

Home (1917) Department.
(Education)

Ordinary SERIES.

G.O. No. 1196.

DATED 17-9-1917

[Despatch Abstract.]

REDUCTION IN PRINTING CHARGES.

Communicating to the heads of departments under the Home (Education) Department G.O.No.526, Financial, dated the 7th August 1917 passing orders on the further proposals of the Superintendent, Government Press with regard to ——— and requesting the Director of Public Instruction to report on certain points.

Government of Madras

FINANCIAL DEPARTMENT.

G.O. No. 526, 7th August 1917

Reduction in printing charges

Passing orders on the further proposals of the Superintendent, Government Press, with regard to —.

READ—the following papers :—

I

G.O. No. 53, Financial, dated 23rd January 1917.

ABSTRACT.—Passing orders on the question of effecting further economies in the use of stationery in Government offices necessitated by the present conditions arising out of the war.

II

Memorandum No. 2704-1, Financial, dated 3rd April 1917.

The Superintendent of Government Press is requested to state whether he could make any further suggestions for economy in the matter of printing. He is also requested to indicate printing items which run into large amounts and the contraction of which will produce some substantial economy.

J. P. BEDFORD,
Acting Chief Secretary.

To the Superintendent, Government Press.

III

Office-note—from T. FISHER, Esq., I.S.O., Superintendent, Government Press.
To—the Chief Secretary to Government.
Dated—Madras, the 13th June 1917.
No.—3169.

I have made so many suggestions in the past (some being adopted only recently) for dispensing with unnecessary printing or for printing necessary work in an economical manner, that it is difficult while attending to routine work to suggest any large economies or to do more than repeat proposals already made but not adopted, or to give attention to small details on the lines of suggestions already made. Most large works (except standardized forms) have been examined before as to the style of printing and suitability for the purpose required, so that large reductions are not feasible, particularly such as to require a District Judge to be put on special duty for the purpose, or a special appointment to be made, as has been found necessary by some other Governments.

2. *Diagrams*—About Rs. 5,000 is spent on diagrams, and maps for annual reports—lithography for the latter must be retained but a saving of 50 per cent could sometimes be effected by the use of hatching in one colour instead of resorting to several colours to indicate variations, while a considerably cheaper paper could generally be used so that a map would not be much more durable than the report to which it is appended. The “scale” in cases like J * could be reduced to be equally legible with a saving of 50 per cent in expensive paper. The printing paper used by the press costs Rs. 8-12-0 per ream at last year's prices, while the cheapest lithographic paper of same size stocked costs Rs. 27-10-10.

* Diagram showing Public Works expenditure.

3. The system of using typographic printing for mere comparative diagrams or charts first used in the Census Report of 1901 might perhaps be more largely resorted to. Samples K and F cost Rs. 54-4-0 at the Survey office, and G and H Rs. 10-14-0 by letter-press. Diagrams like I* on the same system would cost about Rs. 14 against Rs. 266, the cost last year. The effect of type is perhaps not so clear but lithography is hardly worth such a large additional cost. K† was lithographed by direct order of the department for one publication at a cost of Rs. 60-9-8 and L the same charts were done at the press for another publication of the same size for Rs. 5-2-0.

4. *Legislative proceedings.*—These have now become very bulky and there would be a large saving of paper and printing if the same type as we use for reprints of the Imperial Council proceedings (sample A) could be used for our proceedings (sample A-1). The original of the India proceedings is in the larger type and the smaller size can be justified only on the score of economy and that it is good enough for "Hansard."

5. *Weekly newspaper reports.*—This has increased in bulk considerably during the past few months and the use of a smaller type would save paper and postage. As these are mere extracts there seems to be no objection to the change. The repetition of 14 pages of the list of papers in the front of every issue seems to be unnecessary; once a quarter or when there are corrections might suffice. The reduction of 50 per cent in the rate paid for compositors for setting a page of this work now that it is not confidential seems to have caused an epidemic of retirements in the section doing the work. Since December seven men have retired unexpectedly or a percentage of 26 per cent per annum against 3 per cent in the remainder of the press, which has somewhat discounted the saving effected.

6. *Secretariat notes.*—A few years back these were printed in small pica type like those of the Government of India, Bengal, etc., but this size (that used for enclosures to Government orders) was objected to as too small. If we could revert to that type there would be very little saving in composing charges, but there would be a reduction in the charge of paper and printing of bulky notes.

7. The number of notes printed during the past two years has decreased considerably, but some are still printed containing only one page of what appears to be routine disposals.

8. *Government orders.*—The bulk of these papers issued generally might perhaps be considerably reduced on the lines of the remarks in paragraph 23 of office-note No. 3526, dated 11th November 1915, if the orders were a little more detailed so that there would be no necessity for the full correspondence which led up to the order being circulated, or even printed in some cases. There would be a little saving of paper at times also if enclosures and appendices could be run on after the order instead of beginning on a separate page as is the usual.

9. *Reports, etc.*—The advantages of compression of matter which can be applied to many works are illustrated in samples B and C. I do not think it can be said that the proof is less legible or serves its purpose any the worse than the previous years' copy, though the former is reduced by 40 pages. I am hoping that it will be accepted, but the clerks in the department are very conservative and require larger type than others find necessary.

10. An examination of reports, etc., would show, I think, also that some matter could be deleted, e.g., || Statement VIII of the Jail Report might appear only when there are substantial alterations, "nil" statements with few entries occur in other reports, unnecessary half-title pages occur as in the Public Instruction Report, etc. The sample prepared of the statements in the Veterinary Report at the instance of

* Diagram showing the capital outlay, accumulated profits, gross revenue, net revenue, working expenses, working expenses with interest charges, percentage, and area irrigated on the Godavari Delta system.

† Chart showing proportionately the acreage under the various crops in the Madras Presidency during 1914-15.

Sample A. Fort St. George Gazette, 18th March 1917. Part III—Pages 125 et seq.

Sample A—Do. 24th April 1917. Part IV—Pages 527 et seq.

‡ Public Works Department—Irrigation Branch.—Administrative accounts for the year 1915-16.

§ Do. do. for the year 1916-17.

|| Statement showing the diet scales in force in the Jails of the Madras Presidency.

the Assistant Secretary indicates possibilities in this direction. The Public Works Department Classified list has been reduced to 30 per cent in bulk while still retaining the tabular form.

11. The reduction or rearrangement of tabular matter does not appear to have attracted much attention and I have never (except for the Government of India) been asked to suggest the most economical or best method of printing statements, etc. I do not think that, in spite of the orders in the Printing Manual, etc., officers appreciate the cost of tabular matter. Samples of rearrangements were given with my office-note on that subject and I think that samples M, M-2, M-4, M-1, M-3 and M-5 will show how the conversion of a column to a heading and vice versa will make the statement clearer at half the cost. N and N-1 contain similar matter to N-2, but by converting some columns into head lines a large saving of space is shown in the text. I do not wish to labour this point again unduly, but it might be useful to draw the attention of officers to possibilities. I cannot take such liberties with the manuscript to rearrange it in this way.

12. *Settlement registers.*—This is one of the largest items now done; but if the proof now before the Board embodying the suggestions adopted to omit the column headings and certain vernacular entries is approved, the cost should be reduced at least Rs. 25,000 annually.

13. *Indexes for Collectors' offices.*—In paragraph 5 (1) of G.O. No. 2554, Revenue, dated 24th August 1912, the proposal to print these was approved. When this order was seen accidentally it was pointed out that to do these in tabular form for the years required would cost Rs. 1,81,000 excluding paper, and in G.O. No. 1029, Revenue, dated 4th April 1914, the order was modified for printing in non-tabular form and for indexes from 1911 only to be printed. In Board's Proceedings (Land Revenue), Routine No. 3059 (Press), dated 15th September 1916, when extra staff was applied for in a district press for such printing it was stated manuscript copies of the indexes had been made in one district because the index could not be spared for printing, and that each year's index should be printed only when it had become two years old. On the basis of those done by me last year the annual cost of such printing is at least Rs. 4,800 in the non-tabular form. The number of copies printed is small (about four) and it is for consideration whether this printing should be continued, or whether if one or two type-written copies will not suffice, an edited copy containing only matter for permanent reference and not every disposal should be printed.

14. *Calendars or lists in diary form.*—It is assumed that we are to continue printing these—vide paragraph 66 of my office-note forwarding the Printing Manual.

15. *Examination papers.*—I have referred to these often. I am still asked to print as few as five copies of a paper for a college. I have asked the Director to obtain sanction for such printing for schools and think that some limit is required in other cases also. To type or write five copies would cost about one-tenth the printing charges.

16. *Gazette supplements.*—The issue of supplements of a few lines causes some waste of paper. There are many published monthly with most District Gazettes and I have already referred the question of reducing the number to the Board of Revenue. As far as the Fort St. George Gazette is concerned the weekly Meteorological Results containing rainfall, etc., usually occupies about half a page on a full leaf of paper. If this is to be continued (and it is usually issued some days after the same particulars have appeared in the daily newspapers), it might appear in the body of Part II with a small saving of printing and paper charges. No one has ever subscribed separately for this supplement and spare copies are supplied for those who want to file it separately.

M—Abstract of the programme of famine-relief works as printed.

M-1 Do. do. as re-arranged.

M-2—Return of known depredators, receivers of stolen goods and suspected persons as printed.

M-3 Do. do. as re-arranged.

M-4—Statement showing the financial position of the Madras Port Fund as printed.

M-5 Do. do. as re-arranged.

N—Programme of works as printed.

N-1 Do. do.

N-2 Do. as re-arranged.

If it is necessary to continue to issue it separately it might perhaps be circulated to officials and subscribers in Madras town only like the Corporation of Madras supplement?

17. There are perhaps special reasons why the Harbour Port Trust proceedings are issued separately and to subscribers all over the presidency, but there are no press reasons why these reports could not be incorporated in Part II if wide circulation is required.

18. *Establishment lists.*—Other Governments appear to be making a cut in the direction of curtailing these lists. Assam Civil List is to issue half-yearly only and Burma full list will issue only half-yearly with a reduced list for a few officers only quarterly. This has probably been dealt with in the Financial Department? More copies of the list of officers for the Registration Department are printed than of any similar department list. I have suggested demi-officially to the Inspector-General that some reduction was possible but have had no reply.

19. *The Registration Gazette.*—A publication of recent growth of which 650 copies are issued fortnightly seems to be capable of reduction. Appointments even of clerks are notified, parts of examination results sheets and other matter is reprinted from the Gazette, etc. The full distribution list of recipients of Registration Manual was issued some time back. Perhaps a monthly issue might suffice if publication is necessary.

20. *Docket sheets.*—These separate sheets are largely used and appear to serve no useful purpose. The Separate Revenue Department has ordered that they are not to be used by local offices, while the Land Revenue Department has prohibited them for all officers subordinate to it. The full sheet printed docket is now abolished, but I continue to receive dockets like the sample D*, also half-margin dockets from the Translators to Government. I submit again that they might be abolished for all departments and offices.

21. *School-leaving certificate work* has increased considerably and economy is possible in the compression of the lists if so many are wanted, e.g., it seems hardly necessary to print "The list of teachers qualified to act as examiners," but if so, there appears to be no reason why it should be in large type spaced out and be printed on one side of the paper only.

22. The mark books are also on one side of the paper only and widely spaced, the school list has lines for three times the number of entries that are required, a separate leaf for the index (which in smaller lists is printed at the back of the book).

23. If both the printed lists of candidates and mark books are necessary, there seems no necessity for widely spacing the names in the former. The list for one examination is in full foolscap size while others are in folio; it also has a stitched wrapper which appears to be unnecessary. The list of candidates for the Technical examination on one side of paper makes 282 pages. The full printed list appears to be sent to every centre and not the names appertaining to the centre only. The scrutiny of the work for the Commissioner for Government Examinations, etc., will, I think, show some grounds for economy on the same lines. Similar lists required recently by Inspectors for Sub-Assistant's tests, Elementary School Supervisor's tests, etc., are said to be indispensable in this form.

These of course mostly illustrate the waste which occurs in the arrangement of standard forms to which I have often referred.

24. It seems possible also to produce the "Leaving Certificate" in a smaller and less expensive form. It is considerably more expensive than the service books which we have now modified to save at least 20 per cent.

25. *High Court work.*—The largest item for binding is now the Civil and Criminal Registers for the High Court and ordinary court forms still continue to be printed many times during the year, the same form is printed on two different sizes and two different qualities of paper for different courts, etc., causing much avoidable

* Board's Proceedings (Separate Revenue), R. No. 441 Abkari, dated 17th May 1917.

expenditure but no orders have yet been received for regular indents and standardization of forms for judicial courts and offices—which I am informed has been done in every other part of India. The full page docket is still retained for ordinary printed proceedings for circulation and the thick 28 lb. paper referred to in paragraph 36 of my note in G.O. No. 53, Financial, dated 23rd January 1917, is still used for such proceedings and appeals, also Lancashire ledger for a few copies of judgments.

26. *Results grants and lists of schools.*—As both of these are done for every district in the Presidency the cost is more than Rs. 6,000 annually. Some years back only the grants lists were done and as there is some repetition it may perhaps be possible to issue one combined list in each case and save nearly half the amount.

27. *Paper used for examinations.*—The purchases made locally on this account by the superintendents appear to cost more than Rs. 3,000 annually. If candidates were compelled to write their answers on both sides of the paper—as I believe has been directed by one University in India—a saving in paper would result. If such paper ruled were supplied by a central agency on a fixed scale in proportion to the number of candidates instead of its being purchased locally there should be a still further saving.

28. *Proceedings of local boards.*—Although perhaps Government are not interested financially, if these proceedings were printed in the District Gazette in a compressed form as prescribed in Schedule II of G.O. No. 843 M., dated 27th April 1914, not only would the printing cost less but some hundreds of reams of paper would be saved annually. They are generally very widely spaced and in some cases would occupy one-half the number of pages they now do and be equally legible.

29. It seems possible also that it is not necessary to send the proceedings on a municipal council to every one who has the District Gazette perhaps 100 miles away. Under the Local Boards and Municipal Councils Act it seems doubtful whether these proceedings should be circulated at Government expense as the local boards have to pay for publication not merely the printing only. I have referred the two points raised in this paragraph to the Board of Revenue in connexion with the arrangements to be made consequent on the abolition of the district presses.

Order—No. 526, Financial, dated 7th August 1917.

The Government have considered the suggestions for reduction in printing charges made by the Superintendent, Government Press, in his No. 3169, dated 13th June 1917, read above and proceed to pass the following orders.

2. *Paragraphs 2 and 3 of the note of the Superintendent, Government Press—Diagrams.*—The first suggestion of the Superintendent, Government Press, is to substitute printing for lithographic paper in the preparation of maps. In G.O. No. 364, Financial, dated 7th June 1917, the Government accepted the proposal of the Superintendent of Stationery to make a trial of bank paper for preparing some of the periodical maps in the Survey department. The Government consider that in the majority of cases printing paper and hatching might safely be substituted for lithographic paper and colouring. In special cases, however, it may be necessary to resort to more expensive paper and colours, but in such cases the reasons should be stated in writing, and the Superintendent, Government Press, will have the discretion to refer the matter to Government if in any case he is of opinion that colour printing is not necessary, and that the intention of the officer ordering the printing can be carried out in hatching.

3. *Paragraph 4 of the note of the Superintendent, Government Press.*—The Government accept the proposal that small type should be used for printing the proceedings of the Legislative Council in the Fort St. George Gazette.

4. *Paragraphs 5 and 6 of the note of the Superintendent, Government Press.*—The Government are not prepared to sanction the use of smaller type for printing weekly newspaper reports and Secretariat notes.

5. Paragraph 8 of the note of the Superintendent, Government Press—Government Orders.—Enclosures and appendices to Government orders should hereafter be printed immediately after the order. As regards the printing of correspondence read in a Government order, the Government consider that with careful editing it should be possible to reduce the amount of matter now printed. It is not necessary to print replies of a routine nature, or enquiries seeking information on matters of minor importance. When possible, also, the Government Order should be made self-contained, thus obviating the necessity for the printing of any previous correspondence. Departments of the Secretariat are requested to take such action as is possible to ensure the careful editing of correspondence.

6. Paragraph 9 of the note of the Superintendent, Government Press—Reports, etc.—The Superintendent, Government Press, draws attention to the advantages of compression of matter in printing reports, etc., and he has forwarded specimens of the administrative accounts of the Public Works Department (Irrigation Branch), printed as at present, and in a compressed form. The Government consider that it will be sufficient if in future the Superintendent, Government Press, makes suggestions for compression in individual cases sent to him to be printed. If, in any case, agreement as to the method of printing cannot be arrived at between the Superintendent, Government Press, and the officer ordering the printing, the former will be at liberty to refer the matter for the orders of Government.

7. Paragraphs 10, 11 and 12 deal with the following suggestions made by the Superintendent, Government Press:—

(a) The deletion from reports of "Nil" statements and unnecessary half-title pages, etc.,

(b) The reduction or re-arrangement of tabular matter in reports, and

(c) The omission of column headings in settlement registers.

The Superintendent, Government Press, is requested to offer such suggestions as he may have to make in regard to items (a) and (b) when this class of work is sent to the Press. As regards item (c) the Superintendent, Government Press, is authorized to refer the matter to Government if the Board of Revenue objects to his suggestions, and in his opinion the objections raised by the Board are not insuperable.

8. Paragraph 13 of the note of the Superintendent, Government Press.—Separate orders will issue in the Revenue Department on the proposal to abolish the printing of indexes for Collectors' offices.

9. Paragraph 14 of the note of the Superintendent, Government Press.—The calendars and lists referred to will continue to be printed in diary form.

10. Paragraphs 16 and 17 of the note of the Superintendent, Government Press.—The weekly meteorological results and proceedings of the Port Trust will, in future, be published in Part II of the gazette.

11. Paragraphs 19, 21 to 27 of the note of the Superintendent, Government Press.—Separate orders will issue in the Home Department on the suggestions made in these paragraphs.

12. Paragraphs 28 and 29 of the note of the Superintendent, Government Press.—Orders on the suggestions made in these paragraphs will issue in the Local and Municipal Department.

(True Extract)

L. DAVIDSON,
Acting Chief Secretary.

To the Superintendent, Government Press.
" other heads of departments under the Chief Secretary including Collectors,
" departments of the Secretariat (all sections).

Forwarded to the

Home (Educational) Department

(By order)

Superintendent in charge,
Chief Secretariat.



NOTES CONNECTED WITH G.O. No. 526, FINANCIAL, DATED 7TH AUGUST 1917

[SUBJECT.—Reduction in printing charges.]

Previous papers:

G.O. 574, Financial, 5th May 1899	G.O. 2208, Revenue, 25th September 1916
" 258 " 30th June 1909	" 1667, Public, 7th October "
" 493 " 1st November "	" 58, Finl., 23rd January 1917
" 536 " 1st December "	" 207, Public, 26th February "
U.O. 4547-3 " 27th "	" 748, Revenue, 12th March "
G.O. 777 " 11th "	Memo. 2704-2, Finl., 3rd April "
" 2554, Revenue, 24th August "	G.O. 384 " 7th June "
" 1029 " 4th April 1914	" 417 " 22nd " "
" 843 M., 27th "	" 425 " 27th " "

Extract from the "Madras Mail," dated 28th March 1917.

Elsewhere today we publish a Press Communiqué issued by the Government of Madras detailing the steps they are taking in the matter of economizing paper and other articles of stationery. It will be seen that they are particularly thorough, and range from the substitution of unbleached or "badami" paper for white paper to a very large extent in all departments of the Government service, through other devices for the economy of paper, to cutting down the supply of red and blue pencils, goose quills, pen and penholders and the other little luxuries of the office table such as pins, tape tags, paper fasteners, etc. Once more too, an examination has been ordered of Government publications, etc., with a view to deciding what can be dispensed with. We are not very sanguine of any very extensive reduction in this direction, because all previous attempts have failed so hopelessly. There are certain Government publications that we would miss exceedingly, but the great majority of them which encumber our table and take up our time we would gladly do without. Were we given the choice, our elimination would not be hampered by much embarrassment as to what we could keep and what dispense with. For one thing, we would not much miss a document which has reached us today on plague expenditure, which consolidates the revised estimates for 1915-16 and the budget estimates for 1916-17 of the plague expenditure under Provincial, Municipal and the Cantonment funds, and contains thirty-one foolscap pages of tabulated statements of figures. We notice that the Press Communiqué under notice fulfils the conditions it is intended to introduce. It is on a half-page of paper printed on both sides.

FINANCIAL DEPARTMENT.

See paragraph on page 4 of Madras Mail tonight.

3. Are there not other directions in which we would make a really vigorous cut into our expenditure on printing? Now is the time to carry through unpopular reforms.

I should like the subject dealt with fairly soon. It would be useful to get Mr. Fisher to indicate printing items which run into large amounts and the contraction of which will produce some substantial economy.

A. G. C[ARDEW]—28-3-17.

2. As regards the question of reduction in the printing charges referred to by the Honourable Member in paragraph 3 of his note, the following unofficial note to the Superintendent, Government Press, is for approval:—

" Besides the measures already taken it seems possible that there may be many other directions in which a really vigorous cut can be made into expenditure on printing. The Superintendent of Government Press may therefore, it is submitted, be requested u.o. to state whether he could make any suggestions in this regard. He may also be requested to indicate printing items which run into large amounts and the contraction of which will produce some substantial economy.

May issue. As regards the last sentence it will of course be for the Government departments to see whether the items are required or not required: this after receipt of the Superintendent's reply.

J.P.B.

V.N.—2-4-17.

T.H.R.—2-4-17.

The draft u.o. note may issue.

L. E. KERSHAW—2-4-17.

The u.o. note may issue.

J. P. BEDFORD—3-4-17.

[The u.o. note was subsequently converted into Memorandum No. 2704-1, dated 3rd April 1917.]

[Memorandum to the Superintendent, Government Press, No. 2704-1, Financial, dated 3rd April 1917—II.]

III

Office-note from the Superintendent, Government Press, dated 13th June 1917, No. 3169.

The suggestions made by the Superintendent, Government Press, for reduction in printing charges are dealt with paragraph by paragraph below:—

Paragraphs 2 and 3 of *hel Superintendent, Government Press's note.*

Diagrams.—About Rs. 5,000 is spent on diagrams and maps for annual reports—lithography for the latter must be retained but a saving of 50 per cent could sometimes be effected by the use of hatching in one colour instead of resorting to several colours to indicate variations, while a considerably cheaper paper could generally be used so that a map would not be much more durable than the report to which it is appended. The 'scale' in cases like J could be reduced to be equally legible with a saving of 50 per cent in expensive paper. The printing paper used by the press costs Rs. 8-12-0 per ream as last year's prices, while the cheapest lithographic paper of same size stocked costs Rs. 27-10-10.

3. The system of using typographic printing for mere comparative diagrams or charts first used in the Census Report of 1901 might perhaps be more largely resorted to. Samples B and F cost Rs. 54-4-0 at the Survey office, and G and H Rs. 10-14-0 by letter-press. Diagrams like I on the same system would cost about Rs. 14 against Rs. 268, the cost last year. The effect of type is perhaps not so clear but lithography is hardly worth such a large additional cost. K was lithographed by direct order of the department for one publication at a cost of Rs. 60-9-8, and L the same charts were done at the press for another publication of the same size for Rs. 5-2-0.

The Superintendent, Government Press, proposes to substitute printing paper for maps instead of special lithographic papers now used. Recently the Government accepted the proposal of the Superintendent of Stationery to make a trial order of 41 reams of bank paper (54½ lb.) for preparing some of the periodical maps in the Survey department—vide G.O. No. 364, Financial, dated 7th June 1917. Pages 10-11 of enclosures to the Superintendent's note are printed on lithographic paper and pages 12-13 are apparently on printing paper. The latter seems sufficiently good. Local and Municipal and Public Works Departments are mainly concerned. Their remarks may be invited.

They may also be requested to advise as to whether typographic printing may not be adopted for diagrams and maps instead of the lithographic printing which seems very costly.

As regards the use of hatching in one colour instead of resorting to several colours to indicate variations, the opinion of the Public Works Department may perhaps be invited.

T.A.S.—23-6-17.

In the large majority of cases printing paper and hatching might do very well, but in special cases better paper and colours might be necessary. I think the orders might be that ordinarily printing paper and hatching should be used, when anything else is required special reasons should be given in writing and the Superintendent, Government Press, might be given the discretion of referring the matter to Government if he thinks that in any case colour printing is not necessary and the intention of the officer ordering the printing can be carried out in hatching. I don't think any one can reasonably object to such an order. It seems therefore unnecessary to "circulate" the proposal to any department. Circulation spells delay.

L. E. KERSHAW—25-6-17.

Paragraph 4 of the Superintendent, Government Press's note.

4. *Legislative proceedings.*—These have now become very bulky and there would be a large saving of paper and printing if the same type as we use for reprints of the Imperial Council proceedings (sample A) could be used for our proceedings (sample A-1). The original of the India proceedings is in the larger type and the smaller size can be justified only on the score of economy and that it is good enough for "Hansard."

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, points out that there would be a saving of paper if small type is used for printing the proceedings of the local Legislative Council as is employed for reprinting the Imperial Council proceedings. It is submitted that it does not seem desirable to print these in small type. The Imperial Council proceedings printed at Calcutta are in large type, and it is only their reprints in the *Fort St. George Gazette* that are in small type.

The suggestion need not perhaps be adopted—the saving is not likely to be large.

T.A.S.—23-6-17.

Considering the large number of the Gazette that is printed, I think the saving would be appreciable. I support the Superintendent, Government Press's suggestion.

L.E.K.—25-6-17.

L.D.—20-7-17.

Paragraph 5 of the Superintendent, Government Press's note.

5. *Weekly newspaper reports.*—This has increased in bulk considerably during the past few months and the use of a smaller type would save paper and postage. As these are mere extracts, there seems to be no objection to the change? The repetition of fourteen pages of the list of papers in the front of every issue seems to be unnecessary—once a quarter or when there are corrections might suffice. [The reduction of 50 per cent in the rate paid for compositors

for setting a page of this work now that it is not confidential seems to have caused an epidemic of retirements in the section doing the work. Since December seven men have retired unexpectedly or a percentage of 26 per cent per annum against 3 per cent in the remainder of the press, which has somewhat discounted the saving effected.]

FINANCIAL DEPARTMENT.

This relates to the printing of weekly newspaper reports. The proposal of the Superintendent, Government Press, to print the extracts from newspapers in small type may be accepted. The Public (War) section may be requested to consider the question of printing the list of newspapers once a month only instead of every week.

T.A.S.—23-6-17.

The Chief Secretary who deals with these will no doubt know whether the Superintendent, Government Press's suggestions can be adopted without any very great inconvenience.

L. E. KERSHAW—25-6-17.

The list has been abolished by G.O. No. 769, Public, dated 12th June 1917. I can't agree to smaller type; the reports will be cut down in size by that order and for the rapid scrutiny necessary large print is almost a necessity.

L. DAVIDSON—20-7-17.

Paragraphs 6 and 7 of the Superintendent, Government Press's note.

6. *Secretariat notes.*—A few years back these were printed in small pica type like those of the Government of India, Bengal, etc., but this size (that used for enclosures to Government orders) was objected to as too small. If we could revert to that type there would be very little saving in composing charges, but there would be a reduction in the charge of paper and printing of bulky notes.

7. The number of notes printed during the past two years has decreased considerably but some are still printed containing only one page of what appears to be routine disposals.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, thinks that Secretariat notes may be printed in small pica type like those of the Government of India, as was done a few years back. The print is rather small—cf. notes to G.O. No. 536, Financial, dated 1st December 1909—and will be a strain to the Honourable Members to read them. Every effort is now being made in Financial to reduce printing of notes and only notes containing important discussions are now printed. In the circumstances it does not seem desirable to adopt the suggestion of the Superintendent, Government Press. The departments of the Secretariat may be requested to observe the rule at A above.

T.A.S.—23-6-17.

The strain on the eyes of men in the Secretariat is very great and I personally found the change from the Government of India to the Madras system a great relief. I think we may adhere to present practice.

L. E. KERSHAW—25-6-17.

L. DAVIDSON—20-7-17.

Paragraph 8 of the Superintendent, Government Press's note.

8. *Government orders.*—The bulk of these papers issued generally might perhaps be considerably reduced on the lines of the remarks in paragraph 23 of office-note No. 8526, dated 11th November 1915, if the orders were a little more detailed so that there would be no necessity for the full correspondence which led up to the order being circulated—or even printed in some cases. There would be a little saving of paper at times also if enclosures and appendices could be run on after the order instead of beginning on a separate page as is the usual.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, has raised the *same question* in connection with a proposal of the Inspector-General of Registration to publish all general orders in the Gazettes. The question is separately under consideration. As regards the printing of enclosures and appendices to run on after the order, there seems to be no objection to the suggestion. No object seems to be served by printing them on separate pages.

* This is a bigger question.

L.E.K.—25-6-17.

T.A.S.—23-6-17.

I would allow enclosure and appendices to run on after the order. As regards printing of correspondence, with a little editing a good deal might be omitted and I would ask all departments to see that only what is necessary is printed. For instance in reply to a circular a Collector or somebody else might say he had no remarks to offer. It would be unnecessary solemnly to print from X, Y, Z

No. dated

In reply to G.O. No. 1, dated 1st January 1917, regarding the encashment of currency notes in India I have the honour to say that I have no remarks to mark.

Again an officer might ask for some explanation in regard to a minor matter. This and the reply need not be printed. I realise that editing is not always easy, but that is not why it should not be done. The junior officers might, I submit, make this their special care.

L. E. KERSHAW—25-6-17.

Careful editing is the main desideratum. Enclosures and appendices, if in smaller type, may certainly be printed immediately after the order.

L. DAVIDSON—20-7-17.

Paragraph 9 of the Superintendent, Government Press's note.

9. *Reports, etc.*—The advantages of compression of matter which can be applied to many works are illustrated in samples B and C. I do not think it can be said that the proof is less legible or serves its purpose any the worse than the previous years' copy though the former is reduced by 40 pages. I am hoping that it will be accepted but the clerks in the department are very conservative and require larger type than others find necessary.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, points out that in printing reports, the advantages of compression of matter are obvious. Attention is invited to Public Works Department (Irrigation) reports at Flag O and V. Flag V is the compressed copy. The matter on pages 5-7 of Flag O has been compressed on pages 5-6 of Flag V. The figures are more difficult to read in the compressed edition, but it does not appear that these figures will be constantly referred to. The proposal may perhaps be accepted. If approved, the proposal will apply not only to Public Works Department (Irrigation) reports, but to other administration reports also.

T.A.S.—23-6-17.

I would authorise the Superintendent, Government Press, to make suggestions in individual cases—we are not all printers

L.D.—20-7-17.

—and if he finds anyone is needlessly recalcitrant he should come up to Government.

L.E.K.—25-6-17.

Paragraph 10 of the Superintendent, Government Press's note.

10. An examination of reports, etc., would show I think also that some matter could be deleted, e.g., statement VIII of the Jail report might appear only when there are substantial alterations; "nil" statements with few entries occur in other reports; unnecessary half-title pages occur as in the Public Instruction report, etc. The sample prepared of the statements in the Veterinary report at the instance of the Assistant Secretary indicates possibilities in this direction. The Public Works Department Classified list has been reduced 30 per cent in bulk while still retaining the tabular form.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, suggests that

- (i) Statement VIII in the Jail report may be omitted.
- (ii) Nil statements with few entries, and unnecessary half-title pages may be omitted.

In regard to (ii) the Government have already directed that this should be given effect to in the Veterinary report—vide G.O. No. 748, Revenue, dated 12th March 1917. The other departments of the Secretariat may be requested to examine the reports with which they are concerned on the lines indicated by the Superintendent, Government Press.

T.A.S.—23-6-17.

Here too it is a matter of expert advice, and Mr. Fisher might be asked to make suggestions when the work comes to him.

L. E. KERSHAW—25-6-17.

L. DAVIDSON—20-7-17.

Paragraph 11 of the Superintendent, Government Press's note.

11. The reduction or re-arrangement of tabular matter does not appear to have attracted much attention and I have never (except for the Government of India) been asked to suggest the most economical or best method of printing statements, etc. I do not think that in spite of the orders in the Printing Manual, etc., officers appreciate the cost of tabular matter. Samples of re-arrangements were given with my office-note on that subject and I think that samples M, M-2, M-4 and M-1, M-3, M-5 will show how the conversion of a column to a heading and vice versa will make the statement clearer at half the cost. N and N-1 contain similar matter to N-2 but by converting some columns into headlines a large saving of space is shown in the text. I do not wish to labour this point again unduly but it might be useful to draw the attention of officers to possibilities. I cannot take such liberties with the manuscript to re-arrange it in this way.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, gives instances in which a statement can be printed at smaller cost by re-arrangement. The attention of all heads of departments who have been authorised to indent on the Superintendent, Government Press, for printing work generally may be invited to the Superintendent, Government Press's remarks.

T.A.S.—23-6-17.

But heads of departments are not printing experts; it is very difficult sometimes to say which is the most economical way to tabulate information. Here again then I would ask Mr. Fisher to advise when work is sent to him.

L.E.K.—25-6-17.

L.D.—20-7-17.

Paragraph 12 of the Superintendent, Government Press's note.

12. *Settlement registers.*—This is one of the largest items now done but if the proof now before the Board embodying the suggestions adopted to omit the column headings and certain vernacular entries is approved, the cost should be reduced at least by Rs. 25,000 annually.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, points out that the printing of Settlement registers is one of the largest items now done and that a saving of Rs. 25,000 is anticipated annually in case the column headings and certain vernacular entries are omitted in printing these registers. The matter is now under consideration of the Board of Revenue. If the Board should decline to accept the Superintendent, Government Press's suggestions, the Superintendent, Government Press, will doubtless refer the matter to Government for orders.

T.A.S.—23-6-17.

He should be told to do so if he thinks that the objections raised by the Board are not insuperable.

L. E. KERSHAW—25-6-17.

L. DAVIDSON—20-7-17.

Paragraph 13 of the Superintendent, Government Press's note.

13. *Indexes for Collectors' offices.*—In paragraph 5 (1) of G.O. No. 2554, Revenue, dated 24th August 1912, the proposal to print these was approved. When this order was seen accidentally it was pointed out that to do these in tabular form for the years required would cost Rs. 1,31,000 excluding paper, and in G.O. No. 1029, Revenue, dated 4th April 1914, the order was modified for printing in non-tabular form and for indexes from 1911 only to be printed. In Board's Proceedings (Land Revenue), Routine No. 3059 (Press), dated 15th September 1916, when extra staff was applied for in a district press for such printing it was stated that manuscript copies of the indexes had been made in one district because the index could not be spared for printing, and that each year's index should be printed only when it had become two years old. On the basis of those done by me last year the annual cost of such printing is at least Rs. 4,800 in the non-tabular form. The number of copies printed is small (about 4) and it is for consideration whether this printing should be continued, or whether if one or two type-written copies will not suffice, an edited copy containing only matter for permanent reference and not every disposal should be printed.

FINANCIAL DEPARTMENT.

This relates to the printing of indexes for Collectors' offices. Please see paragraph (9) of Board's Proceedings on page 7 and paragraph 5 (i) of Government Order on page 15 of G.O. No. 2554, Revenue, dated 24th August 1912 and G.O. No. 1029, Revenue, dated 4th April 1914. As the number of copies printed is said to be only 4, it should be cheaper to have them type-written. The printing of these indexes may perhaps be abolished with the concurrence of the Revenue Department.

T.A.S.—23-6-17.

I think Financial might advocate abolition.

L.E.K.—25-6-17.

Yes: but Revenue must decide.

L.D.—20-7-17.

Paragraph 14 of the Superintendent, Government Press's note.

14. *Calendars or lists in diary form.*—It is assumed that we are to continue printing these—vide paragraph 66 of my office-note forwarding the Printing Manual.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, invites attention to paragraph 66 of his note No. 8526, dated 11th November 1915, in G.O. No. 207, Public, dated 26th February 1917. It was not considered necessary to issue any special orders on the proposal. The calendars or lists in diary form may continue to be printed as at present.

T.A.S.—23-6-17.

I don't quite remember what these are. Please show samples.

L. E. KERSHAW—25-6-17.

Samples are submitted—vide the Madras Law College calendar, 1915-16, calendar of the Surgeon-General's office, 1914; and subject list of periodical reports and returns due to and from the office of the Board of Revenue (Settlement), 1916.

V.G.K.—30-6-17.

I am afraid these must stand.

L.E.K.—2-7-17.

Yes.

L. DAVIDSON—20-7-17.

Paragraphs 16 and 17 of the Superintendent, Government Press's note.

16. *Gazette supplements*.—The issue of supplements of a few lines causes some waste of paper. There are many published monthly with most district gazettes and I have already referred the question of reducing the number to the Board of Revenue. As far as the *Port St. George Gazette* is concerned the weekly meteorological results containing rainfall, etc., usually occupies about half a page on a full leaf of paper. If this is to be continued (and it is usually issued some days after the same particulars have appeared in the daily newspapers) it might appear in the body of Part II with a small saving of printing and paper charges. No one has ever subscribed separately for this supplement and spare copies are supplied for those who want to file it separately. If it is necessary to continue to issue it separately it might perhaps be circulated to officials and subscribers in Madras town only like the Corporation of Madras supplement.

17. There are perhaps special reasons why the Harbour Port Trust proceedings are issued separately and to subscribers all over the Presidency, but there are no press reasons why these reports could not be incorporated in Part II if wide circulation is required.

FINANCIAL DEPARTMENT

The Superintendent, Government Press, points out that the issue of a supplement of a few lines causes waste of paper. The question of reducing the supplements to district gazettes has been referred by the Superintendent, Government Press, to the Board of Revenue. No action seems necessary.

As regards the *Port St. George Gazette*, there seems to be no objection to the weekly meteorological results and the Port Trust proceedings being included in Part II instead of being published separately as supplements. It is not perhaps desirable to omit the meteorological reports altogether on the ground that they appear daily in the papers. A permanent weekly record seems necessary.

T.A.S.—23-6-17.

L.E.K.—25-6-17.

L.D.—20-7-17.

Paragraph 19 of the Superintendent, Government Press's note.

19. *The Registration Gazette*.—A publication of recent growth of which 650 copies are issued fortnightly seems to be capable of reduction. Appointments even of clerks are notified, parts of examination results sheets and other matter are reprinted from the gazette, etc. The full distribution list of recipients of Registration Manual was issued some time back. Perhaps a monthly issue might suffice if publication is necessary.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, points out that as many as 650 copies of *Registration Gazette* are issued fortnightly. It appears that a proposal is under consideration in the Home (Judicial) Department to have similar departmental gazettes for Police, Jails, etc. The Superintendent, Government Press's remarks may be communicated to that department for consideration.

T.A.S.—23-6-17.

L. E. KERSHAW—25-6-17.

L. DAVIDSON—20-7-17.

Paragraphs 21-24 and 26 of the Superintendent, Government Press's note.

21. *School-leaving certificate work* has increased considerably and economy is possible in the compression of the lists if so many are wanted, e.g., it seems hardly necessary to print "The list of teachers qualified to act as Examiners," but if so there appears to be no reason why it should be in large type spaced out and be printed on one side of the paper only.

22. The mark books are also on one side of the paper only and widely spaced, the school list has lines for three times the number of entries that are required, a separate leaf for the index (which in smaller lists is printed at the back of the book).

23. If both the printed lists of candidates and mark books are necessary there seems no necessity for widely spacing the names in the former. The list for one examination is in full foolscap size while others are in folio; it also has a stitched wrapper which appears to be unnecessary. The list of candidates for the technical examination on one side of paper makes 232 pages. The full printed list appears to be sent to every centre and not the names appertaining to the centre only. The scrutiny of the work for the Commissioner for Government Examinations, etc., will, I think, show some grounds for economy on the same lines. Similar lists required recently by Inspectors for Sub-Assistants' Tests, Elementary School Supervisors' tests, etc., are said to be indispensable in this form.

These of course mostly illustrate the waste which occurs in the arrangement of standard forms to which I have often referred.

24. It seems possible also to produce the "Leaving Certificate" in a smaller and less expensive form. It is considerably more expensive than the service books which we have now modified to save at least 20 per cent.

26. *Results Grants and Lists of Schools*.—As both of these are done for every district in the Presidency the cost is more than Rs. 6,000 annually. Some years back only the grants lists were done and as there is some repetition it may perhaps be possible to issue one combined list in each case and save nearly half the amount.

FINANCIAL DEPARTMENT.

The proposals of the Superintendent, Government Press, may be remitted to Home (Education) Department for consideration with the request that economy might be made in printing as far as possible.

T.A.S.—23-6-17.

L.E.K.—25-6-17.

L.D.—20-7-17.

Paragraph 25 of the Superintendent, Government Press's note.

25. *High Court work*.—The largest item for binding is now the Civil and Criminal Registers for the High Court and ordinary Court forms still continue to be printed many times during the year, the same form is printed on two different sizes and two different qualities of paper for different Courts, etc., causing much avoidable expenditure but no orders have yet been received for regular indents and standardization of forms for judicial courts and offices— which I am informed has been done in every other part of India. The full page docket is still retained for ordinary printed proceedings for circulation and the thick 28 lb. paper referred to in paragraph 36 of my n.o. in G.O. No. 53, Financial, dated 23rd January 1917, is still used for such proceedings and appeals, also Lancashire ledger for a few copies of judgments.

FINANCIAL DEPARTMENT.

It is understood that the question of the standardization of High Court forms is now under consideration in Home (Judicial) Department. That department may be requested to consider the Superintendent, Government Press's remarks before passing orders.

T.A.S.—23-6-17.

L. E. KERSHAW—25-6-17.

Yes.

L. DAVIDSON—20-7-17.

Paragraph 27 of the Superintendent, Government Press's note.

27. *Paper used for examinations.*—The purchases made locally on this account by the Superintendents appear to cost more than Rs. 3,000 annually. If candidates were compelled to write their answers on both sides of the paper—as I believe has been directed by one University in India—a saving in paper would result. If such paper ruled were supplied by a central agency on a fixed scale in proportion to the number of candidates instead of its being purchased locally there should be a still further saving.

FINANCIAL DEPARTMENT.

The Superintendent, Government Press, suggests that if answers are written on both sides of the paper by candidates at examinations, there will be much saving of paper. He considers that still further saving could be effected if the papers are ruled and supplied by a central agency on a fixed scale in proportion to the number

L.D.—20-7-17.

of candidates, instead of its being purchased locally. The proposal may be remitted to Home (Education) Department for consideration.

T.A.S.—23-6-17.

L.E.K.—25-6-17.

In these days of paper famine, both sides might well be written on.

L.D.—20-7-17.

Paragraphs 28 and 29 of the Superintendent, Government Press's note.

28. *Proceedings of local boards.*—Although perhaps Government are not interested financially, if these proceedings were printed in the District Gazette in a compressed form as prescribed in Schedule II of G.O. No. 843 M., dated 27th April 1914, not only would the printing cost less but some hundreds of reams of paper would be saved annually. They are generally very widely spaced and in some cases would occupy one-half the number of pages they now do and be equally legible.

29. It seems possible also that it is not necessary to send the proceedings on a municipal council to every one who has the District Gazette perhaps 100 miles away. Under the Local Boards and Municipal Councils Act it seems doubtful whether these proceedings should be circulated at Government expense as the local boards have to pay for publication not merely the printing only. I have referred the two points raised in this paragraph to the Board of Revenue in connexion with the arrangements to be made consequent on the abolition of the district presses.

FINANCIAL DEPARTMENT.

The questions raised herein do not affect the Government, but only local bodies.

L.D.—20-7-17.

They may be remitted to the Local and Municipal Department for consideration.

T.A.S.—23-6-17.

L.E.K.—25-6-17.

Marginal notes above. Now please draft and mark for Honourable Member (Financial).

L. DAVIDSON—20-7-17.

On perusing the notes it is found that orders have not been taken on paragraphs 15, 18 and 20 of the note of the Superintendent, Government Press. Advisedly because no orders were called for. L.E.K.—2-8-17.

2. *Paragraph 15* of the note of the Superintendent, Government Press, deals with the printing of examination papers. In some cases only five copies are asked to be printed. The Superintendent, Government Press, states that he has asked the Director of Public Instruction to obtain sanction for such printing and that some

This has been dealt with separately. Twenty-five was the minimum laid down. L.E.K.—2-8-17.

limit is required. For orders whether the Home (Education) Department may be requested to consider the suggestion.

3. *Paragraph 18* of the note of the Superintendent, Government Press, refers to printing of establishment lists. The Superintendent, Government Press, is in correspondence with the Inspector-General of Registration regarding the printing of the list of officers of the Registration Department. Perhaps Home (Judicial) Department may consider the matter. No action necessary here. L.E.K.—2-8-17.

4. *Paragraph 20* of the note of the Superintendent, Government Press. This deals with docket sheets. The Superintendent, Government Press, says that he continues to receive full and half margin docket sheets. Separate docket sheets have been abolished—vide the last clause of paragraph 3 of G.O. No. 207, Public, dated 26th February 1917. In G.O. No. 425, Financial, dated 27th June 1917, special docket forms prescribed for various departments have been abolished. No further action appears to be necessary.

No action necessary here. L.E.K.—2-8-17.

Quite so, and the matter was not taken up as it was separately under consideration. L.E.K.—2-8-17.

5. A draft order has been prepared embodying the orders already passed. So far as the abolition of the printing of indexes to disposals in Collector's office is concerned, G.O. No. 1029, Revenue, dated 4th April 1914, is proposed to be superseded in part and as already ordered the Revenue Department has to be consulted on the question—vide Chief Secretary's orders dated 20th July 1917 on paragraph 13 of the note of the Superintendent, Government Press. The draft order may, it is submitted, go to Revenue for acceptance.

6. *Paragraphs 19 and 21 to 27* of the note of the Superintendent, Government Press, have to be referred to the Home Department and paragraphs 28 and 29 to the Local and Municipal Department for consideration. A copy of the notes connected with the paragraphs in question may be sent to the departments concerned as soon as the draft order meets with approval.

T.H.R.—30-7-17.

For approval. A copy of the notes will go to all departments.

L. E. KERSHAW—3-8-17.

The present draft may go directly to Honourable Member (Financial) as it reserves to other departments the disposal of points only concerning them. The style of printing need hardly be referred for detailed comment in all departments.

L.D.—4-8-17.

I am glad that the Chief Secretary has not accepted the proposal to print Secretariat notes, etc., in smaller print. It is as necessary to consider the eyesight of officers as to secure economy. On this account I think it is undesirable to print the appendices to Government Orders in smaller type and I have modified paragraph 5 accordingly.

2. Subject to this modification I approve of the Government Order which may issue.

3. I should like to see a copy of the Registration Gazette, and to know when it was started and what it costs. It seems rather an expensive undertaking, and if every department is to have its own gazette, our printing bill will receive a formidable addition.

4. I think the question of establishment lists might be looked into. Separate Revenue sent me on the same day a quarterly list of establishment (182 pages) corrected up to 1st July, and another list (78 pages) which seems to be the same list "down to acting Assistant Inspectors," also corrected to 1st July. I don't understand why there should be two issues of the same matter. Again the Public Works department have more than one list and something might be done perhaps to reduce printing there. The Educational Department used to print a most elaborate "History of Services." Is that still kept up?

5. Have the district presses been closed with effect from the close of the last fasli? If not, when will effect be given to the Government Order?

6. I see from pages 11 to 17 of G.O. No. 1667, Public, dated 7th October 1916, that the expenditure on printing of the several heads of departments is as follows:—

	1915-16.	1914-15.
	RS.	RS.
Secretariats	35,202	62,954
Chief Secretariat	26,622	37,485
Revenue Secretariat	15,089	18,251
Local and Municipal Secretariat	22,716	27,571
Public Works Department Secretariat	12,350	15,004
Public Works Department Secretariat (Irrigation)		
Board, Land Revenue	13,307	52,287
„ Separate Revenue	13,138	21,317
„ Revenue Settlement	9,496	10,052
Accountant-General	11,864	18,694
Inspector-General of Police	10,025	22,511
Collector of Sea Customs	6,392	6,123
Inspector-General of Registration	8,793	12,955
Law Reporter	5,202	2,860
Director of Public Instruction	3,504	5,450
Surgeon-General	3,187	4,347
Postmaster-General	3,200	12,246

the reduction in 1915-16 is apparent only and due to the standardized forms being separately charged for in that year.

Cannot some reduction be made in these huge printing bills? The question as affecting the Secretariat is examined to some extent in these notes, but that affecting the Board of Revenue has not been touched, and I would make a separate reference to the Superintendent, Government Press, on that point. The expenditure of the Inspector-General of Police comes next and seems extravagant when compared with that of the Director of Public Instruction, Surgeon-General, etc. So too the Accountant-General and Postmaster-General and the Collector of Sea Customs—all Imperial departments. I would ask the Superintendent, Government Press, to indicate extravagance or openings for economy in all these cases.

The Law Reports yield a fairly large surplus, but the Superintendent, Government Press, might be asked if it could not be larger, e.g., by larger admission of advertisements. It must be an admirable advertizing medium.

Why should the Presidency College spend twice as much on printing as any other Government first-grade college and Engineering College three times as much as the Law and Medical Colleges? Inspectors of schools spend a great deal too.

Probably a little attention to these cases would produce some result. They might be dealt with separately.

A. G. C[ARDEW]—6-8-17.

[G.O. No. 526, Financial, dated 7th August 1917.]

Prd
19/9

Reduction in printing charges

Home (Education) Department.
Communicating to the Heads of Dep't under the Home (Edn.) Dept. No. 526 Pub., dated the 7th August 1917, passing orders on the further proposals of the Sd. with regard to — and requesting the D.P.I. to report on certain points.

C.No.2785 A, from the Financial Department, G.O.No.526,

dated the 7th August 1917.

ORDER: no. 1196 & 17.9.17
Mis.

Communicated to the heads of departments under the Home [Education] Department.

2. The D.P.I. is requested to offer his remarks on the suggestions made by the Superintendent, Government Press, in paragraphs 21 to 24, 26 and 27 of his office note No.3169, dated the 13th June 1917.

3. It is observed that the expenditure on printing in the Presidency College in 1915-16 was twice as much as that incurred in any other Government first-grade college and that the expenditure in the Engineering College during the same period was three times as much as that of the Law or the Medical College. The Director is requested to investigate the cause of this excess and also of the high expenditure on printing now incurred by Inspectors of Schools and to effect such economies as may be possible.

Effect in call book

19/9

To all Heads of Departments (dtd) under the Home (Edn.) Dept.

When given for copying 1919
When copied 1919
When examined 1919
When signed 1919

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT

STATEMENT WITH DETAIL

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

N.B. -

- A - Copy in full.
- B - Not to be copied.
- P - Copy abstract only.
- Q - Copy heading only.