

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

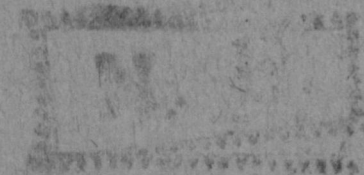
} 1910.

Enclosures

Spare copies

27

G.O., No. 384, 6th July 1910.



23/7/10

Lawrence Asylum, Ootacamund.

Communicating to the Trustees of the Lawrence Asylum Press Memorandum from the Superintendent, Government Press, regarding the retrenchment by him of the Lawrence Asylum Press bills for work done at the Asylum Press.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

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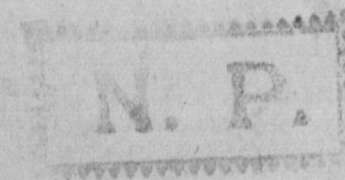
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Lawrence Asylum, Ootacamund.

Communicating to the Trustees of the Lawrence Asylum Press Memorandum from the Superintendent, Government Press, regarding the retrenchment by him of the Lawrence Asylum Press bills for work done at the Asylum Press.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Letter—from the Rev. W. H. G. PADFIELD, M.A., Secretary, Ootacamund Lawrence Asylum Committee.

To—the Chief Secretary to Government.

Dated—Ootacamund, the 4th March 1910.

No.—4177.

I am directed by the Committee of the Lawrence Asylum in their capacity as Trustees for the Lawrence Asylum Press at Madras, to submit for the orders of Government a copy of a letter No. Ag. 11, dated — January last (with its enclosures in original) which they have received from their Agents in Madras who manage for them the working of the Lawrence Asylum Press there.

2. For some time past the Agents have been representing at frequent intervals to the Trustees that the manner in which their bills for printing done for Government departments were cut down by the Superintendent of the Government Press was neither in accordance with the Superintendent's own schedule nor based on any recognizable principles and that if matters continued on the same lines the Lawrence Asylum Press would be unable to do printing for Government offices except at a loss.

3. The Agents requested the Trustees to move Government to exempt the Lawrence Asylum Press from any check by the Superintendent, Government Press, but the Trustees did not see their way to asking that the Lawrence Asylum Press should be accorded an exceptionally free-hand, different from that allowed to other private presses doing Government work, and accordingly asked the Agents to forward to them the records of any particular cases in which it was considered that the Government Press retrenchments had been unduly severe or based on insufficient grounds.

4. The Agents have accordingly sent to the Trustees the case which is herewith submitted to Government in original. The Agents' letter forwarding it sufficiently explains the grounds for their complaint. The matter was laid before the Trustees at their meeting of the 25th ultimo and they resolved to lay the whole matter before Government for orders.

5. The Trustees would observe that in their view the original bill sent in for this job by the Lawrence Asylum Press was strictly in accordance with the schedule prescribed by the Government Press for Government printing done at private presses, and that the retrenchments ordered by the Superintendent, Government Press, reducing the amount of the bill to Rs. 33-7-0 (which are given on the back of the Memorandum from the Examiner of Military Accounts, dated 20th December 1909) are neither in accordance with that schedule nor based on any clear grounds. The Trustees consider that if the schedule is to be arbitrarily departed from in this manner it will not be possible for the Lawrence Asylum Press to foresee what it will eventually receive for any stated job, and that therefore it will be quite unable to undertake Government printing except with the prospect of incurring a loss in connection with it. The letters from the four practical printing firms which are included in the file show, moreover, that the rates, as reduced, are insufficient not only to leave any margin of profit to the Press, but even to pay outgoings on the job. No doubt, small private presses under native management which pay their hands the lowest living wage, can on occasion turn out work more cheaply than bigger and better-managed firms under European supervision; but the quality of the work is greatly inferior and the conditions under which it is executed are not such as deserve any encouragement at the hands of Government.

6. The Lawrence Asylum Press which annually contributes from its profits some Rs. 30,000 to the Lawrence Asylum at Lovedale is at present approaching a serious crisis, since the printing for the Madras and Southern Mahratta Railway, which is at present its most profitable work, is likely in the near future to be taken away and done at a press to be started by the Railway Company itself. The Lawrence Asylum Press is therefore most unwilling to give up any branch of printing which it now undertakes. The printing for Government offices, however, cannot be done, except at a loss, at the rates which, latterly, have been passed by the Government Press (it is only latterly that complaints on this head have arisen) and if it is relinquished altogether for this reason, the funds of the Asylum must suffer severely.

7. The Trustees therefore hope, I am to say, that the Government will see their way to passing such orders as will render the Press secure from all arbitrary reductions of its charges for Government printing.

ENCLOSURE.

Letter—from the Rev. LIONEL E. COX, B.A., Working Agent to the Trustees, Lawrence Asylum Press.

To—the Principal and Secretary, Lawrence Asylum, Lovedale.

Dated—the — January 1910.

No.—Ag. 11.

In acknowledging receipt of your No. 3024, dated 16th/17th December 1909, the Agents cannot but regret the decision of the Trustees in declining to submit to Government, for reconsideration of the order conveyed in letter No. 762, dated 5th October 1909, from the Chief Secretary to the Government of Madras, the question of the retrenchment by the Superintendent, Government Press, Madras, of bills submitted by the Lawrence Asylum Press, for work done for the Government and Military departments. The question is one of vital interest to this Press and to the Lawrence Asylum, as the rates allowed in the schedule for Government printing done at private presses, which we have accepted and in accordance with which, we repeat, we have charged up our debits, are in themselves already so low that no European firm of Printers in Madras has, we believe, hitherto been found to enter into competition for the work; for these rates to be still further materially reduced by a system of charging up not contemplated or provided for in the schedule—a striking instance of which is the case of the printing recently done for the Station Supply Officer, Bangalore Brigade, to which I refer later—or through want of knowledge of the exact circumstances attaching to any job, such as item 5 referred to in paragraph 5 of the letter from this Press to the Controller of Military Accounts No. M. 11/371, dated 13th February 1909, which was unquestionably an error by the Government Press and against which we apparently have no right of appeal, is, I submit and repeat, so unfair to the Press and so wholly unprofitable that, in our own interests, we should, I consider, decline to undertake the work.

2. I enclose herewith, as requested in your letter, our File No. 75/106 dealing with the case of the printing recently done by us for the Station Supply Officer, Bangalore Brigade. A brief résumé of this case is as follows.

3. When the job (copy in the file) was sent to us, we were asked to submit a proof. To enable this to be done, we first set up 8 pages complete, took a proof of these, then altered the headings of these eight pages, proofed these and so on, till the 45 pages were printed and we had a complete proof available for despatch the headings for the whole of the 45 pages being thus kept standing in type till the proof was returned approved. In valuing up the job, in accordance with the schedule of charges allowed for Government printing at private presses, we charged for setting Rs. 1-4-0 per page, or Rs. 10 for the first eight pages (item 3 of the "rates per page for form work, circulars and job work generally"), and for the remaining 37 pages, the headings only of which were altered, we charged half rates, i.e., 10 annas per page or $\left(\frac{37 \times 10}{16} = \right)$ Rs. 23-2-0 [see item (k) of the schedule], our total setting charge thus amounting to Rs. 33 or As. 12 per page all round. The correspondence will show that on submission of our bill for Rs. 44 inclusive of striking, ruling and stitching charges, we were first advised by the Station Supply Officer, that if the job had been executed at the Government Press the cost would have been less than half the amount charged by us and, later, that the Superintendent, Government Press, "states that the work could have been done at a cost less than half the amount charged, but that in any case it would not have exceeded Rs. 33-7-0 at the usual rates passed by him for Military work done at the Lawrence Asylum and other private presses." The correspondence further shows that we declined to accept any reduction in our rates and asked for details of how the allowance of Rupees 33-7-0 was arrived at by the Government Press; that our bill was passed on to the Examiner of Military Accounts for payment, and that the latter officer has only remitted us Rs. 33-7-0, the amount allowed by the Government Press, and has furnished us with a detailed estimate of how this figure has been arrived at.

4. I would invite your special attention to this estimate as it illustrates very forcibly our oft-repeated contention that we do charge up our Dockets for Military work in accordance with the schedule rates, as we understand them, and that our rates, as so charged, are reduced by the Government Press without reference to us, and without giving us any reasons for such reductions. The variations in this instance between the rates charged by us and those allowed by the Government Press are practically all in the charges for composition as follows:—

(1) We set up eight pages in the first instance, charging Rs. 1-4-0 per page (item 3 of the rates for job work): The Government Press assumes that we set up four pages only and allows us Rs. 1-12-0 per page, presumably in accordance with item 5 of the schedule.

(2) We charged half rates (foot-note K) for the insertion of new headings in the columns, at As. 10 per page, or for the 37 pages Rs. 23. The Government Press allowances are—

	RS.	A.	P.
(a) altering headings at Rs. 1-8-0 per form (i.e., three-eighths pica page, or three hours at 2 annas, per each page) of four pages, ten forms at Rs. 1-8-0	15	0	0
(b) reimposing one form = one-fourth page small pica	0	5	0

Neither (a) nor (b) forms part of the schedule of charges allowed for Government printing at private presses, and we could not possibly therefore value up this particular job at these rates. There is not the least indication in the schedule of the charge for "altering headings at Rs. 1-8-0 per form of four pages," and yet we are seriously told that the Government Press retrenchments are in accordance with the schedule of rates allowed for Government printing in private presses!

5. It will further be seen from the papers in the file that I referred the estimate of rates passed by the Government Press for this job to the same four printing presses mentioned in my previous letter of the 29th October last, No. M. 2/3285, for their opinion as to the adequacy or otherwise of these rates, and it will be observed from the replies received that these presses are unanimously of the opinion that these rates are altogether unremunerative.

6. It will also be noticed that several presses take exception to the way in which the Government Press calculates to do the job, namely, by altering from the first four pages. By this method, where a proof of the whole job was to be given, the work has practically to be done twice over, first for the proof and secondly when finally striking. In theory it might appear an economical way of doing the work, but in practice it is a most expensive way, as any practical printer knows, the pressmen having to wait on the compositors and readers while the alterations to the forms are being made, the machines lying idle the whole time.

7. I would again invite your attention to the penultimate paragraph of my letter above quoted of the 29th October last, and to the suggestions therein made for securing equitable treatment for this press while meeting the views of the Government that our bills for Military printing shall be subject to check and scrutiny by the Government Press. The two instances specifically brought to notice in this letter (*vide* paragraph 1 above) would seem to furnish sufficient evidence for the introduction of some precise arrangements whereby an understanding can be secured between the Government Press and private presses undertaking the printing of Government or Military work and palpably unfair retrenchments, such as those now brought to notice, be rendered impossible.

8. It is evident that a more liberal scale of charges for the work should be allowed, as the result of the present system, if continued, will be that all Government work will be driven into the native presses, with whom private presses, superintended by Europeans, are utterly unable to compete. Indeed it is questionable whether even the Native presses can more than cover their workmen's wages, at such rates.

9. I would moreover point out that the clerical labour involved in submitting bills in triplicate, in order that the Government Press may check the charges, together with the postage thereon, represents a considerable item of actual expenditure for which no allowance is made in the schedule and appears to be supererogatory.

II

Memorandum by the Superintendent, Government Press, dated 3rd May 1910.

This correspondence appears to be due to the fact that the Lawrence Asylum Press did not submit a detailed bill showing the work actually done, as was formerly customary. It will be seen that the bill of August 7, is for "printing and ruling" 50 copies of a list. All the information this office had was this bill and a sample copy. No copy of the proof was sent and nothing was said about the supply of a proof or that the press "first set up 8 pages complete, took a proof of these, then altered the headings of these 8 pages" and so on till the 45 pages were printed, as stated in paragraph 3,

letter No. Ag. 11, dated — January 1910, yet, as the private firms referred to point out, the supply of a proof makes a considerable difference in the value of this work. The voucher copy shows that while the press set up 8 pages (1 to 4 and 37 to 40) it actually used only 4 pages (1 to 4) for the altered headings for the copies of the other pages to 36 (except page 37 altered for the last page), i.e., they altered 4 pages only, a method which is said in paragraph 6 of their letter to be the reverse of economical. As the usual procedure, with 8 pages set up would have been to alter pages 1 to 8 for 9 to 16, pages 9 to 16 for 17 to 24, and so on, as is said to have been done for the proofs, the natural assumption was that only 4 pages were set, and all the others were altered from these, page 45 being merely 44 with a figure altered and re-imposed. In the absence of particulars, my office had no reason to suppose that 4 other pages had been set near the end, and so estimated for 4 pages set and gave the altering charge usually passed, as the half rates of schedule (k) refers to column matter and not to headings altered. As to the proofs it is usual in such cases to merely paste the headings for proofs, but as the Lawrence Asylum Press states that it actually altered the types the charges at that rate can now be passed, and would have been passed had they told me of the work done, though under the schedule (2) (c) the most economical method should be adopted. The press admits that I allowed them a higher rate per page than that charged for the actual setting and that I included re-imposing the last page which was done but not charged by the press as it was not in schedule.

2. If, therefore, the press had favoured my computers direct with the particulars of the work actually done, the amount passed would have been—

	RS.	A.	P.
Setting 8 pages at Rs. 1-12-0 each	14	0	0
Altering heading for proofs for 9½ at Rs. 1-8-0	13	14	0
Do. for copies do.	13	14	0
Re-imposing page 45	0	5	0
Printing, ruling and stitching, not despatched apparently	11	2	0
Total	53	3	0

or omitting proofs Rs. 41-5-0 against Rs. 44 claimed.

3. In this connection I would ask attention to the correspondence forwarded in reply to a previous reference. There are many other letters showing how often I have to ask for details of, or vouchers for, work done, and this instance furnished another case—the press refuses point blank to accept the rates passed and gives no reason why. My computers are merely human, but it is apparently difficult also to get cases against them, when an isolated case like this is sent direct to Government and to private presses with details not furnished to my office.

4. I submit that the figures of the bills passed for the three firms who did the largest quantity of work during 1909-10 do not show excessive retrenchments—

	S.P.C.K. Press.	Graves, Cookson & Co.	Lawrence Asylum Press.
	RS. A. P.	RS. A. P.	RS. A. P.
Total of bills	16,883 10 9	73,078 14 8	5,964 6 9
Amount deducted	12 7 6	179 2 3	252 13 4
Percentage of reduction	0.07 per cent.	0.25 per cent.	4.2 per cent.

The higher percentage of the Lawrence Asylum Press is due to incorrect preparation of bills without details.

5. It is hardly correct for the Lawrence Asylum Press to say that they have no right of appeal against my office. Since the appointment of Controller of Printing, a percentage of the bills is re-checked by his audit staff and every bill now passed has words to that effect stamped on it. The Controller has not yet discovered a single case where too much was deducted, but he has ordered the Lawrence Asylum Press to make refunds in a few petty cases where my office has not noticed over-charges.

6. Paragraph 8 of Agent's letter.—The question of a higher scale was also raised in Educational No. 1588, dated 23rd August 1909, and in Public Department No. 3092, dated 21st August 1909, and it does not appear that any cause for an increase has been shown. I have nothing to add to the remarks then made, except that the

firms referred to can hardly be expected to be impartial judges of the value of a page of the work in dispute since all would benefit more or less by any general increase in the rate. It is unfair also to compare the rate for a small piece of work, which will always be higher than that paid for a number of works on a running contract. The fact remains that the S.P.C.K. Press is doing work at our rates (and as detailed bills are submitted, I have had no complaints of retrenchments); Messrs. Addison & Co. applied for a lot of work at these rates a short time back; since he gave the estimate quoted by the Lawrence Asylum Press (which is 4 annas per page less than that allowed), (Mr. Ogg of the M.E. Press has written asking me to give that press some work, and only yesterday I passed a small bill from Messrs. Higginbotham & Co. for Military work. It is evident therefore that the majority of these firms, which are under European management, have accepted or are willing to accept our rates.

7. *Letter from the Trustees No. 2/3285, dated 29th October 1909, paragraph (1).*—Sample forms are not available and are unnecessary if specimens of the work done are sent.

8. *Paragraph (2).*—This request is practically an indirect method of increasing the rates and is open to the same objection as a general addition to the schedule. It will be difficult to define what is urgent; a work delayed in the press often becomes urgent, and in any case the rate is high.

9. *Paragraph (3).*—This is what I have been continually asking for, but which the Lawrence Asylum Press has within the last four or five years refused to do. There has never been a case when author's corrections have not been paid if proofs and vouchers have been sent. Cases for explanation will be rare if the press will furnish copies of proofs, etc., and make out the bill in detail—the alterations can then be readily seen. I understand that the Agents have recently ordered this to be done.

10. *Paragraph (4).*—Such charges are of course provided for with other general charges in the schedule rates. These rates are more than labour cost. I am not aware that bills are submitted in triplicate. The press bills (like those of all other Government contractors) have been sent in duplicate to my personal knowledge for years and this has only been objected to recently.

Order—No. 384, Educational, dated 6th July 1910.

The Memorandum from the Superintendent of the Government Press, dated 3rd May 1910, will be communicated to the Trustees of the Lawrence Asylum Press. It would seem that, in the case reported, if fuller information had been given with the bill as indicated in the Memorandum, the Superintendent of the Government Press would not have cut the bill in the way that was done.

2. The Government hope that, if this course of giving full information with all bills is followed in future, no further occasion for complaint will arise.

(True Extract.)

L. M. WYNCH,
Ag. Secretary to Government.

To the Committee of the Lawrence Asylum.
„ Superintendent, Government Press.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 384, EDUCATIONAL, DATED 6TH JULY 1910.

[SUBJECT.—*Retrenchment by the Superintendent, Government Press, of the bills of the Lawrence Asylum Press for printing work done for Military Department.*]

*From the Principal and Secretary, Lawrence Asylum, Ootacamund,
No. 4177, dated 4th March 1910.*

Attention is invited to the notes with G.O., No. 114, Educational, dated 11th March 1910, recording papers connected with the protest made by the Rev. L. E. Cox, Working Agent to the Trustees of the Lawrence Asylum Press, against the retrenchments effected by the Superintendent, Government Press, in bills of the Lawrence Asylum Press for printing work done for military offices. The papers were recorded as no communication on the subject had been received from the Lawrence Asylum Committee, whom the Agents of the Lawrence Asylum Press had requested to protest against the orders of Government in G.O., Nos 762-3, Public, dated 5th October 1909, requiring the Lawrence Asylum Press to accept such revision of its rates as the Superintendent, Government Press, might make.

2. The Committee of the Lawrence Asylum now submit for the orders of Government a letter from their agents on the subject of the retrenchments in their bills effected by the Superintendent, Government Press. The Committee state that they had been requested by their agents to move Government to exempt the Lawrence Asylum Press from any check by the Superintendent, Government Press, but that they did not see their way to asking that the Lawrence Asylum Press should be accorded an exceptionally free-hand, different from that allowed to other private presses doing Government work. They therefore asked their agents to forward to them the records of any particular cases in which the Government Press retrenchments had been unduly severe or based on insufficient grounds. They have accordingly been furnished with a particular case which they now submit for the orders of Government.

3. The case submitted is a job done for the Station Supply Officer, Bangalore Brigade. It is a form extending to 45 pages with different headings for each page. The Lawrence Asylum Press charged Rs. 44 for this work and the Superintendent, Government Press, reduced it to Rs. 33-7-0. The Committee state that the original bill sent in by the Lawrence Asylum Press was strictly in accordance with the schedule prescribed by the Government Press but that the retrenchments ordered by the Superintendent, Government Press, are neither in accordance with that schedule nor based on any clear grounds. The Committee consider that, if the schedule of charges were to be arbitrarily departed from in this manner, it would not be possible to foresee what the Press would receive for doing a particular job, and that Government printing could not be undertaken except with the prospect of incurring a loss in connection with it. Four letters from practical printers in Madras—the S.P.C.K. Press, the Methodist Publishing House, Messrs. Addison & Co. and Messrs. Higginbotham & Co.—are forwarded to show that the rates of charges for this particular job, as reduced by the Superintendent, Government Press, are insufficient not only to leave any margin of profit to the Press but even to pay out-goings on the job.

4. The Committee request that the Government will pass such orders as will render the Press free from all arbitrary reductions of its charges by the Superintendent, Government Press.

5. In his letter to the Lawrence Asylum Committee, dated 29th October 1909, the Rev. L. E. Cox, Working Agent of the Lawrence Asylum Press, has made the following suggestions to secure equitable treatment for the Press :—

“(1) That the Superintendent, Government Press, be requested to furnish this Press with sample forms, for record and guidance, of each of the different descriptions of printing work included in the ‘Schedule of charges allowed for Government printing at private presses’.”

“(2) That for all ‘urgent’, 50 per cent. on the ordinary rates be passed.

“(3) That where there is a difference between the charges made by us and those which the Government Press can pass, an explanation be required of us as to the reasons for such additional charge, as such additional charge might be made on account of the extra number of proofs submitted, through the authors’ corrections being exceptionally heavy, or in some other way known only to the printer of the job and not to any one outside the office in which the work was done.

“(4) That a small charge be allowed on each job to cover cost of clerical labour, which is not at present provided for in the schedule of charges allowed by the Government Press. As we are now asked to submit bills in triplicate, it is only reasonable to expect that such a charge should be allowed, as it entails additional clerical labour.”

6. It is for consideration whether the Superintendent, Government Press, may be asked for his remarks on these suggestions.

T.K.—19-3-10.

K. RANGASWAMI AIYANGAR—19-3-10.

It will be necessary to obtain the Government Press’s remarks on the particular case submitted. The current file with enclosure may be sent to the Superintendent for remarks.

2. He may also be asked to note on the suggestions quoted above.

A. GALLETTI—21-3-10.

The current file may be sent to the Superintendent, Government Press, for remarks, and his objections also asked for the Rev. Cox’s suggestions in his letter of 29th October 1909 to the Lawrence Asylum Committee.

L. M. WYNCH.

Extract from the letter from the Rev. Lionel E. Cox, B.A., Working Agent to the Trustees of the Lawrence Asylum Press, No. M-2/3285, dated 29th October 1909.

* * * * *

I have therefore the honour to request that the Trustees will be good enough to represent our case, as above, to the Chief Secretary to the Government of Madras, and to offer the following suggestions which I trust, while securing equitable treatment for this Press, will also meet the views of the Government, namely, that all printing bills should be subjected to check and scrutiny by the Government Press :—

(1) That the Superintendent, Government Press, be requested to furnish this Press with sample forms, for record and guidance, of each of the different descriptions of printing work included in the ‘Schedule of charges allowed for Government printing at private presses’.

(2) That for all ‘urgent’ work 50 per cent. on the ordinary rates be passed.

(3) That where there is a difference between the charges made by us and those which the Government Press can pass, an explanation be required of us as to the reasons for such additional charge, as such additional charge might be made on account of the extra number of proofs submitted, through the authors’ corrections being exceptionally heavy, or in some other way known only to the printer of the job and not to any one outside the office in which the work was done.

(4) That a small charge be allowed on each job to cover cost of clerical labour, which is not at present provided for in the schedule of charges allowed by the Government Press. As we are now asked to submit bills in triplicate, it is only reasonable to expect that such a charge should be allowed, as it entails additional clerical labour.

[Memorandum by the Superintendent, Government Press, dated 3rd May 1910.]

Note please for Honourable Member’s orders.

L. M. WYNCH—7-5-10.

The first point for consideration is the specific complaint made by the Trustees of the Lawrence Asylum Press that the charge made by the Press for a specific job done for the Station Supply Officer, Bangalore Brigade, was cut down by the Superintendent, Government Press, from Rs. 44 to Rs. 35-7-0 without asking for any details or explanation from the Lawrence Asylum Press. The reply to this is contained in paragraphs 1 to 3 of Mr. Fisher’s Memorandum. The case now appears not to be one of excess charge by the Lawrence Asylum Press but one of retrenchment by the Superintendent, Government Press, without sufficient grounds. Mr. Fisher’s main argument in support of his retrenchment is that the details furnished were inadequate. He observes that if full details, vouchers and proofs had been submitted with the bill under reference he would have passed Rs. 53-3-0 or omitting proofs Rs. 41-5-0, against Rs. 44 claimed. The Superintendent, Government Press, complains that he has often asked for details of, or vouchers for, work done but without avail, and that this case furnishes an instance of how the Lawrence Asylum Press refuses point blank to accept the rates passed and gives no reason for its non-acceptance. The Superintendent, Government Press, is no longer one of the agents to the Trustees of the Lawrence Asylum Press, but under existing orders the bills for Government work done by the latter Press have still to be passed by the Superintendent of the Government Press. Unless, therefore, a better understanding is established between the Superintendent, Government Press, and the Agents for the Lawrence Asylum Press and unless the latter insist on the Superintendent of their Press conforming as far as possible to the usual practice of submission of bills with vouchers and sufficient details, the differences, of which the case under reference furnishes a typical instance, will not cease to exist. Attention is in this connection invited to the notes with G.O., Nos. 762, 763, Public, dated 5th October 1909.

2. With reference to the suggestion regarding the grant of a more liberal rate of charges, contained in paragraph 8 of the Rev. Cox’s letter, the Superintendent, Government Press, observes that no case has been made out for the grant of increased rates. Attention is solicited to the remarks of the Superintendent, Government Press, in his Memorandum on pages 5 and 6 of current file and pages 8 to 10 of the notes with G.O., No. 762, Public, dated 5th October 1909, and to paragraph 6 of the Memorandum on page 6 of current file.

3. With reference to Rev. Cox’s suggestion in his letter to the Asylum Committee of the 29th October 1909, the Superintendent, Government Press, is not in favour of the adoption of any of them. From his remarks, however, it is observed that if the Superintendent of the Lawrence Asylum Press should only send his bills with vouchers and with complete details, as every business firm should be expected to do, there will probably be no room for complaint either from the one side or from the other.

4. In view of the threatened withdrawal of the printing work of the Madras Railway Company from the Asylum Press, and of the fact that the loss of the Government custom at this juncture will thoroughly disorganize the affairs of the Press, it appears to be necessary that steps should be taken to put an end to the friction between Mr. Mumford and Mr. Fisher.

K. RANGASWAMI AIYANGAR—16-6-10.

I submit that the Superintendent, Government Press's reply may now be sent to the Trustees for their remarks, especially with reference to the statement that the bill, which form the subject of the present disagreement, was accompanied by insufficient information as to details of work done. The case should then be ready for a decision.

S. H. SLATER—20-6-10.

I have spoken to Mr. Francis about this matter and he agrees with me that nothing would be gained by sending the Superintendent, Government Press's reply to the Trustees for further remarks.

2. It is clear from what the Superintendent, Government Press, says that, if the Lawrence Asylum Press had furnished in the first instance with their bills the information which was given in Mr. Cox's letter, the bills would not have been cut to the extent they were.

3. The Superintendent, Government Press's letter may be communicated to the Trustees with the remark a repetition of the complaint may be avoided by giving the fullest possible information with the bills as indicated by the Superintendent, Government Press, and that Government hope that no further occasion for complaint will arise.

Please draft.

L. M. WYNCH—29-6-10.

The remarks of the Superintendent, Government Press, are contained in his u.o. note of the 3rd May 1910, and not in an official letter. The u.o. note by the Superintendent, Government Press, may be treated as a memorandum and may be communicated

L.M.W. | to the Trustees of the Lawrence Asylum Press. In this case, the u.o. note by the Superintendent, Government Press, will have to be transferred to the current file.

2. The draft order below is for approval.

K. RANGASWAMI AIVANGAR—1-7-10.

S. H. SLATER—2-7-10.

The draft order is submitted for approval.

L. M. WYNCH—4-7-10.

Approved.

M. H[AMMICK]—5-7-10.

Issue.

L. M. WYNCH—6-7-10.

[G.O., No. 384, Educational, dated 6th July 1910.]

Controller of Military
Accounts
Madras.

I-A 6

Fort St. George,
23rd February 1909.

Dear Sir,

I enclose a letter (No.B-11/371, dated 13th February 1909) from the Superintendent, Lawrence Asylum Press, Madras, and shall be much obliged if you will kindly favour me with your remarks on the various points raised.

There is no doubt that a very large portion of the printing is required to be done urgently. This is particularly the case in the matter of Budget Statements which have frequently to be struck off at very short notice and I have invariably found the Lawrence Asylum Press most obliging in these cases.

You are of course in a better position to judge to what extent the compliance with urgent orders from Military Offices would dislocate the ordinary work of the Press, but I am of opinion that frequent calls of such a nature must necessitate the making of special arrangements and ipso facto increase the cost of the printing.

As stated, in para. 8 of the enclosure, the paper required for printing is supplied by this office so that the Press get no profit in that respect.

Yours very truly,

(Sd.) E.H. Payne, Major,

Dy. Controller, Milly. Accts.

To the Superintendent, Government Press Madras

From the Superintendent, Lawrence Asylum Press, Madras, No. B-11/571, dated 15th February 1909, to the Comptroller of Military Accounts, Madras.

In acknowledging the receipt of your cheque for Rs.132-2-0 in payment of Bill No. 777 of the 30th April 1908 for Rs.224-4-0, I have the honour to point out that I am unable to accept the retrenchments, amounting to Rs.92-2-0, made by the Government Press in the bill in question, and must request a remittance of this amount at your very early convenience.

2. The retrenchments made in our bills and the unsatisfactory and, to us, unintelligible manner in which these are effected, have been growing so acute or late that I must now protest, in the interests of the Lawrence Asylum, against our bills for work done for the Government Departments being referred to the Government Press for revision. In making this protest, I ask for no preferential treatment: I am prepared to compete for such Government printing work as cannot be executed in the Government Press on equal terms with any other commercial printing press of repute in Madras, but I am unable, for the reasons mentioned below to allow any further reduction by the Government Press of our charges, and I cannot accept any such retrenchments in future.

3. I have no precise information as to the basis on which the retrenchments referred to have been made recently, but presume the rates charged by the LA. Press are in excess of some scale of rates now prevailing at the Government Press. We have always, I understand, followed Government rates--or what were known to us as Government rates--in our debits for work done for the Government Departments, but I submit that the Lawrence Asylum Press, as a business undertaking, cannot allow its rates to be cut down or in any way interfered with by another press, without its consent or without even calling for particulars as to how our charges were made up.

4. The Government Press or any other press has necessarily no knowledge of the circumstances under which any

particular job is done at this Press and is therefore quite unable to value it at its true worth, and any comparison which is made by them with their rates is altogether unfair. Practically all the work, the charges for which have recently been so ruthlessly cut down, has been urgent work and has been executed by us at high pressure, entailing a detachment of the staff from other work in the Press to meet the urgency, and I feel sure that not only this Press, in common with every other commercial press throughout the country, but also the Government Press itself would not, in such cases, consider the reduced rates sufficient.

As instances in point, I quote the following 5 items from which retrenchments have been made by the Government Press in the Bill No. 777 now under reference--

	Amount as charged.	Amount as passed by Govt. Press.	Difference
1. Printing 22 copies Extract Consolidated Comparison Statement, Dept. Military Supply, Burma, 9 pp.	Rs. 14-0-0.	Rs. 5-7-3.	Rs. 8--8-9.
2. Do. do. Secunderabad, 11 pp.	16-0-0.	6-7-3.	9--8-9.
3. Printing 12 copies Consolidated Comparison, Army Dept. Burma, 27 pp.	29-0-0.	14-8-6.	14--7-6.
4. Do. do. Secunderabad, 31 pp.	33-4-0.	16-8-6.	16-11-6.
	92-4-0.	42-15-6.	49-4-6.
5. Printing 22 copies each of Secunderabad Division Army and Mil. Supply Dept. I.A.F. 762 of 30 pp. and 12 copies each of Burma Divn. Army and Mil. Supply Dept. I.A.F. 762 of 10 pp.	70-0-0.	29-4-6.	40-11-6.

5. It will be noticed that the retrenchments in the first 4 cases have amounted to over 55% of our charges, the only explanation afforded being the curt one, viz: "Matter standing: removing figures and inserting blanks in some columns", and that in the 5th item, the retrenchment is close on 60%, the explanation here being "Matter standing, charged in March 1908, only striking is allowed with 50%.

6. In addition to the actual new work, a blank proof had to

be prepared after each statement is struck for the next statement which is not separately charged for, a fact which the Government Press may not be aware of; in all cases the jobs were sent to us as "urgent" and we had to put aside other work in hand in order that these Consolidated Comparison Statements may be completed and despatched in time. In the first four items it is true that some of the matter was standing, but surely we are entitled to consideration for this standing matter, it being our own property, as well as the actual new work done on these four jobs; the rates we charged for the whole of the jobs were only half the Government rates for similar tabular work. In the 5th item the whole of the I.A.F. 762 forms were set up de novo and the Government Press is in error in its assertion that the matter was standing.

7. As you are aware, we have been printing these Extracts of Consolidated Comparison Statements monthly since January 1907 and as you are also aware, no retrenchments whatever have been made in any of our bills for 1907, although our charges for printing these statements were calculated and included in our bills on exactly the same basis as those of more recent period.

8. Another point which I must urge in the interest of the Trustees of the Lawrence Asylum is the fact that for all the Government work under reference, the paper is supplied by the Government Departments and we do not therefore receive any benefit from sales of our paper which accrues to the Press on all other work and I have now under consideration the question of whether I should not in future, in the interests of the Press and the Asylum, charge 10% on the value of the paper supplied by the Government Departments to compensate for the labour involved in handling, cutting up, and generally dealing with the same. It appears to me that it is quite unfair to expect us to do this without charge.

9. We also do not raise any debits in our accounts against the Government Departments for the clerical labour involved in the preparation of bills, all of which are

required to be submitted in duplicate, and the keeping of the accounts connected with them. This, I can assure you, is no inconsiderable figure.

10. Further, with regard to "Standing Matter". Payment for the first setting up of a job does not secure the ownership of the types and material used; they still remain the property of the Press. For the convenience of customers, urgent recurring jobs are usually kept standing, but it is entirely optional to the printer to do so. If he does so, he is entitled to charge interest on his capital so set aside--for the materials kept standing cannot be used on other jobs and thus produce revenue. Unless, therefore, our rates are passed without reduction, I shall still further have to consider a charge to cover interest on the value of types and materials kept standing, which I submit I am quite entitled to do.

11. Under the system now prevailing, our bills for work done for your department are, as a rule not paid until about three to six months after date of submission, and I need not point out to you how serious an inconvenience this is to a business firm.

12. In conclusion, I have therefore the honour to request that, under the above circumstances, you will be able to see your way to free this Press from the surveillance of the Government Press and that you will continue to send us your work as heretofore, which will be charged for at perfectly fair and moderate rates similar to those obtaining in any other commercial printing press under European supervision in Madras. Unless you can undertake to do this, I shall be reluctantly compelled to discontinue doing your work as I am only suffering a loss by doing it at the rates allowed at present by the Government Press.

13. I enclose herewith for your information a table of rates charged by this Press for ordinary and urgent work.

C- Reply

From the Superintendent, Government Press, Madras, D.O. Dis. No. 1247, dated 9th March 1909, to Major E.H. Payne, Deputy Controller of Military Accounts, Secunderabad Division, Bolarum.

Your D.O. of the 23rd February 1909 forwarding for remarks a letter from the Lawrence Asylum Press No. B-11/371, dated 13th February 1909 (herewith returned).

1. The Lawrence Asylum Press asks--

- (1) that a certain bill may be paid in full,
- (2) that the Lawrence Asylum Press be given preferential treatment and set free from "the surveillance of the Government Press" (which means I presume that the bills are to be passed without check or technical audit), or the press will discontinue to do your work,
- (3) that in addition the Press be allowed 50% of the ordinary composing rate for standing matter (vide their scale),
- (4) also that urgent work be paid 50% extra,
- (5) and that the Superintendent is considering whether he should charge 10% on the value of the paper sent to him by departments,
- (6) There is also postage and packing which the Lawrence Asylum Press has recently added to its bills.

2. As far as (1) is concerned I have nothing to say, except that the rates passed are on the same scale as those in force for many years. The forms I.A.F. 762 which the press says was not standing in April are I believe the same as those I wrote to you about which in your No. C-5075, dated 25th November 1908 you stated were printed monthly on partially printed forms supplied from Calcutta, but which the press charged for in March as if the whole were set up and printed and ruled on blank paper, instead of as was actually the case, only a part being set and printed on printed and ruled forms supplied to the press.

(a) On the samples you sent to me it is clear that the same type was used for both the jobs charged in March and April and the latter were therefore standing. Possibly the samples sent to me are not correct in this instance, as I have already pointed there have been cases where samples two years old have been sent to me as vouchers for current work.

2

When the press sent the samples direct there were no such mistakes. Even supposing the press reset the matter for the printed forms every month the correct charge would be less than the amount billed.

3. As to demand (2) my audit has been done under the orders of Government for many years past, but I should welcome any change which would relieve this office of this work. I presume however that there must be some technical audit of the accounts. This correspondence proves the necessity of some check (especially the overcharge for the I.A.F. 762 forms above mentioned). The fact the technical audit is located in the Government Press has nothing to do with the matter at all. Even if this press were abolished it is presumed that there would still be a technical check of bills as in other Governments.

*Sometimes enough
Copied here*

4. About five years ago a check audit was started by the Controller of Printing and Stationery, India, who is presumably impartial and sees that I pass only the rates sanctioned by scale. Last year I was called on unofficially to explain why the bills for the Military Accounts Departments including those for 1907 (which the Lawrence Asylum Press says were passed without retrenchments) were not checked by me for some years. My reply was that your office did not send them to me, although I checked all those done by the Lawrence Asylum Press for the Ootacamund Military offices as usual. I presume that he has addressed your office since as these bills now come.

5. During this interval when the Lawrence Asylum Press bills were passed without technical check, your office referred a few cases to me, e.g., your letter No. 2738, dated 13th September 1905 and my reply No. 4693, dated 23rd September 1905: a 5-page pension circular was charged by the Lawrence Asylum Press Rs. 20, the scale allows Rs. 13-8-0 and a local firm charged Rs. 7-8-0. In another case Rs. 550 was charged for work which would have allowed Rs. 361-4-0 at the usual rates. (Your A.B. 4135, dated 29th Aug 1907, etc.) This hardly indicates that a technical check can be dispensed with.

3. 10 6

6. The Lawrence Asylum Press supports its requests by the statements that I have recently altered the scale of rates, that the bills are ruthlessly cut down, that the Government Press have no knowledge of the circumstances under which the work is done; that the retrenchments are unintelligible and are made without calling for particulars. This press has made similar charges many times recently, but although I have often asked for proofs (vide my Dis. Nos. 715, dated 17-2-1906, No. 775, d/16-3-1906, Ref. No. 2127, d/9-7-06, Dis. No. 5685, d/21-11-1908, etc. (copy enclosed), I have never had a reply. When there is a fixed scale the internal arrangements of the firm doing the work are no concern of the checking officer. As to the details of the alterations, bills have to my personal knowledge been submitted in detail for setting, printing, ruling, etc., separately, for the past 20 years by this press and all other Madras presses, but recently the Lawrence Asylum Press has refused to do this for work done for Military offices in Madras and for some only of those at Ootacamund--Vide my Ref. No. 3222, dated 13th October 1908 and 6265, dated 30th December 1908 to you and your C. 4648, dated 6th November 1908, in which you stated that the Lawrence Asylum Press had been asked to submit bills in the usual form to avoid references about alterations. In the I.A.F. 762 for example, not only are there no details but 4 jobs are lumped together, as one--2 for Burma and 2 for Secunderabad, 2 for the Military Supply and 2 for the Army Department. It is obvious that if the press follows the usual procedure (which is in force in Calcutta and in England also) the alterations--which are not always reductions--can be readily seen.

7. I have not the slightest hesitation in saying that the alterations are due mainly to the improper preparation of the bills, even the same work is charged at different rates so the press can hardly complain of retrenchments. It is strange also that no instances of improper charges have been given as I have so often asked. There is also the fact that I have passed bills for printing at many private presses (European and Indian) amounting to Rs. 1,50,000

annually on the same scale and the total alterations on all other work (generally a few annas only) are less than the total on the comparatively small amount of about Rs.5,000 for Military Printing.

8. With reference to the requests for further preferential treatment (3), (4), (5) and (6) it is presumed that these facts were taken into consideration when the scale was fixed and, as is usual with contracts, the work has to be taken as a whole. There is no doubt that urgent work is more costly than ordinary and in some English and Northern India contracts from 25% to 5% extra is allowed for such work, but during the years your work was done here the number of urgencies was not large, and no provision has been made in the scale for these extras, while according to G.O. No.149, Military, dated 10th January 1885, the printing of Military Forms was transferred to the Lawrence Asylum Press on the understanding that no extra expense was involved. The rates for printing here have not been altered since 1877, but they are presumably profitable as European firms of good standing in Madras are doing work under the same condition as the Lawrence Asylum Press and others applied this year for some work which they thought would be given out on these terms. There has been a considerable reduction in the rates paid to private contractors for Military Forms in Calcutta recently, although the wages are higher there than in Madras. For example:--

	Calcutta.	L. A. P.
For composing a page of pica solid the rate is.	Rs.0-13-4.	Rs.1-0-0.
For striking first 1,000 copies, average.	" 0-14-0.	" 2-0-0.
Colored inks extra.	10%.	25%.

9. If however you consider that there are reasons why the Lawrence Asylum Press should be given better rates than other presses, I am willing to verify the bills at the rates if sanction is obtained. I cannot very well alter the rates myself, especially in view of the recent orders about economy in printing expenditure, and I presume the sanction of the

Controller of Stationary and Printing or some higher authority will be necessary, or the scale should be fixed in consultation with him. In view of the correspondence during the past three years it will be advisable for the new schedule and condition to be detailed and explicit, and I should much prefer that the audit be done by the Controller's staff direct.

I-0

12 ✓ 11

From Lieut.-Col. R.F.R. Formby, I.A., One of the Agents to the Trustees, Lawrence Asylum Press, Madras, No.11/685, dated 13th February 1909, to T. Fisher, Esq., Superintendent, Government Press, Madras.

I have the honour to forward herewith copy of a letter addressed to the Comptroller of Military Accounts on the subject of retrenchments in our bills, made by your office, for work done for that Department and request that you will kindly go into the matter, as it is quite impossible for this Press to continue doing work at such a heavy loss as the rates allowed by you entail.

R.F.R.

From the Superintendent, Government Press, Madras, Dis. No. 854, dated 18th February 1909, to Lt. Col.R.F.R. Formby, One of the Agents to the Trustees, Lawrence Asylum Press, Madras.

I have the honour to acknowledge receipt of your No. 11/685, dated 13th February 1909 enclosing a copy of a letter on the subject of the printing for the Military Departments and to state, as I have often done before, that I have no power to alter the rules for the check of work or to pass higher rates for the Lawrence Asylum Press than for other presses without the sanction of Government, which I hope you will be able to obtain. I shall, of course, welcome the reduction in the work of my office which is suggested.

II-A

13

From the Superintendent, Lawrence Asylum Press, Madras, No. 10/5416., dated 11th November 1908, to the Superintendent, Government Press, Madras.

With reference to para. 2 of your letter No. 3222 of the 13th ultimo to the Deputy Comptroller of Military Accounts, copy of which has been forwarded to me, I have the honour to request that you will be so good as to furnish me with a complete rate list in accordance with which you now pass for payment bills for printing submitted by this Press to the Departments under the Deputy Comptroller of Military Accounts.

With the possession of such a list I will undertake to prepare our bills in accordance with the rates shown therein and the present unsatisfactory procedure by which our bills are retrenched by your office without intimation to us and the correspondence that is continually resulting therefrom will at once be at an end.

II-3

From the Superintendent, Government Press, Madras, Dis. No. 5685 dated 21st Nov. 1908, to the Superintendent, Lawrence Asylum Press

With reference to para. 1 of your letter No. 10/5416, dated 11th Nov. 1908, I have the honour to state that a copy of the schedule of rates was supplied to you with my letter Ref. No. 775, dated 16th March 1906. A reprint copy is now sent.

2. Your reference to the unsatisfactory procedure should have been addressed to the Deputy Controller of Military Accounts. As far as the alterations are concerned, I have to invite your attention to para. 1 of my letter quoted above and to my letters Ref. Nos. 715, dated 17th Feb. 1906 and Ref. No. 2127, dated 9th July 1906 and to observe that I have not yet received even one specific instance in which the rates passed have not been in accordance with the schedule for your Press in common with other presses.

II-C

14

From the Superintendent, Lawrence Asylum Press, Madras,
No. M-11/5681. dated 27th November 1908, to the Superinten-
dent, Government Press, Madras.

I am obliged for the enclosures to your letter No.5685,
of the 21st instant.

To prepare our bills against the Departments under the
audit control of the Deputy Controller of Military Accounts
in detail in the manner suggested in your letter to that
officer No. 3222 of the 13th October 1908, would entail a very
large amount of additional clerical labour which I am anxious,
if possible, to avoid. Our position now is that we submit
bills against the Departments under reference for certain
amounts, on account of which we receive payments for lesser
amounts without any intimation whatever regarding the retrench-
ment, not even that our rates were amended by your office:
this I think you will agree with me is not satisfactory.

I have now given orders for our bills in future against
the Departments referred to to be prepared, as far as possible,
in accordance with the rates quoted in the schedule enclosed
with your letter and I shall be much obliged if you will
kindly send me another copy of the rate list for transmission
to our Branch Press at Ootacamund.

I would, however, ask whether, in addition to the
scheduled rates, you will be prepared to pass a small per-
centage, of say 2%, on account of miscellaneous charges,
including packing, office expenses, etc.

II-D.

15

From the Superintendent, Government Press, Madras,
Dis. No. 6265, dated 30th December 1908, to the Deputy
Controller of Military Accounts, Madras.

I have the honour to return herewith the bill No. 889
together with the receipt and letters forwarded with your
letter No. C-4648, dated 6th November 1908, the charges
admissible for setting and striking, etc., being noted in
pencil against each item reduced, and to state that such
references will be avoided if, as requested in my letter
Ref. No. 3222, dated 13th October 1908, the Lawrence
Asylum Press furnishes details in its bills as every other
printer does, and as the Lawrence Asylum Press has done
for many years till recently. It is obvious that without
working out the details, a bill cannot be prepared and copying
those details in the fair bill is all that has been required.
If this is done the reason for alterations will then be under-
stood without a reference to me.

II-E.

16

From the Superintendent, Government Press, Madras,
Dis. No. 25, dated 5th January 1909, to the Superintendent,
Lawrence Asylum Press, Madras.

Adverting to your letter No.M-11/262, dated 29th
ultimo, I have the honour to state that I have no authority
to allow the extra percentage asked for in the last para.
of your letter No.11/3681, dated 27th November 1908. If
you can get the different offices to allow special charges
for packing and postage, I see no objection to its being
done.

From the Superintendent, Government Press, Madras, Ref.
No. 3222, dated 12th October 1908 to the Deputy Controller of
Military Accounts, Secunderabad Division, Madras.

In returning herewith Bills Nos. 414 and 593 forwarded
with your letter No. 3864, dated 26th September 1908, I have
the honour to state that the charges allowable for setting,
striking, ruling, etc., are now shown against each item, but as
the printers have submitted only bills without details it cannot
definitely be stated under what head or heads the printers have
charged higher than the admissible rates.

2. As the printers desire to know definitely the cause of
reductions I have to request they may be directed to submit
their bills in future with the charges for setting, striking,
ruling, numbering, etc., for each work shown separately just as
the Lawrence Asylum Press, Ootacamund Branch does. In this case
they would know exactly why reductions are made and references
of this kind will be avoided.

3. On further examination I notice that the specimen forms
forwarded by the printers in support of the charges (items A to G)
in the bill No. 414 bear imprints which show that they were
printed in previous years and in at least two cases the samples
sent were printed by the Contractors for Government Printing
and not by the Lawrence Asylum Press. I have therefore to
enquire whether they were actually printed in accordance with
your orders quoted against each and if so, why correct specimens
were not sent for scrutiny.

4. The specimens in question are returned for inspection and
re-transmission.

5. The Lawrence Asylum Press letter No. 1805 forwarded with
your letter No. 3674, dated 17th September 1908, also returned
herewith.

III B.

Reley

From Major E. H. Payne, Deputy Controller of Military Accounts, Secunderabad Division, Madras, No.C4939, dated 17th November 1908, to the Superintendent, Government Press, Madras.

With reference to your letter No. 3222, dated 13th October 1908, I have the honour to inform you that the Superintendent, Lawrence Asylum Press has been asked to comply with the request contained in para. 2 of the letter.

2. The specimen forms marked A to G. have been detached and a sample of each of the forms printed by Lawrence Asylum Press are forwarded in lieu.

IV-A.

19

From Major R.F.R. Formby, I.A., One of the Agents to the Trustees, Lawrence Asylum Press, Madras, No. 585, dated 14th February 1906, to Thos. Fisher, Esq., Superintendent, Government Press, Madras.

My attention has been drawn to the reductions made by you in the rough lists of charges sent from the Branch Press. For instance in two batches before me I notice in most instances you have reduced the composition charges by one-half, which clearly cuts out any profit that might be made on the work.

When it is considered that the composition charge has to cover all clerical work such as the making out of docketts, rough lists of charges, memos. of charges (entailing twice sending to your Press) and the postage thereon, to say nothing about reading and distribution, it must be apparent to you that it is unfair to grant such ridiculously low charges to Presses which have to live by their profits.

Again, in the striking of red ink forms, I am told that it has been usual to charge 50% extra for the trouble and labour ^{now} this involves, and the Superintendent advises me that this is more too much, but this you now cut down to 25%.

Now, although you may have a very laudable motive for seeking to reduce to a minimum the cost of printing work done for the various departments, yet with the interests of the Press in view (which, also, you must have) I think, fair and adequate charges should be allowed as in the past.

Is it not possible therefore to restore the statu quo, and to return to the prices which formerly ruled?

I shall be obliged if you will give the matter your most careful consideration.

From the Superintendent, Government Press, Madras, Dis. No. 715 dated 17th February 1906, to Major R.F.R. Formby, I.A., One of the Agents to the Trustees, Lawrence Asylum Press, Madras.

With reference to your letter No. 585, dated the 14th instant, I have the honour to point out that, no matter how willing I may be to assist the Lawrence Asylum Press, the charges passed for the work done are based on a fixed schedule or long standing practice which I have no power to alter, without instructions, nor can I give one press higher rates than another. I may mention also that a percentage of the bills is audited and re-checked by a trained auditor from Calcutta, who is supposed to see that the rates are correct. If the rates are unprofitable the only remedy appears to be a petition to Government to revise them.

With reference to your accusation that the rates are cut down more than formerly, I shall be obliged if you will give me--say a dozen--instances where my subordinates have made mistakes and this has happened, so that I can deal with the offenders. If such have occurred it is strange that your Branch Superintendent has not brought them to my notice, as he has done in a few instances principally about paper, on which I may add I always allow 50% on the rates I pay for paper of a similar quality. In the only case you cite about red ink forms my records do not show a single case where 50% extra has ever been paid.

With reference to your remark about sending rough and fair memos. of charges, it has been understood that this has been done for your convenience. It will save work in my office if you can arrange to send one bill only in duplicate as is done by other private presses in similar circumstances.

IV-C. Ruby

21

From the Superintendent, Government Press, Madras
Ref. No. 775, dated 16th March 1906, to Colonel R.F.R. Formby,
Lawrence Asylum Press, Madras.

With reference to your letter No. 687, dated 23rd February 1906, I have the honour to state that in consequence of your emphatic assertions I have had another check made as far ~~as~~ back as the files or the bills go and cannot find a single instance in which the "charges have been very much reduced quite recently". As the technical checking of the bills was under my supervision in Mr. Hill's time, and I have not yet been able to delegate it to my Deputy Superintendent, I can confidently assure you that a different system has not been put in force; alteration in the bills are not necessarily reductions on former charges. In the case of the cover you mention, it is one in which the address only has been altered and alteration rates have been passed as usual, there has been no reduction in the setting charge. I can only repeat my former statements about the red ink and the paper, the latter of which you can hardly be in a position to contradict so emphatically as you cannot know the price I pay for paper. I still await, therefore, some instances in support of your statements.

2. A copy of the schedule of rates is sent herewith.

No answer received

V 22
From the Superintendent, Lawrence Asylum Press, Madras,
No. 2205, dated 26th June 1906, to the Superintendent, Govt.
Press, Madras.

I have the honour to return the rough list of charges
received with your letter No. 1950, dated the 23rd instant,
and to say that in the interests of the Press, I cannot accept
the reductions made in on items Nos. 1 and 2, as the work has
already been charged at the lowest rate, consistent with
working for a profit. I shall therefore thank you to be good
enough to pass the items as originally charged.

T-A. Ripley

From the Superintendent, Government Press, Madras Ref.
No. 2009, dated 27th June 1906, to the Superintendent, Lawrence
Asylum Press, Madras.

In reply to your letter No. 2205, dated 26th June 1906,
I have the honour to return the bill sent therewith and to
point out, as I have done before, that, however, willing I may
be to increase the charges made, I have no authority to pass
higher rates for work done in your Press than for that done
at other presses. The amount in this instance may be trifling
but it may possibly be used as a precedent when larger sums are
involved.

VI

23

From the Superintendent, Government Press, Madras,
Ref. No. 2127, dated 9th July 1906, to the Superintendent,
Lawrence Asylum Press, Madras.

In reply to your letter No. 2299, dated 6th July
1906, I have the honour to state that I have no authority
to pass 50% for red ink impressions and therefore return
the bill as originally passed. In spite of your repeated
assertions you have failed to produce a single case where it
has been passed before. If you consider that the charges
are unfair you can of course refuse the work or address
Government on the subject, though I hardly think it likely
that Government will instruct me to pass higher rates for
your press than I do for other private presses.

From Lt. Col. E. W. Marlow, Controller of Military Accounts,
Secunderabad Division, No. 2738, dated 13th September 1905,
To the Superintendent, Government Press, Madras.

In forwarding the attached bill from the Lawrence Asylum Press, Madras, I have the honour to say that a sum of Rs.20 (a) has been charged for printing a Pension Circular containing (b) 5 pages, but for a similar Circular the Manager "Madras Times" Publishing Company has charged only Rs.7-8-0. I would, therefore, enquire whether the charge made by the Lawrence Asylum Press is reasonable.

2. I send you also a copy of my report on the proposed system of paying pensioners and would be glad to be informed whether the charge made on that account, viz: Rs.126 is, in your opinion, fair.

From the Superintendent, Government Press, Madras, Dis. No. 4693, dated 23rd September 1905, to the Controller of Military Accounts, Secunderabad Division, Madras.

With reference to your letter No. 2738, dated 13th September 1905, I have the honour to state that the maximum charges usually paid to private presses for the work mentioned according to the fixed schedule which has been accepted by the Lawrence Asylum Press for many years are as follows:--

Cost of setting and striking 275 copies of the Pension Circular.	Rs.12-8-0.
Do. 12 copies of Pensions System Report inclusive of the cost of paper.	" 87-14-4.
	Rs.101-6-4.
Charge.	" 140-0-0.
Excess.	Rs. 38-9-8.

The Pension Circular would cost Rs.8 if done at the Government Press, and as much of the matter is standing each quarter the press which charged Rs.7-8-0 doubtless made a profit.

2. The bill and the specimens are herewith returned.

READ AGAIN G.O., No. _____, dated _____ 19____

" " " " _____, " _____ 19____

READ ALSO:—

C. No. 183, From the Secretary to the Committee of the LA Press. No. 4177, dated 4. 3. 1910.

Memorandum by Mr. S. G. P., dated 3rd May 1910. 19

19

ORDER.

No. 384, dated 6. 7. 1910.

5. vñ. 102

(that in the case reports if
fuller _____

The Sup^r of the Gen^l Penn^a women who
have sent to Bill in the way that
was done,
if the course of giving
full in final with all bills
is followed in future

²⁰ The Committee of the L. A. Bohemian
S.P.

The memorandum from the Superintendent of the Govt. Press dated 3rd May 1910, will be communicated to the Trustees of the Lawrence Asylum Press, with the remark ~~that~~ ^{that some error} ~~a repetition of the complaint may be avoided by giving the fullest possible information with the bill~~ ^{has been given} as indicated by the Superintendent Govt. Press, a

2- The Govt. hope ~~that~~ no further
occasion for complaint will
arise.

$\frac{20}{1-7.10}$ $\frac{50}{2/7}$

Lump.
4/7/00

Current No., dated 190 ..

G.O., No. 384, dated 6. 7. 1900.

Number of MS. pages sent { Correspondence including order or orders
(b)
Notes.....

Docket. Communicating to the Lawrence
Asylum, to a certain memorandum
from the Superintendent, Asylum, regarding
the retrenchment of the Lawrence
Asylum Press. Bills to the Superintendent
of the Press, Madras.

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	...	25	
Ooty Records	...	...	6	
For filing with original	...	...	1	
Total	...	...	32	

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (d) of G.O.		Notes
			No.	Papers.	
Signature copies.....	2				
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Dept.					
Total					
Spare copies.	The Director of Public Instruction.....				
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
	The L.A. Committee.....	10			
	The S.C.P.....	10			
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
	Total	22			

INSTRUCTIONS FOR THE
SECRETARIAT.

(a) If a paper is marked to be printed
urgently, the Superintendent of the section
concerned should sign the Press slip. The
Superintendent should exercise a careful discre-
tion in the matter.

(b) Each letter, memorandum, or order, or set
of orders, in the file of correspondence should be
headed in succession with the Roman numeral I,
II, etc., the number being written in red ink
or blue chalk above the item. The particular
papers to be printed in the special issue-copies
should be indicated by the Roman numeral (I,
II, etc.) by which that item has been headed in
the correspondence file. All matter, including
marginal remarks or references, to be printed
should be written in ink and matter which should
not be printed should be encircled. Initials and
signatures that are not quite legible should be
re-written distinctly.

(b) For rules regarding printing of notes,
see the rules in G.O., No. 1220, Public, dated
30th November 1900.

(c) The number of copies and the details of
distribution should be filled in by the Superin-
tendent or Referencer concerned.

(d) In the absence of special instructions to
the Press to keep matter standing for a specified
period, ordinary papers of 8 pages and under
will be kept standing for one week, and larger
papers for two weeks only. The type of notes
and of all confidential papers is distributed
immediately after striking.

(e) This slip, properly and completely
filled in, should accompany every paper sent to
Press; it will be returned by the Press when
proofs are furnished; it should be sent to the
Press when a call is made for revised proofs or
when a corrected proof is sent for striking.
When finally returned by Press it should be
filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of
the Press, a paper has been marked urgent
unnecessarily, he should send the Press slip to
the Deputy Registrar with a remark to that
effect.

(b) Unless a note to the contrary is made
against the matter, pencil entries should not
be printed. The Superintendent of the Press
may bring to the notice of the Deputy Registrar
any instance of incomplete or careless editing.

(c) Signature copies of letters to the
Secretary of State or to the Government of
India should be printed on hand-made paper.

(d) This slip should be returned by the Press
to the Secretariat when proofs are furnished; it
will be sent back to the Press when proofs
are returned corrected and should be finally
returned to the Secretariat when struck-off
copies are supplied.

(e) The names of the Secretary and Members
should be printed in full when they occur on
the right hand side, but only the first time when
they appear on the left side, the initials alone
being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.

TO PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval
at once.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supdt.

.....Supdt.

.....Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....6/7	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			
" " " Issue.....			
For Volumes.....			
For E. T.....			
Total ...			

First copy sent to Press.

Returned for signature.

Despatched in Print.

RECEIVED No.

DATED

NUMBER OF COPIES
REQUIRED.

Order complete

Letter only.

Order complete with Letter.

27

RECEIVED No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

NOTE.

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.