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EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 3168, 14th October 1949

Typewriters—Government offices—Careful handling and maintenance—Further instructions issued.

17761/57
17761/58
17761/59

From: V.V. SUBRAMANIAM, Esq., I.C.S.,
Superintendent of Stationery,
(Madras) at Guindy,
Madras.15.

To
The Secretary to Government,
EDUCATION & PUBLIC HEALTH DEPARTMENT
M A D R A S.

No.B.7.11221/48 dated 11-8-49.

1837

Sir, 18 AUG 1949
Sub: TYPEWRITERS - Use in Government Offices - Proper Maintenance -
Instructions - ***

It is observed that Typewriters and Duplicators used in Government offices come in for repairs too often. In most of the cases, it is seen that it is due to neglect in the proper up keep of the machines. Considering that a set of instructions should be issued, various companies who supply Typewriters and deal in their repairs were asked to suggest a brief set of instructions which in their experience are the most common points in the upkeep of machines which typists neglect to observe.

A set of important instructions listed out from those furnished by the companies is enclosed. I suggest that these instructions may be printed and supplied to all Typists for their guidance, and heads of offices may be asked to see that these instructions are observed. I request sanction of Government in the matter.

jp/11.8. *lms*
Encl:

GOVERNMENT
18 OCT 1949
MADE

Agmt. lms
for Superintendent of Stationery.

List of instructions to Typists for the proper maintenance of
Typewriters in Government Offices.

1. The Typewriter should be covered when not in use by a metal cover or oil cloth cover.
2. The machine should be kept clean and handled carefully.
3. Inexperienced and unqualified persons should not be permitted to handle the machines and the responsibility for permitting such handling will rest on the ministerial head of the office.
4. A general cleaning and dusting of the machine should be done every day before the machine is taken up for work.
5. The Typist should not lean on the machine or put any heavy thing over the carriage of the machine.
6. It is necessary that atleast once in a month a thorough cleaning should be done to the machine and all moving parts should be oiled with light oil. No heavy oil should be used. While oiling the parts, care should be taken that no excess oil is left on any of the parts.
7. Oil should not be used when cleaning the rubber portions.
8. The roller should be removed and the particles of dirt brushed out.
9. Avoid using eraser. If absolutely necessary, keep particles from falling into machine by moving carriage to extreme ends when erasing.
10. The machine should not be operated upon empty cylinder. Backing sheet should be used over and over to conserve paper.
11. A screw if it works loose should be tightened, but unscrewing any may result in throwing some part out of adjustment. No adjustment should be made by a person who is not quite conversant with the mechanism of a particular pattern of the machine.
12. Ribbons should be changed correctly. Never force them on shaft.
13. Paper slipping should be prevented by cleaning rubber rollers with cloth slightly moistened with fluid.
14. The types should be cleaned with cloth or brush slightly moistened with cleaning fluid.
15. At the end of the day's work, the carriage of the machine should be brought to the centre and locked with the marginal stops and the feed rolls release lever should be kept in the release portion.
16. In the event of any defects being noticed in any typewriter, it is better that the services of a qualified mechanic are requisitioned to set them right and as far as possible typists should not be asked to deal with the mechanism of the typewriter.
17. When cleaning the carriage rails, the carriage should be moved to the extreme right and the machine should not be operated upon.
18. Sheets of paper with pin or clips should not be inserted into the cylinder resulting in the break down of proper feeding of paper.
19. Instructions contained in the booklet which is supplied along with the typewriter should be strictly adhered.
20. Finally rules 78 and 79 of Stationery Manual Vol I should be strictly followed.

[Signature]
For Superintendent of Stationery.

jp/11.8. *[Signature]*

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Instructions for the proper maintenance of Duplicators in Government Offices.

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1. The machine should be cleaned and oiled atleast once a month.
 2. Each duplicator should be kept in charge of one permanent operator and he should keep the machine neat and clean. He should be got trained by the respective company to operate the machine that will automatically improve the work of the duplicator and extend its life.
 3. The operators should clean the machines and remove the paper fluff of the previous day's work from the machine by means of a long typewriter brush every morning before commencing work.
 4. To get improved results on the machine, the impression roller, should be kept quite clean and if it gets inked due to oversight, the roller should be removed immediately, from the machine cleaned and refixed.
 5. Silk carriers and wayer rollers should be removed once a week from the machine, cleaned thoroughly and refixed.
 6. Pressure lever should always be put down after finishing work.
 7. Too much ink should not be used.
 8. The inking cloth should be changed when existing one on the duplicator is clogged too much with ink.
 9. The duplicator should always be kept covered after use.
 10. Rule 78 of Stationery Manual Volume I should be strictly adhered to.

jp/11.8.60

for Superintendent of Stationery.

4

E & P H C 2 62112

Sub : Typewriters - Govt. offices - Careful handling and maintenance - Further instructions issued.

Read: G.O.No.1704, dated 29-7-1947.

From the Supdt. of Stationery No.B.7.11221/48 dated 11-8-1949.

ORDER/No. 316.8....Edn. dated 14.10.49

It is observed that Typewriters and Duplicators used in Govt. offices come in for repairs too often. In most of the cases it is seen that it is due to neglect in the proper upkeep of the machines. In order to maintain the machine in proper condition a set of detailed instructions forwarded by the Supdt. of Stationery in consultation with the various companies who supply typewriters and deal with their repairs is pointed out in an annexure to the order. Heads of offices are requested to supply copies of these instructions to the typists under their charge and see that these instructions are observed.

Annexure.

(H.E. pp 3-5 cf. part A)



E & P H C 2 62112/49-1 N4:- Chief Secretariat and Finance may see before



The diag. above may be perused the file passed on to Finance Dept

u-c-5905 B/49

PRESS SLIP.

ORDINARY.

URGENT (c).

SPECIAL (a).

GOVERNMENT

DEPARTMENT.

Current No. 62112 dated.....1949.

G.O. No. 3162, dated.....14-10-1949.

Number of MS. pages sent { (b) Correspondence... 8
(c) Notes.....Brief subject... Typewriters - Govt. Offices - Careful
Requisitioning and maintenance - Further info.

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

(1)	(2)	(3)	(4)
FOR RECORD.*			
Madras Records ...	4	84	
Ooty Records ...		3	
For filing with original ...		1	
Total ...		8	

FOR ISSUE.†

Signature copies.....

India Office.....

Govt. of India.....Dept.

Revenue Department.....

Public Works Department.....

Local Administration Department.....

Education and Public Health Dept.....

Public Dept.....

Home Dept.....

Dev. Dept.....

Finance Dept.....

Legal Dept.....

Sectt. of the Madras Legislature.....

Total ...

Spare copies.

The... Support of State.....

The... All Heads of Depts......

The... All Collectors.....

The... The Depts. of Sectt......

The.....

The.....

The... S. & C......

The.....

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The.....

Total ...

Copies distributed on.....

† Copies distributed on.....

† To be initialled and dated.

Press clerk.
Despatcher.

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion 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, III, 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 had 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.

(c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) 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.

(f) 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 special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary 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 Assistant Secretary 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 Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

Firm (ExpB)

Draft May be ^{accepted} ~~forwarded~~ and ^{the copy} returned to

E & P. H.

11.10.49

E & P. H.

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Dra. copy

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11 OCT 1949

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TO PRESS, MADRAS.

A
Please send proof in duplicate. The papers have been carefully edited.

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

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.

Type may be released after usual interval at once.

.....*SB*..... Clerk.

.....*SB*..... Clerk.

..... Clerk.

.....*SB*..... Supt.

.....*SB*..... Supt.

..... Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indented for is really necessary and has been fixed with due regard to prevailing shortage of paper.

9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	<i>14-10-49</i>
First proof furnished on.....	<i>24-11-49</i>
Call for revised proof received on.....	<i>12-12-49</i>
Revised proof furnished on.....	<i>14-12-49</i>
Corrected proof received for striking on.....	<i>20-12-49</i>
Final copies supplied on.....	<i>28-12-49</i>



EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 3168, 14th October 1949

Typewriters—Government offices—Careful handling and maintenance—Further instructions issued.

READ—the following papers:—

G.O. No. 1704, Education, dated 29th July 1947.

From the Superintendent of Stationery (Madras) at Guindy, Madras, No. B-7-11221/48, dated 11th August 1949.

Order—No. 3168, Education, dated 14th October 1949.

It is observed that typewriters and duplicators used in Government offices come in for repairs too often. This is due in most cases to neglect in the proper upkeep of the machines. In order to maintain the machines in proper condition a set of detailed instructions forwarded by the Superintendent of Stationery in consultation with the

various companies which supply typewriters and deal with their repairs is printed as an annexure to this Order. Heads of offices are requested to supply copies of these instructions to the typists under their charge and see that the instructions are observed.

(By order of His Excellency the Governor)

J. M. LOBO PRABHU,
Secretary to Government

To the Superintendent of Stationery,
all heads of departments.

To all Collectors.
Departments of Secretariat.

[Annexure.]

2
ANNEXURE
(1)

List of instructions to Typists for the proper maintenance of Typewriters in Government Offices.

1. The Typewriter should be covered when not in use by a metal cover or oil cloth cover.
2. The machine should be kept clean and handled carefully.
3. Inexperienced and unqualified persons should not be permitted to handle the machines and the responsibility for permitting such handling will rest on the ministerial head of the office.
4. A general cleaning and dusting of the machine should be done every day before the machine is taken up for work.
5. The Typist should not lean on the machine or put any heavy thing over the carriage of the machine.
6. It is necessary that at least once in a month a thorough cleaning should be done to the machine and all moving parts should be oiled with light oil. No heavy oil should be used. While oiling the parts, care should be taken that no excess oil is left on any of the parts.
7. Oil should not be used when cleaning the rubber portions.
8. The roller should be removed and the particles of dirt brushed out.
9. Avoid using eraser. If absolutely necessary, keep particles from falling into machine by moving carriage to extreme ends when erasing.
10. The machine should not be operated upon empty cylinder. Backing sheet should be used over and over to conserve paper.
11. A screw if it works loose should be tightened, but unscrewing any may result in throwing some part out of adjustment. No adjustment should be made by a person who is not quite conversant with the mechanism of a particular pattern of the machine.
12. Ribbons should be changed correctly. Never force them on shaft.
13. Paper slipping should be prevented by cleaning roller rollers with cloth slightly moistened with fluid.
14. The types should be cleaned with cloth or brush slightly moistened with cleaning fluid.
15. At the end of the day's work, the carriage of the machine should be brought to the centre and locked with the marginal stops and the feed rolls release lever should be kept in the release position.
16. In the event of any defects being noticed in any typewriter it is better that the services of a qualified mechanic are requisitioned to set them right and as far as possible typists should not be asked to meddle with the mechanism of the typewriter.
17. When cleaning the carriage rails, the carriage should be moved to the extreme right and the machine should not be operated upon.
18. Sheets of paper with pin or clips should not be inserted into the cylinder resulting in the break down of proper feeding of paper.
19. Instructions contained in the booklet which is supplied along with the typewriter should be strictly adhered to.
20. Finally rules 78 and 79 of Stationery Manual, Volume I should be strictly followed.

(2)
Instructions for the proper maintenance of Duplicators in Government Offices.

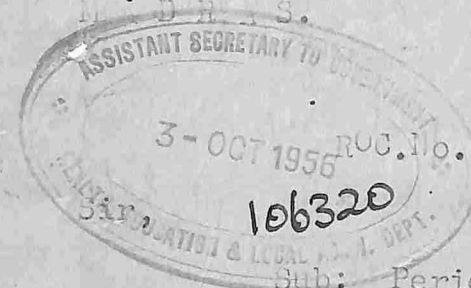
1. The machine should be cleaned and oiled atleast once a month.
2. Each duplicator should be kept in charge of one permanent operator and he should keep the machine neat and clean. He should be got trained by the respective company to operate the machine that will automatically improve the work of the duplicator and extend its life.
3. The operators should clean the machines and remove the paper fluff of the previous day's work from the machine by means of a long typewriter brush every morning before commencing work.
4. To get improved results on the machine, the impression roller should be kept quite clean and if it gets inked due to oversight, the roller should be removed immediately, from the machine cleaned and refixed.
5. Silk carriers and waver rollers should be removed once a week from the machine, cleaned thoroughly and refixed.
6. Pressure lever should always be put down after finishing work.
7. Too much ink should not be used.
8. The inking cloth should be changed when existing one on the duplicator is clogged too much with ink.
9. The duplicator should always be kept covered after use.
10. Rule 78 of Stationery Manual, Volume I should be strictly adhered to.

EDUCATION DEPARTMENT.

The Director of Public Libraries,

To

The Secretary to Government,
Health, Education and Local
Administration Department,
H. A. D. R. S.



3-007 1956 RUC. No. 362 J2/56 dated 27-9-56.

Sub: Periodical cleaning of type-writers - instructions - issued.

Ref: G.O. No. 3168 Edn dated 14-10-49.

I request that a copy of the Government Order cited above may kindly be furnished.

Yours faithfully,

FOR DIRECTOR OF PUBLIC LIBRARIES.

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HEA (E.)

The G.O. ref to overleaf has been taken by the Home Dept - vide (P). That ref. may be requested to put up either the original or a copy thereof for reference.

T.D. from Pri
on 7.11.56

128577
O.P. 11.56

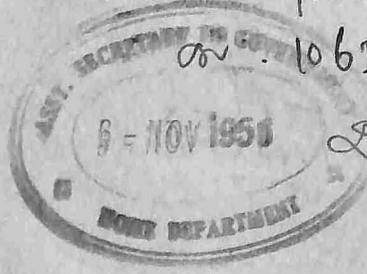
3/11/56
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8/11/56

Home

HEA Dept. in

on 106320 & 18-188



5/11/56

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(O)

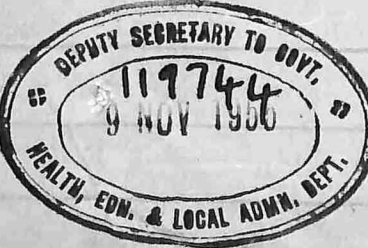
Home (Pri) Dept.

Please see HEA. Dept's notes on p. 2 ante. The original of G.O. No. 3168, Education and Public Health Dept, dt. 14.10.49 is put up at (A). The file may be ~~sent~~ returned to HEA. and that Dept. may be requested to send intimation to M.R.O.

Home No. 128577

Pri 156 dt. 8.11.56

HEA



Ht
7.11.56.

Nb
7.11.56.

H
8/11/56

HE

HEA

4

Memorandum: 106320 E/SB-2 Edh 12.11.56

WV.
85/12.11

Sub.: Periodical cleaning of type-writers -
Instructions.

Ref.: From the D.P.J., Rom. no. 362 J2/SB dt 27.9.56

f laub

A copy of G.O (Ms) no. 3168 Edh
dt 14.10.49 is furnished herewith to the
D.P.J. as required.

CENTRAL DESPATCH

pller / (A)

Wb l

See

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Totals D.P.J. (with

Copies of pp 11-12 cp / (A)

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10.11.56

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