns 4 and 5 of the statement on this page, against 'Waste paper sorters', *Read* "11-1/5-14".

No. 67.

Page 190, paragraph 127—

Substitute '2', '3.5' to '4.5' and '2' for '5', '6.6' to '4' and '3' in columns 2, 3, and 4 against item 4 of the statement in this para. (*vide* letter from the Government of India, Department of I. & L. No. A-463, dated 18th September 1933).

No. 68.

Page 268, paragraph 208—

Substitute the following form for the existing form under this para.

LINOTYPE OPERATOR'S DAILY DOCKET.

Name Machine No. Date

Register No.	Time occupied on work.					Total.	Chargeable stoppages.										Not chargeable.	Total.	Hours attended (to be filled in by Time Keeper).	Remarks.
	Fresh or Author's.	1st Reading	2nd Reading.	Started.	Finished.		Press orders.	Mouth. Liner changing.	Magazine changing.	Machine cleaning.	Defective machine.	Failure of current.	Friday prayer.	Early leave.	No work.	Machine stoppage due to operator.				
						H M	H M	H M	H M	H M	H M	H M	H M	H M	H M	H M	H M	H M	Hrs.	

Mechanic. Section Holder. Assistant Manager.

FIFTH LIST OF CORRECTIONS TO THE HANDBOOK OF THE GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

NOTE 3.—1. The list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of correction Nos. 72, 73, 74 and 76 the number of the page containing the correction should be quoted below the rule affected.

3. Correction Nos. 69, 70, 71, 75, 77 and 78 should be carried out in the body of the book in manuscript.

No. 69.

Page 8, para. 10—

For '9' in column 2 on this page against the entry 'Mono casters' read '10'.

No. 70.

Page 16, paragraph 13—

Insert "250—25—550" *** in column 4, "Present Rates of Pay", of the statement on this page against "Overseer" and insert the following as footnote on this page.

"*** *vide* Labour Department letter No. A48, dated the 4th May 1943".

No. 71.

Page 40, paragraph 32—

Delete the words "and Readers" against the entry "Government of India Forms Press, Aligarh". Also insert the word "and" for the comma between the words "Foreman (Bindery)" and "Foreman (Stereo typing)".

No. 72.

Page 123, paragraph 112—Allotment Orders for the New Delhi Press quarters—

For the existing rule 6(2) on this page substitute the following:—

"To officers in order of seniority who hold liens acquired by them under paragraph 6(1) and who desire on due date the transfer of the liens (such transfer to be allowed during first six months, i.e., from 1st January to 30th June each year)".

No. 73.

Page 125, paragraph 112—Allotment Orders for the New Delhi Press quarters—

Substitute the following for the existing second proviso to rule 8(2):—

"Provided further that any officer mentioned in clause (a) of sub-paragraph (1) shall be considered only for the allotment of residences for which he has expressed a preference and that no allotment shall be made under this sub-paragraph to any such officer after 30th June".

No. 74.

Pages 182—184, paragraph 125.—

For the existing entries under the Rules for the Depreciation Fund in Government Presses, from the Preamble to the end of the Note to Rule 5, substitute the following :—

125. Preamble.—The object of a depreciation Fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant, machinery and furniture in order that the press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the outturn of the Press. The fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the Fund, as such expenditure should normally be debited to running expenses, nor will the fund be applied to extension of the plant and machinery. All other renewals and replacements except in cases specifically exempted in this respect, will be met exclusively out of the Fund. Expenditure in excess of the amount at the credit of the Fund is prohibited.

Principle of debiting repairs to the Depreciation Fund

All repairs should ordinarily be treated as working expenses and debited directly to the sections of the press concerned—the cost of replacing the spare parts in the course of repairs, however, being met from the Depreciation Fund if they happen to be articles which by themselves earn depreciation at a specified rate. If, however, the repairs are considered to be in the nature of "renewal" or the cost involved is heavy the expenditure should be met from the Depreciation Fund with the prior approval of the Controller. (C. P. & S. Memo. No. 35/6.36-A. & F., dated the 11th December 1936).

*(1) The annual receipts of the Fund shall consist of—

(a) the amount of depreciation calculated on the value of the plant, machinery and furniture on the books at the beginning of each year ;

(b) the book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year ;

(c) the amount received by transfer from the Depreciation Fund of another press on account of the transfer of plant and machinery (excluding type) the original value of which is over Rs. 1,000.

NOTE 1.—Depreciation shall be calculated on depreciated value as prescribed in the rules for costing in Government presses by which the rate of depreciation is also governed.

NOTE 2.—Depreciation is not calculated on the value of such stationery stores or office appliances, the cost of which is not met from the Press budget allotment.

NOTE 3.—In the case of an asset which is sold or abandoned and is not required to be replaced at all, the total amount of depreciation provided in respect of that asset shall be credited to revenue, the book value of the asset being written off the capital account of plant and machinery, etc.

*See also E. G. P. A.'s letters Nos. 376/55/26 and 1204-55-26, dated the 1st August 1928 and 23rd March 1929, and the Government of India, Department of Labour letter No. A-463, dated the 13th April 1943, reproduced at the end of this section.

Depreciation not charged on Plant and Machinery in Stock

With reference to your letter No. 1776-G., dated the 26th August 1935, I have the honour to state that in the Government of India Presses no depreciation is calculated on new plant or machinery before it is actually taken into use, i.e., while it is held in stock. Depreciation is, however, calculated on plant and machinery which have been once taken into use and later on, for some reason or other, kept idle temporarily. (Letter No. 35/5/35-A. & F., dated the 4th September 1935, from the C. P. & S. I., to the Superintendent, Government Printing, Punjab).

*(2) The Fund shall be treated as a deposit in the Government accounts and receipts due to the Fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

NOTE.—It is necessary that the amount of depreciation worked out in the books of the press of one year should agree with the amounts that will be charged to the accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant-General concerned. In order that this may be done the total amount to be credited to the depreciation fund, viz.,

(1) the amount of depreciation calculated on the depreciated value of all plant, machinery and furniture borne on the register of Dead Stock at the beginning of each year

(2) the book value of plant, machinery and furniture written off during the year and removed from the register of Dead Stock, should be worked out and intimated to the Accountant-General concerned before 1st of July of the following year to enable that officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.

(3) Budget provision must be made for the amount to be transferred to the Fund.

NOTE.—Although it is not possible to estimate beforehand the exact amount that will have to be transferred to the fund, the provision should, however, be sufficiently approximate and based on the actuals of the previous year. The actual amount to be transferred to the depreciation fund will be debited to the Accountant General concerned against the budget provision. It is, therefore, necessary that the budget provision should be as accurate as possible because it will be impossible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, the position should be reviewed during November of each year with reference to the actual transactions of the year, viz.:—

(1) the actual amount of depreciation that will have been worked out in the register of Dead Stock in accordance with rule 1(a),

(2) the book value of the articles that will have been written off and removed from the register of Dead Stock in accordance with rule 1(b),

and it should be ascertained whether the budget provision will have to be added to or reduced, and that necessary steps be taken to obtain additional provision or surrender funds, as the case may be. Depreciation on the plant, machinery and furniture added to the stock during the year and the book value of the articles removed from the register of Dead Stock after the end of October will be credited to the fund during the following year.

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*See also E. G. P. A.'s letters Nos. 376/55/26 and 1204-55-26, dated the 1st August 1928 and 23rd March 1929, and the Government of India, Department of Labour letter No. A-463, dated the 13th April 1943, reproduced at the end of this Section.

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

NOTE.—Interest is not credited owing to the fact that the costing system in the Government Presses includes a calculation of interest, not on the original capital value, but on depreciated capital value only.

(5) The Fund will be available for the renewal of articles of plant, machinery or furniture. In cases where the original cost of an asset or group of articles being replaced is more than Rs. 500, any excess required over the original cost shall be met from revenue, but if the cost of replacement be less than the original value, the amount of saving shall be written off the Fund and surrendered to general revenues. In the case of such articles manufactured in the press the whole cost of such manufacture must be met out of the Fund.

When plant and machinery, etc. (excluding type) the original value of which is over Rs. 1,000 is transferred from one Government of India Press to another, the amount credited to the fund on that account shall also be transferred to the receiving Press.

NOTE.—The whole cost of a type-foundry, for example, manufacturing for the press only, should be a charge on the Fund, if it is renewing and replacing necessary stocks of type. The cost of a Mechanical Branch should be similarly treated as regards renewals, etc., manufactured in the branch. The cost in such cases is governed by the costing rules.

No. 75.

Page 185, paragraph 125—

Between the words "permitted" and "to" occurring together in line 5, of rule (7), insert "or required".

No. 76.

Page 186, paragraph 126—

At the end of this page reproduce the following letter.

LETTER FROM THE GOVERNMENT OF INDIA, DEPARTMENT OF LABOUR, TO THE CONTROLLER OF PRINTING AND STATIONERY, NEW DELHI, No. A463, DATED THE 13TH APRIL 1943.

Reference Mr. Weakford's letter No. 35/7/38-A. & F., dated the 13th August 1940, Government of India in consultation with the Auditor General have decided that, in view of the abnormal conditions prevailing at present and the difficulty of arriving at a fairly accurate percentage for the proposed Renewal Reserve Fund, it is not desirable to make any change in the existing method of calculating depreciation in the Government of India Presses. The present rates of depreciation should therefore remain in force, pending further orders, the possibility of adopting the renewal Reserve Fund will be examined later when conditions are stabilised. They, however, consider that with a view to obviate mistakes in accounting which occurred in the past, the rules for the Depreciation Fund should be amended so as to provide for the following matters :—

(i) When an asset is written off the books and is not replaced, the book value of the asset should be written off the capital account and the accumulated depreciation on that asset credited to revenue by debit to the Depreciation Fund.

(8) When an asset is transferred from one press to another, the accumulated depreciation on the asset should also be transferred to the receiving Press.

(9) The Depreciation Fund should be available for the renewal or replacement of articles of plant, etc., to the extent of the amount of original cost of the asset; any excess required over this amount should be met from revenue and any savings written off the Fund and surrendered to general revenues.

2. It has also been decided that depreciation should not be calculated on the value of such stationery stores or office appliances the cost of which is not met from the budget grant of the press concerned.

3. A copy of the revised rules for the Depreciation Fund in Government Presses incorporating the changes consequent on the decisions referred to in paras. 1 and 2 above is enclosed.

No. 77.

Page 194, paragraph 128—Annexure—

Delete the bracketted portion "(wooden furniture, reglets, quoins and keys as petty plant)" against "Metal furniture, reglets and quoins".

No. 78.

Page 400, Correction slip No. 35—

For the words "qualified readers" in this correction slip read "qualified revisers".

ADDENDA AND CORRIGENDA TO THE HANDBOOK OF THE GOVERNMENT OF INDIA PRESSES

TWENTIETH SERIES

Pages 10 and 11, paragraph 14 (revised)—Calcutta Press—

(i) *Put a * mark on '3' in column '2' of the statement against 'warehousemen' and insert the following footnote* :—

"*See footnote with the reference mark '@' against '132' in column '2' of the statement against 'Binders'."

(ii) *Insert the reference mark '@' against '132' in column '2' of the statement against 'Binders' and add the following footnote* :—

"@ To be reduced by 15 posts as and when vacancies occur and replaced by 15 posts of warehousemen on Rs. 20—1—30 (old and revised scale) [2D 31/40 A. & F.].

(iii) *For '10' in column 2 of the statement against 'Labourers' on Rs. 19 read '42'.*

(iv) *For '30' in column 3 of the statement against 'Labourers' on Rs. 18 read '7'.*

Pages 13 and 14, paragraph 16 (revised)—New Delhi Press—

(i) *For '7' in column 2 of the statement against 'Pressmen' read '6'.*

(ii) *For '7' in column '2' of the statement against 'Press inkers' read '6'.*

(iii) *For '7' in column '2' of the statement against 'Press flyboys' read '6'.*

Page 20, paragraph 22 (revised)—Forms Press, Calcutta—

(i) *Insert below 'Foreman' the following new entry in the statement showing the list of appointments, etc.* :—

Designation of posts	Permanent	Temporary	Present rates of pay	Revised rates of pay
Binding Inspector ...	1	..	50—2—60	50—2—60

(ii) *For '11' in column '2' of the statement against 'binders' read '10'.*

Page 26, paragraph 27-B—Appointment of readers—

Substitute the following for the existing clause (3) of this paragraph :—

"(3) As soon as the results of any examination are available, the names of any candidates other than those of the Reading Branch previously on the waiting list will be removed from the list unless they qualify again at that examination." [2D 35/40 A. & F.].

Page 27, paragraph 28-A (c)—

Substitute the following for the existing sub-paragraph :—

Each ticket holder will take his ticket from the board and drop it in a box placed outside the time-keeper's room. The time-keeper will remove the box at the opening time and place another box for late comers. Those arriving after the time fixed for attendance will drop their tickets in the late box which will be emptied after a quarter of an hour for ascertaining

cases of lateness up to 15 minutes and will be placed again outside the time-keeper's room for employees who are late from 15 to 30 minutes. The late box will be emptied a second time half an hour after the opening time and will be placed outside again for employees who are late from 30 to 45 minutes. Any employee taking a wrong ticket off the board or found with his ticket in his possession after the board is checked will be liable to disciplinary action. Any employee taking more than one ticket will be liable to removal from service. Where a breach of rules is committed to conceal the fact of absence, disciplinary action may be taken as well as a deduction made for proved absence under section 9 of the Payment of Wages Act, 1936. Any ticket holder losing his ticket will be charged two annas for a new one.

Add the following as a new sub-paragraph (g) to paragraph 28A of the Handbook :—

A piecework er who arrives late should immediately on arriving in his section report to the Section-holder or other person in charge of the section and in his presence enter the time of his arrival (as shown by the section-clock) and other particulars in the "late arrival" slip prescribed for the purpose. This slip will be used for the purpose of computation of any time work done by the pieceworker.

Pages 52 and 53—

Add the following as a new sub-paragraph to paragraph 34 of the Handbook :—

Grant of leave and holidays to inferior servants paid from contingencies.—At the discretion of the Manager inferior servants paid from contingencies may be allowed non-cumulative casual leave with full pay up to a maximum of 15 days in a calendar year provided that they have rendered two years continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed and should not ordinarily exceed a week at a time. If an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

Inferior servants paid from contingencies may also be allowed leave with pay for Sundays and other holidays at the discretion of the heads of offices.

(Letter No. A431, dated the 19th July 1949, from the Department of Labour).

Note.—A question has been raised as to whether a labourer, who is paid from contingencies and granted leave without allowance for one month after a period of less than 2 years' service—say 18 months—could be allowed, under the above order, the casual leave after a further 6 months' service or whether it would be necessary for him to put in another 24 months' service before he could be granted casual leave.

Auth d leave of absence without pay does not constitute an interrupt n in service and a contingency labourer in the example cited may be allowed the casual leave after 7 months' further service on return from the 1 month's leave without pay. (31/11/50-A. & F.)

Page 64, paragraph 39—Holidays—(Schedule under the paragraph)—

Item II (i)—New Delhi Press—

Delete the full-stop after September and *add* the following :—

"and last Saturdays during those months provided (1) these are treated as holidays by the Government of India Offices permanently located in New Delhi, and (2) the state of work permits".

C. A. C.-2-A.

(*See* Art. 59-A. C. A. C. Vol. I.)

APPLICATION FOR LEAVE.

Notes : Items 1 to 9 must be filled in by all applicants whether gazetted or non-gazetted.
Item 10 applies only in the case of applicants subject to the ordinary Leave Rules under the F. R. who apply for leave on average pay on medical certificate or an extension of that leave under the proviso to F. R. 81 (b) (ii).
Item 12 applies only in the case of gazetted officers.
Items 13 and 14 apply only in the case of non-gazetted officers.

1. Name of applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or Office.
5. Pay.
6. House allowance, conveyance allowance or other compensatory allowances drawn in the present post.
7. Nature and period of leave applied for and date from which required.
8. Grounds on which leave is applied for.
9. Date of return from last leave and the nature and period of that leave.
10. I undertake to refund the difference between average pay and half average pay for the period of leave on average pay which would not have been admissible had the proviso to F.R. 81(b) (ii) not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date Signature of applicant.

11. Remarks and/or recommendation of Controlling Officer.

Signature.
Date Designation.

12. Report of the Audit Officer :—

Signature.
Date Designation.

13. Statement of leave granted to applicant previous to this application.

Nature of leave	In current year	During past year	Total
Casual.			
Privilege.			
On average pay (includes Earned leave) under Revised Leave Rules, 1933.			
On average pay on M. C.			
On half average pay.			
On half average pay on M.C.			
On half average pay on private affairs.			
On quarter average pay.			
On quarter average pay on M.C.			
Extraordinary leave.			
Total.....			

14. Certified that ——— leave on average pay / earned leave ——— for months and days from 197 to 197 is admissible under article / rule the

Signature.
Designation.

Date

15. *Orders of the sanctioning authority :—

Signature.
Designation.

Date

*If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.