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[Despatch Abstract.]

Govt. Press - working - Report of the Expert Committee - Recommendations - Orders passed.

Back Papers.

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

Further Papers.

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

Report of the Govt Press Expert Committee.

3 bm
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D.O. B-9-49.

Madras Collector's Office,
Dated the 8th October 1949.

Dear Mr. Madhava Menon,

Sub: Government Press - Working - Examination of - Expert Committee - Report.

Secy. E & H.H

Please spk. I'll give some through this

I submit herewith a copy of the report of the Government Press Expert Committee for your information, as orally instructed by you yesterday.

Yours sincerely,
V.V. Subramanian
8.10.49.
(V.V.Subramanian)
Collector of Madras.

To
The Hon'ble Sri. K. Madhava Menon
B.A.,B.L.,
Minister for Education,
Fort St. George.

P.T.O.

Edn.& P.H.Dept.

H.M.(E.& L.) mentioned that C.S. desired to see this file. Perhaps this is in connection with Recommendation No.25 on page 31 c.f.

24/x

Chief Secy.

Yes - an extract of Rec. No. 25 together with a short note explaining what it is all about may please be sent to me for separate action immediately

25/x Edn. Secy

REPORT OF THE GOVERNMENT PRESS EXPERT COMMITTEE.

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The Committee was entrusted with the task of (1) examining the working of the Government Press in all Departments with particular reference to the following points :- (a) whether the administrative, accounting and business arrangements which are in vogue ensure adequately that men and materials are used to the best advantage, and (b) whether the supervision is such that there is no wastage, leakage, loss or theft of material and that Government work and enquiries and orders from the public are dealt with, with due care and promptitude: (2) making recommendations on any points where shortcomings are noticed.

Before the Committee entered on its work, there was a sorrowful event in the death of one of the members who had been appointed - the late Sri. C.N. Muthuranga Mudaliar M.L.C. Another member, Sri. M. Satyanarayana of the Hindi Prachar Sabha, was absent at New Delhi attending the meetin of the Constituent Assembly and he was not able to take any part in the work of the Committee. He eventually resigned. Both these facts have already been reported to the Government. The Committee thus virtually consisted of the other three members only. These members met frequently in the Government Press, held, in all, about twenty meetings, and inspected the various branches in the Government Press. The Publication Depot at Mount Road and the Branch Press in the Madras Penitentiary were also inspected. With the sanction of the Government, a retired Superintendent and a clerk from the Accountant-General's Office were employed to gather the statistics and information required by the Committee, from the records in the Government Press - a task which the staff has performed very satisfactorily. With the exception of Sri. Dandapani Iyer who knows all about the Presses in the City, the other members of

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the Committee visited "The Hindu" Press, the M & S.M. Railway Press, the Hoe & Co. Press and the Associated Printers with a view to get a comparative view of the conditions prevailing in the different presses.

2. The Government Press, Madras is the largest printing Press in the Province. It employs about 2000 workers. The expenditure incurred by the Government in maintaining the Press is now of the order of about Rs. 20 lakhs per year. In the number of men employed, and in the expenditure incurred, the Government Press far outstrips the second in rank whichever Press it may be. The printing work done by the Government Press is also of a varied kind, unlike in most other Presses. The Press prints "rush work" like the 'Madras Information' or the Fort St. George Gazette, books like Departmental publications and monographs, job works like Administration reports High Court Work etc., and a very large volume of standardised and non-standardised forms. The Press also manufactures rubber stamps and flat file cases and undertakes binding work for Government Departments. The bulk of the work done in the Government Press is for the Provincial Government, the High Court, the Heads of Departments and other subordinate officers. Some work is also done for the Central Government and local bodies on a cost payment basis. Printing can be undertaken by the Government Press for private parties also on the payment of cost, but the volume of such work is negligible.

3. The Press consists of the following main branches: (a) The Composing Department. (b) The Reading Department. (c) The Press and Machine Department. (d) The Binding department. (e) The Despatching Department. (f) The Electrical Department. (g) The Carpentry Department and (h) The Casting Department & (i) The Stores. In addition to the above there is the computing section for co

computing the outturn of work performed by workers for whom an outturn has been prescribed; and there is the correspondence and accounts branch. The Publication Depot at Mount Road is purely a sales Depot. Publications meant for sale to the public are not sold at the Government Press but are stored in the Publication - Depot at Mount Road and sold there. The Branch Press at the Penitentiary is run by convict labour under the supervision of officers sent from the main Press. The work in this Branch Press is restricted to the printing and despatch of some simple forms. The work is purely mechanical and simple; no composing, binding or other complex item of work is done here. The Pudukottai Press has recently been brought under the control of the Superintendent, Government Press, but the Committee has not visited this Press and has no remarks to make on it.

The Superintendent, Government Press is assisted by the following Gazetted Officers :- a senior Deputy Superintendent, a junior Deputy Superintendent, four Assistant Superintendents and an Electrical and mechanical Engineer. The Superintendent, Government has also a Personal Assistant (a Gazetted Officer) who helps him in running the office. There is also other non-gazetted staff for supervision, in the various sections.

4. The general set-up of the Government Press is briefly as set forth above. The Committee will now describe the results of its investigation into the actual working of the Press.

5. Since the bulk of the work done by the Government Press is for the Government Departments, the Committee issued a circular to important Heads of Departments asking them to state what in their experience were the shortcomings noticed in the execution of the work -

work entrusted by them to the Government Press. A brief summary of the replies received from them is given in Annexure A. It will be seen therefrom that most of the Heads of Departments consulted, complain of bad delays in the execution of work entrusted to the Press. The Inspector -General of Police complains of the "gross delay" in the printing and supply of various forms and the considerable inconvenience caused to the day to day administration of the Department. The Director of Agriculture complains of the extraordinary delay in the execution of work. The High Court states that there is heavy accumulation of work in the Press ever since the Government Press stopped entrusting private presses with High Court work and that there is considerable delay in the receipt of printed papers. Other Heads of Departments complain of similar delays. The Superintendent, Government Press with whom the Committee has discussed the matter, has conceded that there have been delays and that the work of the Press is heavily in arrears. Printed forms which were due to be supplied to Heads of Departments and other subordinate officers in 1947-48 and in 1948-49 have not yet been supplied or have been supplied only in part. As is to be expected, this is causing considerable inconvenience to innumerable officers in the Province and the Superintendent, Government Press is receiving a large number of reminders from them. It has been found that of the letters received in the Forms Control Section in the quarter ending 31-3-49 about 75% were reminders and the remaining 25% alone formed original indents or references. Printing work for the High Court is also heavily in arrears and the balance pending in the Press in the month of February 1949 was over 1.66 lakhs of manuscript pages. There is no doubt, and the Superintendent admits the fact, that there are very heavy arrears of work in the Press. It is not difficult to realise that this

this is seriously hampering the administration. In particular, delay in the supply of forms relating to the fundamental aspects of administration, like village adangals, Kist or tax receipts, treasury forms, police forms etc. can cause considerable inconvenience to the administration and seriously hamper efficiency. This state of affairs cannot be allowed to go on, and it must be ended without the slightest delay. If the officers and the workmen in the Press have been working reasonably hard, and still the arrears have accrued, then the only course is to increase the staff or to turn over some of the work to private presses. If on the other hand, the men have been slack and there has been no supervision, then it is a serious matter of which Government must take notice. The Government are incurring appreciable expenditure every year on the Press, and if it is not possible to improve matters, it may even be worthwhile abolishing the Press or curtailing it considerably and giving all the work to efficiently-run private presses. Real economy will result therefrom and the work of Departments will not be held up. The following paragraphs will throw light on the question whether the Press has been functioning efficiently to the extent possible, with the existing staff.

6. Manuscript matter which is received in the Press has to go through several stages before the printed copies are issued. First the matter is handed out to the Composing section for composing. After composing and imposing, the job goes to the Reading Department for proof reading. After the corrections noted in the proof are made in the Composing Department, a copy of the final proof is sent to the author for approval. After approval by him the job enters the Machine Department where the printing of the requisite number of copies is done. From the Machine Department the matter

matter goes to the Binding Department, where the sheets are cut to the appropriate size, folded, arranged, stitched, bound and embossed. From the Binding Department the copies go to the Despatching Department where they are despatched. It will thus be seen that the job has to go through many Departments and that it can be delayed in any one or more of them. Therefore there must be a register or other record, which will show at a glance the stage in which a job stands on any particular date, between the date of receipt of the job in the Press and the date of completion and despatch. If such a register (or sets of registers) is maintained and checked at suitable intervals it will be possible to find whether any job is being held up unduly in any particular Department and to take the necessary action. Further, there must be registers in each Department like Composing Department, Proof Reading Department, Machine Department etc. to show when a particular job was received in the Department and when it was passed on to the next Department. The Committee found during its inspection that such registers either do not exist or that some imperfect registers are maintained. The Committee found that one set of registers was maintained for High Court work, a different kind of registers for work received in the Book Department and so on; but it was not possible to find out from these registers at what stage a particular job was, on the date of inspection. The job had to be searched for. The Committee noticed several bad delays in handing out the copy to the compositors. Above all, the Committee found that none of the registers, such as they were, bore any evidence of having been scrutinised by any of the officers in the Press. This is a serious lapse on the part of the supervising officers. The Committee considers that there must be a register in every Department showing when a job is received and when it is completed and that this register

register must be scrutinised systematically.

7. Composing Department: Three different methods of composing are in use in the Government Press. (a) Hand composition. (b) Mono-type composition (c) Linotype -composition. Before 1938, compositors were paid on the piece work system, that is to say, each man was paid according to his outturn of work. The faster or more hardworking compositors got more earning, than the rest. In 1938 or thereabouts there was an agitation from the workers that the piece work system should be abolished as it was - oppressive to the workers and led to favouritism and - corruption among the foremen and others in distributing work to the men. The Government went into the whole question and decided, with some reluctance, that the piece work system should be abolished and that the workers should be paid fixed salaries in an incremental scale. The "salary system" is therefore in force in the Press for the past ten years. The change-over from the "piece-work system" to the "salary system" has resulted (as was only to be expected) in the abler workers not giving the high outturn they are capable of. A fixed salary on an incremental scale has been assured to them, and the tendency of most of the workers is therefore to do just the minimum possible amount of work. This was of course foreseen and the Government have fixed a minimum outturn for each type of composition. Each worker is expected to give this outturn, and he renders himself liable to disciplinary action if he fails to give it. The Committee has found that this rule has remained a dead letter , and no serious attempt has been made to enforce it. There has been much fraud and slackness in computing the out-turn of the compositors. The time sheets maintained by the compositors, which form the basis for computing the outturn have not been prepared regularly or correctly. Some important columns are not being filled in properly, with the

the result that the outturn of work cannot be accurately computed. Again, work done on one day is taken credit for under another date. There are many instances of such manipulation. The Committee found that the time sheets of the Indian Language compositors for the month of March 1949 had not been prepared even by the end of April. Unless the time sheets are prepared promptly every day, with all the columns properly filled in, and the accuracy of the entries checked by comparison with other records, there can be no proper computing. The Committee finds that except in a few cases the Hand Compositors have generally been giving outturns lower than the prescribed minimum. No disciplinary action seems to have been taken against the slack workers. So far as the Committee is aware, no gazetted officer in the Press has paid his attention to this state of affairs and attempted to rectify matters. They have left the work entirely in the hands of the foremen who in their turn left it to the compositors. The result is that the compositors have been giving just whatever outturn they pleased, and time-sheets were filled in and computing was made, just for form's sake. This is one of the factors responsible for the heavy arrears in the Press. The Superintendent, Government Press suggested (and the Committee is of the same view), that it would be a good thing if the salary system is abolished and piecework system is re-introduced. The Committee consulted some selected workers on this point but found that the men intensely hate the very idea of it. They seem to have formed a psychological complex against it. They admit that under piece work system some of the workers will be able to earn appreciably more than what they are earning now but still they will not have it. The Committee finds that the Government have recently sanctioned a Bonus scheme according to which a bonus will be given for work above the prescribed minimum and correspondingly a deduction will be made for short outturn.

Though it was several months after the Government order on this matter was received, the Committee found that no bonus had been paid to the workers and no deductions had been made. In view of the need to clear the heavy arrears of work and in order to give a fillip to the men, the Committee suggested to the Superintendent, Government Press that the bonus payments should be made without any further delay. Some payments were accordingly made. But now the Committee understands from a report of the Superintendent that the workers have been advised by some one that the Bonus Scheme is nothing but the old Piece work system under a different name and that they have refused to take payment of the bonus. This is a curious commentary on the morale of the workers in the Press. If the workers do not want to take payment of the bonus, that seems to be their business. Whether they take payment of the bonus or not, it seems quite necessary that deductions for short outturn should be made. The present accumulation of arrears in the Press is mainly due to the fact that the workers have, in effect, been giving whatever outturn they pleased. The Committee submits that slackness in giving the prescribed outturn should in future be firmly dealt with.

The Committee has found that in addition to the irregularities noticed in the maintenance of the time sheets, the other registers in the Hand composing section were not properly maintained and that no supervision has been exercised over the workers. Details are given in Annexure B. The Committee would suggest that the existing time sheet should be replaced by the old type time-sheet which was in vogue in the Press some years ago, and in which the work done from hour to hour was entered.

Monotype composition: There are 7 monotype machines which are worked in two shifts. It is found that the operators have to spend some idle hours every day on account of machine

machine trouble. This defect must be minimised as far as possible. There are 11 casting machines. It is stated that for want of metal the casting machines are working one shift only, whereas the monotype machines are working two shifts. Spools prepared in the monotype machines as early as December 1948 are still awaiting casting. Since the casting has not been made, time sheets of the monotype workers have not been prepared from December 1948 onwards and the outturn has not been computed. It is clear from the above that the monotype section is not giving the maxi um possible outturn. The alleged cause viz., shortage of metal, must be eliminated; likewise the attendant defects like delay in the preparation of the time sheets. The Committee finds that no account is being maintained in the Monotype section, of the metal received from the Stores, the metal cast in the form of galleys and the balance. This is a defect which, as will be pointed out later, is common to almost every section in the Government Press. No section maintains an account to show the receipt of materials in the section, the expenditure and the balance. This is a very serious defect, and it makes it possible for loss of material in the section through irregular channels to go unnoticed. Another irregularity noticed is that many Mono operators were allowed to work in the Hand composing section, though they draw pay in the Mono operators' scale.

Lino type composition: There are 31 Lino type machines, of which 26 are old machines and 5 are new. Out of the old machines two are out of order and one is said to be unserviceable, and so only 23 old machines are in working condition. Out of the 5 new machines only two have been brought into use and three are standing idle allegedly for want of electric current. Thus out of the 31 machines, only 25 (23 old plus 2 new) are in working order. Even out of this 25, it is noticed that about 6 or 7 machines are almost always idle, owing to want of operators. The Superintendent, Government Press states that Lino type

type operators are in great demand in Newspaper offices in Madras and Bombay and that as these offices - particularly those in Bombay - offer very attractive salaries, many of his men have resigned their jobs in the Press and taken service under Newspaper concerns. This problem does not exist in the Monotype section as monotype operators are not in demand in Newspaper concerns. It is not the concern of the Committee to go into the question of the salaries that should be given to the workers, and the Committee has not gone into the question at all. In the case of the Linotype section however, the Committee considers that some additional attraction in salary must be offered if machines are not to be standing idle. It is not economical to have many costly machines standing idle, and further this is undesirable, when the work is so heavily in arrears. Some method has to be found for ensuring that machines are not idle for want of operators. A uniform increase of salary is probably not required, since many operators are remaining in the Press working on the present scales. Perhaps they are attracted by the pension or they may not be capable of the speed and outturn expected in a Newspaper office; or they may not like to work in a foreign city. It would therefore seem sufficient to create 5 or 6 posts on special scales of pay, with a high minimum outturn. These posts may be made temporary and non-pensionable and permanent hands of the Press may be made ineligible for appointment to them. In other words, the posts may be made similar, in their advantages and disadvantages, to the Newspaper office jobs to which men resign and go. This may be of help in securing operators for the idle machines. The Committee submits that by adopting the above or some other suitable solution, all the machines in the Section must be kept working. The machines which are out of order and which have not been supplied with electric current must be brought to working condition as quickly as possible.

The Committee finds from the Time sheets of this Section that the outturn given by the workers is almost always short of the prescribed minimum. The supervising officers do not seem to have taken any action about it. The registers maintained in this Section are not being posted properly, and many columns have not been filled in, with the result that it is not possible to check the accuracy of the entries made by the operators in the Time sheets or to check whether they have been delays. Another serious defect which was noticed is that no account is maintained in the Section to show (1) the amount of metal received in the Section (2) the quantity of slugs cast and sent to various sections in galleys (3) the waste slugs and metal in the section (4) the balance of usable metal.

8. Reading Department: The Committee has no adverse comment to make on the working of this Department. It is noticed that the Press is being put to unnecessary work and responsibility in the printing of Government orders and Board's proceedings. The draft Government order or Board's Proceedings are now being sent to the Press with the original files, and the Press is expected to "edit" the G.O. or the B.P. by scrutinising and noting the subject matter, the "papers read" etc. at the top of the G.O. This involves much work and responsibility. The duty of the Press stops with printing, and it is the duty of the outside office to send the matter to the Press ready prepared just in the form in which it has to be printed, and not to expect the Press to do the clerical editing. Necessary instructions may be issued on this point.

9. Machine Department: There are 76 machines to be found in this Department. The Plant Register however shows only 70 machines. 13 machines shown in the Plant Register are not to be found while seven machines which are actually found have not been entered in the Plant Register. It is also noticed that 9 new machines which were purchased and brought to the

the Machine room in December 1948 have not been entered in the Register. The register is thus not uptodate. It does not also show any sign of having been checked or perused by any officer. Out of the 76 old machines about 9 or 10 are always out of order, as seen from the Daily Machine Stoppage Book. But no information is recorded anywhere showing when and why a particular machine went out of order and when it was repaired. In the absence of a record showing this information, it is not possible to check whether machines get out of order through negligence and whether repairs are effected promptly. There is also no record in the Press to show for what period each machine works during a day. If a log book is maintained for each machine showing (1) when work was commenced for the day (2) when it was closed (3) detailsof the work done (4) the periods when the machine was idle with reasons therefor, it will be possible to check and prevent slackness. If this log book also shows details of the paper and the ink used by each machine, it will act as a check whether the paper and the ink indented for from the stores are really used in a proper manner. At present there is no account to show how much of these and other articles are supplied to the Machine Department, how much is used and what the balance is. It is also found that a considerable amount of time is taken up as - "make ready" time in respect of each machine. "Make ready" time is the period during which the machine is set and adjusted for printing the forme on hand. It is found that on the average, "make ready" time in respect of each machine in the Machine Department is almost equal to the time taken in running. The Committee has the authority of one of its members, Sri. T. Dandapani Iyer of "The Hindu" Press for stating that the figures collected by the Committee's staff show that time has been utilised for "making ready" in a very excessive manner, and that the use of so much "make ready" time indicates poor supervision. Excessive "make ready" time

time can be caused by negligent work in the Composing Department or the Binding Department or by slackness or malingering in the Machine Department itself. The Committee thinks that time idly spent has been falsely classified as "make ready" time. There is no indication anywhere that any officer in the Press applied his mind to these facts and attempted to rectify matters. It is found that the average number of impressions achieved per working hour in the Machine Department is generally about 500 whereas the minimum prescribed is 1000. Overtime work is sometimes being given without the prior sanction of the Superintendent, Government Press or his Gazetted Assistant who is in charge of the Department. Further no steps have been taken to assess the period of overtime correctly. A slip is obtained from the gate showing when the worker left the office compound, and it is assumed that the worker was in the Machine Department till this time doing his work. It is desirable to make a direct check in the Machine Department itself and not to rely on the slip obtained from the gate. There have been instances where overtime has been utilised in "waiting for forms", "delay in composing", "washing" etc. It is not permissible to give overtime for such items. Waiting and washing can always be done in normal time and overtime is not necessary for them. Overtime can be given only when there is urgent work to be attended to, and it must be taken up only by bona fide "make ready" time or by actual running and not by other items. There is no indication anywhere that the Gazetted officers paid their attention to the above matters. The arrears in the Machine Department at the time of inspection were found to amount to about 1026 items made up of 5 items of 1947, 446 items of 1948 and 575 items of 1949, though the Superintendent, Government Press had assured the Committee that the bottleneck in the Press was the Composing Department and that the Machine Department was uptodate. In addition to the above defects, it was noticed that manipulation of out-turn reports was common in the Machine Department and

and that work actually done on one day was taken credit for on another date.

10. Binding Department: There are heavy arrears of work in this Department. The jobs received in this Department are not being attended to in the order of receipt or in the order of urgency. The registers in the Department are not maintained properly. It is found that many items have been completed and despatched though they have not been noted in the Distribution Register. Indents for materials from the stores have been manipulated. There is no clear-cut procedure of (1) estimating the material required for a job (2) obtaining it from the stores (3) completing the job, followed in that chronological order. It is found that in a large number of cases, materials have been obtained from the stores weeks after the jobs werecompleted. This ishighly irregular and gives scope for irregularities. Taken in conjunction with the facts set out below, it shows that there is an irregular accumulation of materials in the Binding Department, from which the workmen find it possible to do jobs without making an indent. No data have been prescribed for estimating the quantity of materials required for any particular work. It should be possible to prescribe such data at least for the standard sized publications, if not for all. The indents for materials are now prepared by the Assistant Foreman, based on his experience, and they are passed by the Foreman. They are not checked or scrutinised by a Gazetted Officer at any time. The expenditure of binding materials is thus left entirely in the hands of the Assistant Foreman and the Foreman, working without data. A random inspection of the indents made at different times for the same kind of work shows that the estimates have varied appreciably. It is also found that there have been indents for quantities which can be proved to be excessive even by a layman. It has been explained in the Press that the excess is only apparent, and that it represents cut waste. But if

if this is so, there should be a separate account for the cut waste. No such account is maintained. There are many cases where jobs have not been completed though materials have been obtained, and likewise there are several cases where an indent for materials has not been made, though it is more than two months since the orders for binding were received in the Department. No outturn has been prescribed for men working on the machines in this Department. It is necessary that an outturn is prescribed. As regards men engaged in manual labour it is found that their outturn is generally short of the prescribed minimum. The outturn Register, time sheets maintained in this Department are not in proper order and do not bear any evidence of having been checked by the Gazetted officers. Altogether, the Department is not in proper working order, and there is considerable room for suspecting that there is leakage of material. The details given in Annexure B under this Department merit perusal.

11. Paper: The space available in the Press for storing paper is very limited and so the paper required for the Press is got from the Stationery Stores from time to time, on requisitions sent to the Superintendent of Stationery. The paper is transported in lorries from the Stationery Stores at Guindy to the Press buildings in Mint Street. It is necessary to verify that the paper is not tampered with en route and that the quantity received at the Press is the same as that shown as having been supplied, in the requisition form. Admittedly no such verification is being made. On one occasion the Committee's staff actually noticed that the bales of paper which had arrived in a lorry from the Stationery Stores, showed signs of having been tampered with en route. In view of this, the Superintendent, Government Press must see to it that the paper received in the lorry is carefully verified before it is taken to stock

account in the Press stores. When an attempt was made to verify the stock in the Paper store in the Press and compare it with the book balances it was found that the accounts had not been posted uptodate and that uptodate balances were not available. Even after the lapse of three days these were available only in respect of three varieties of paper which are little used and were not available in respect of three other varieties. This is a very irregular state of affairs and it leads to the suspicion that entries in the registers are manipulated as occasion demands. Many unattested corrections were also found in the registers. The Committee is of the opinion that the bin card system must be introduced for paper transactions or arrangements made to have the receipt and issue of paper recorded as and when they occur. This will prevent manipulations. Further it is necessary that the paper account is maintained by a section other than the Stores Section. Sometimes when the Superintendent of Stationery is unable to supply the quantity of paper required, he asks a private Company to supply it. In such cases, there is no proper check to see that the quantity of paper ordered to be supplied and billed for has been brought to the account in the Press. There should be such a check. The Committee finds that there is no proper check by the Gazetted Officer to see whether the quantities of paper indented for from the stores are reasonable and are really required for the job on hand. Lastly there is some room for thinking that costlier varieties of paper have been indented for from the Stationery stores, when cheaper varieties would have served the purpose.

12. Type Store: In the type stores, the set type is received from the various section after the printing is finished. Here the type is weighed and reissued to the Lino Department in the case of Lino metal, Mono Department in the case of Mono metal and to the Type foundry in the case of ordinary type. An account is kept in the Type store of the amount of type received and issued. The Committee has no

no special comment to make about the Type store except to state that the different kinds of "dross" like Lino metal dross and Mono metal dross and ordinary typemetal dross is now kept mixed up in a masonry tub and the whole quantity is cleared once a year and the metal obtained therefrom is used as dross metal. It is desirable that the different kinds of dross are kept separately. The Committee observes from the Administration report that the cost of type manufactured in the Foundry has increased sharply in 1947-48 and this gives room for thinking that there have been large thefts of metal. It is necessary that a stock of metal and type in all the sections is taken immediately and each section using metal or type is made to keep a day-to-day accou of the stock received in the Section and the stock going out. It has been laid down in Para 199 of the Printing Office Manual that a list of all composed matter kept standing should be maintained and periodically checked. This is not being done at present, but should be in future.

13. Rubber stamp manufacture: There are delays in the execution of orders for rubber stamps and there are heavy arrears. No separate account is being maintained as there should be, of the rubber sheets and the brass sheets received in this Section from the Stores.

14. Stores: An inspection of the Stores Accounts reveals that in some years there has been an abnormal consumption of certain articles. As this may possibly be due to leakage the Superintendent, Government Press must watch the consumption of various articles periodically in the course of the year and make investigation, if any abnormal consumpti is noticed.

Another grave defect which has been noticed is that the various Departments which make indents from the Stores, do not maintain accounts showing the articles received in the Department, the number spent and the purpose and thebalance. In the absence of such accounts, it is impossible to check

check whether indents have been made on the stores for valid reasons and whether there has been no leakage of material in the Departments. Some cases of irregular purchases of materials either at too high prices or without calling for tenders were noticed.

15. Stock-taking: The stock-taking of the machinery and other articles in the Press is said to have been done last, in 1940. Though under the rules the stocktaking has to be done once in 5 years, the next stocktaking has not been done so far, and no steps seem to have been taken in that behalf. The system of verifying the stock in the Press once in 5 years only, cannot be said to be satisfactory. The stock should be verified at least once a year, if not oftener. Since the Press is an unwieldy organisation, the stock in each Department must be treated as a unit and each Department must take responsibility for its stock. The stock in each Department must be entered in a separate register, apart from being entered in the general stock register for the Press. This stock should be verified at least once a year, if not once in six months, by a Gazetted officer not in charge of the Department. The stock verification in respect of easily removable articles like types etc. must be made at least once in six months. At present the stock taking in the Press is, in actual practice, conducted once in a decade, and it is such a long drawn out affair that it yields no tangible results.

16. Penitentiary Press: Simple forms are printed in this Press from plates or other set matter and no composing is done here. The work is said to be of rather poor quality in view of the fact that convict labour is employed. The Committee has no comments to make about this branch Press except to state that the supervising staff lent to this Press from the main Press may be changed from time to time, as complaints are heard that they tend to collude with the convicts and connive at breaches of the Jail rules.

17. Publication Depot at Mount Road: All Government publications are sold to the public in the Publication Depot at Mount Road. It is found that about 80 to 90 customers are attended to at the counter every day on the average. Orders received by post amount to about 40 or 50 per day. The total value of the publications sold in a day both at the counter and through post amounts to about Rs. 400 to 500. It was found that no complaint book was maintained, though one of the members of this Committee (Sri. Dandapani Iyer) has heard widespread complaints that customers are not given proper attention at the Depot, and that the stock reply "out of stock" was given far too frequently and unconvincingly. On the suggestion of the Committee, a complaint book has now been opened for use by customers. It was found that there is no record in the Depot from which the staff could say at a glance whether copies of any particular publication are available and if so how many copies. The Ledgers are never posted uptodate; wide discrepancies are noticed between the balances as noted in the Ledgers and the actual balances in so far as these are ascertainable. This last saving clause is worthy of note because in the condition in which the Depot Store room is kept, it is difficult to ascertain the actual balance. To say that the store-room is a jungle may seem exaggerated, but it is nevertheless true. There is no system or order in the arrangement of the publications. Old and new publications are jostled together, and sometimes, copies of the same publications are to be found in two or three different nooks and corners. There are many dust laden publications or unopened parcels containing publications, which have been lying in the Store room for years and in some cases for decades, without sale. The store-room is very much overcrowded. The obsolete publications should have been disposed of as waste paper, or in some other useful manner, with Government sanction. Pending the receipt of such sanction, the live publications should have

have been ferreted out and arranged in the front shelves in an orderly manner. This work has to be attended to immediately, if it has not been done already, as promised by the Superintendent, Government Press. The state of affairs in the Depot reveals that Heads of Departments and other officers authorised to print publications have appreciably overestimated the number of copies actually required. The Committee suggests that in future when an officer places an order for the printing of a publication, the Superintendent, Government Press should acquaint him with actual experience in the Depot and get a certificate from him that he has given his personal attention to the matter and that the number of copies applied for is necessary. This will avert a waste of money, stationery and space in the Depot. In the state of affairs prevailing in the Depot therefore, it is no wonder that the staff frequently give the answer "No stock" in reply to enquiries. The Committee's staff, in a casual inspection relating to the disposals on two days only, were able to find that copies <u>were</u> available in the Store room, though the reply "No stock" had been given. In respect of publications for which there is good public demand e.g., the Fundamental rules or the Board's Standing Orders and which are really out of stock, steps should be taken to reprint and stock new copies. The Committee also suggests that the cash received in the Depot should be kept in double lock and that arrangements should be made to remit the cash every day in the Imperial Bank of India, Mount Road, which is very near the Depot.

There are many blank receipt books in the custody of a <u>warehouseman</u>. Since receipt books can be misused, the blank receipt bo ks must be kept in the custody of the Gazetted officer concerned and issued for use one after the other, as occasion requires. The stock verification must be carefully made and the differences between the actual stock and the book stock adjusted after proper sanction. It is interesting to note that no orders have been passed on the

the results of the stock taking for the years 1945-46 to 1947-48 and that the "stock taking" of 1948-49 revealed that the actual balances in many cases exceeded the Ledger balances. The Committee has considered whether it is worth while retaining this Depot and whether the Depot cannot be abolished and the publications allowed to be sold by Book-selling concerns on a commission basis as they are doing even now. In view of the large number of customers who seem to look to the Publication Depot for purchasing Government publications, it does not seem to be desirable to abolish the depot. Some retrenchment in the staff may be found to be possible after the Depot is brought to proper working condition.

18. Electrical and Mechanical Engineer: This officer is one of the Gazetted Assistants of the Superintendent, Govt. Press and he is in charge of the Electrical Section, the Mechanical section and the Carpentry. The Electrical section attends to the maintenance of the lighting and fan arrangements, the motors attached to the machines, the heatir crucibles and the Power House. The Electrical Engineer has one Assistant and about eleven Electricians to help him. The Electricians are not maintaining any Time sheet or other record showing the work they do. The Order book prescribed in para 413 of the Office Manual is not being maintained. In the absence of these records, it is not possible to say whether the men have been doing adequate work. As regards stores, though large quantities of articles like electric bulbs, spare parts of machines and tools must have been utilised by the section, no account is kept of the articles received from the stores and the purpose for which they were used. This is a serious irregularity. On the 1st of April 1949 when it was presumably realised that the Committee would be investigating this matter, a register was opened with this naive remark, "All consumable spares, as far as possible

possible, of the Electrical side, are entered in this Book. As this work had to be rushed through, there might be certain disparities in quantity which may be rectified as and when brought to notice." The registers maintained in the Stores Section show that spare parts were issued to the Electrical Section in 1940 and 1945. The articles have not been entered in the register referred to above which was opened on 1-4-1949. There is no record to show how the above spare parts were disposed of and what became of the old parts, if any, which these spare parts replaced.

The Mechanical Section attends to the erection and maintenance of the machines in the Machine and Binding - Departments. The Time sheets maintained by the workers in this Section are defective as they do not show the particulars of the work attended to and the time taken. It was noticed that in this Section also no register was maintained showing the articles received from the Stores Section and the - purposes for which they were used. A register was hastily opened on 1-4-1949 with the same entry as in the register in the Electrical section referred to above. It is found that parts of machines are being sent to private foundries for welding, repairs or manufacture. When the manufacture of a new part is ordered, a sample part is invariably sent. There is no record kept anywhere to show what sample parts and old parts were sent and to which Foundry and what parts were received back. In fact there is no account whatever kept of these transactions. This state of affairs obviously gives room for leakages. An inspection of the mechanical section disclosed an accumulation of new angle iron rods etc. which were not borne on any stock account. This is one proof of the conditions of the Section. The Committee considers that in a large Press of this size, there should be arrangements for effecting minor repairs to the machinery. Such arrangements exist for instance, in the "Hindu" Press where defects in machines, unless they are serious, are set

set right locally. The Committee suggests that the necessary equipment like lathe etc. be provided. The Electrical and Mechanical Engineer and his staff should be able to attend to the repairs.

The Carpentry section attends to sundry repairs to the furniture and the manufacture of mounts required in the Press. The materials required for each work are noted on the reverse side of the work order sheet but there is no record to show who estimated the requirements and who passed the estimate. There is no record showing thematerials received in this Section and the quantities used on the different orders. A large quantity of surplus timbers was found stored in this Section. The existence of this surplus leads to the suspicion that larger quantities than are actually necessary are indented for, in the execution of jobs. Delays in the execution of orders, as well as cases, where orders on the Section have been placed without the orders of any Gazetted officer, were noticed.

19. Forms: The work of printing and despatching the forms required by the Government offices in the Province is heavily in arrears. The indents made in 1947-48 and 1948-49 have been only partly complied with. About 5100 indents were received in 1948-49. Of these about 1400 only have been complied with. At one of the meetings of the Committee, the Superintendent, Government Press assured the Committee that there was no possibility of the arrears being cleared unless a good portion of the work was given to private presses. Thereupon the Superintendent, Government Press was asked to give statistics of the arrears and samples of the form plates, so that arrangements might be made to have them printed in "The Hindu" Rotary Press. The Committee was of course interested in seeing not that any particular private Press got the work, but that the arrears were cleared as quickly as possible. When the Committee pressed the Superintendent

Superintendent, for statistics, he finally gave the reply that the arrears would be cleared by printing in the Government Press itself and that it was not necessary to give any work to private presses - an opinion different from what he gave earlier. He explained this by saying that one year's arrears were "written off" and that special arrangements had been made to have the arrears printed in the Government Press itself speedily and to get level with the work. It was not made clear to the Committee why these measures were not taken till the Committee went into the question. According to the assurance given by the Superintendent, Government Press, he should by now have cleared all the arrears in the printing of forms. The Committee submits that if there are still arrears, the Superintendent, Government Press may be asked to clear them with the utmost expedition. The Committee finds that the forms indented for by a particular office are not despatched to that office as soon as the are ready. Different kinds of forms applied for by an office are accumulated till a quantity sufficient for despatching to that office by goods train is available. In this process, some forms have to wait for one or two months after they are ready. Though normally despatch by goods train is more economical and is to be preferred for that reason, yet in view of the fact that many offices are waiting for forms for a long time, the forms may be despatched by passenger train, as and when they are ready, and this procedure may be adopted till all the arrears are cleared. The Committee noticed that there was general want of supervision in the Forms control section. The Committee submits that Heads of Departments may be asked to examine whether any of the forms which are now being printed in the Press can be conveniently abolished or reduced in size; and also to take steps to prevent excessive estimates of the number of forms required. The printing of forms throws considerable work on the Press and the Committee is inclined to think that there is scope for reducing the volume of the printing.

20. Overtime: Overtime work is paid for at rates higher than normal work. It has been the practice in the Press to allow an appreciable amount of "overtime". To allow overtime when adequate outturn is not being given for the normal time is an unnecessarily costly procedure. The Committee submits that so long as adequate outturn of work is not realised during normal time, overtime work must be reduced to the minimum; and also that work performed during overtime by a worker must first be adjusted towards the deficit, if any, in the outturn of the worker on the same day. It is generally noticed that the outturn is shortest in the months in which overtime is the greatest.

21. Computing: The items of work done in the Computing Section are (1) checking of the time sheets in the composing sections and valuation of the outturn (2) work relating to Government work done in private presses, stray cases of private work done in the Government Press, work done for the Post and Telegraph and other Central Government Departments and work done for local bodies. The work of checking the time sheets and computing the outturn of the compositors is not uptodate. There is no proper record to show that the work of the computors is overchecked by the Head computors. Information regarding the absence and late attendance of compositors for the purpose of checking the correctness of the entries in the Time sheets is obtained from the Gate keeper and not by direct check.

As regards Government work done in private presses, the Committee finds that the Superintendent, Government Press generally distributes High Court work to private Presses. A small amount of work relating to the Police and Prohibition Departments in the Districts is also printed in private presses and the presses are selected by the District Superintendent of Police after consulting the Superintendent, Government Press. If the standard of efficiency in the Press is upto the proper

proper level, it will probably not be necessary to give the High Court work to private presses. The Committee has reason to think that in the selection of private presses for printing High Court work, the consideration of economy is not being carefully kept in mind. Tenders or quotations are not being called for from private presses with a view to selecting the cheapest press. The procedure adopted is for the Government Press Office to work out a rate on the basis of some assumed data for the printing of a specified number of pages, and then select some private presses and offer the work to the Presses at the above rate.

The Committee has heard complaints that in the selection of the private presses, extraneous considerations come into play. It becomes difficult to brush aside such complaints as groundless when it is found, for instance, that two of the private presses to which High Court work was given are owned by close relatives of one of the Gazetted officers in the Press. In the years 1946-47 and 1947-48, High Court work was given out at a flat rate of Rs.2-4-0 for printing 25 copies of one plain page of manuscript matter. In July 1948 however the rate was reduced by Re 0-8-0. This reduction is said to be the result of competition among the private presses. But there is nothing to prove that before July 1948, there was no competition. No tenders or quotations have been called for at any time. The Committee submits that in future private presses must be selected only after calling for tenders.

The Committee also found that the rates at which work had been given to private presses in adjoining Districts varie very widely; for instance the accepted rates for 1949-50 for English pica foolscap were Rs.1-14-0 in Tanjore, Rs.4-10-0 ir South Arcot, Rs. 2-6-0 in Anantapur and Rs. 5-0-0 in Bellary. In such cases it may be cheaper to have the work of a District printed in an adjoining District where appreciably lower rates have been quoted. The Committee submits that this suggestion may be kept in mind in allocating work to private presses in future.

22. Leave and Attendance of employees: There are several absentees every day in all the Departments. In the month of April it was ~~finound~~ found that the absentees averaged about 250 per day i.e., about 1/8ths of the total strength in the Press. The workmen avail themselves of the leave they earn, at frequent intervals and the credit in their leave accounts never exceeds one or two days. It is found that on the average the workmen take leave for about 45 days in the year - excluding the official holidays and the casual leave of 20 days admissible under the rules. The number of working days in a year generally amounts to about 260 and the average period of absence viz., 45 days' leave and 20 days casual leave total 65 days, works out to 25% of the total number of working days. This is far too high a figure. The taking of leave on loss of pay is quite a common occurence and there are also many cases of absence without making an application for leave. Under the rules, absence without leave constitutes break of service entailing forfeiture of past service for purposes of increment and pension. In actual practice such absences have been condoned in the Press. Instances are even not wanting where workmen who absented themselves for long periods without any leave were subsequently reinstated. Frequent absences of the workmen are not conducive to their morale and they are symptomatic of an atmosphere of slackness. The Committee submits that the rules must be applied more strictly and the average period of absence must be reduced considerably. Leave should be restricted to what is admissible under the rules, and leave on loss of pay should be given only very rarely, as is the case in most Government institutions. Workmen who absent themselves without leave must be dealt with strictly according to the rules and workmen who stay away from the Press without leave for long periods should not be reinstated. The high degree of malingering which is obtaining in the Press at present, is an index to the general state of

of affairs. While examining the records relating to this subject, the Committee had occasion to peruse the Government's orders in the following cases :

(a) Government Memo 37002 C2/49-5 Education dated 13-9-49 in which worker Sri. T.A. Krishnaiya who had been convicted for theft and was dismissed was ordered to reentertained in the Press.

(b) Memo 55989 C2/49-Edn. dated 13-9-1949 in which Sri. R. Krishnaswami a frequent absentee was ordered to reentertained.

(c) Memo 62747 C2/49-1 Edn. dated 23-9-49 in which similar orders were passed in respect of another absentee employee Sri. N. Shanmugam.

The Committee has no concern to make any comment on the above orders; but in view of the Committee's terms of reference, it feels bound to make the submission that if Government desire to enforce greater discipline among the workmen and get the prescribed outturn, prevent thefts and encourage the Superintendent, Government Press and his Assistants to take action in this behalf then it is necessary that the policy followed in the above orders is given up. The one is incompatible with the other. The Superintendent, Government Press and his Assistants cannot be expected to follow standards other than those set up by the Government in their orders on appeals from the workmen.

12 ~~22~~. Office correspondence: An inspection of the Sections in the correspondence branch shows that the office procedure which is in vogue and the registers which are being maintained are not sufficient to ensure that there are no delays in the disposal of business. There is no proper supervision of the work of the section and no check of the registers such as they are. There are heavy arrears of papers in many sections. It is necessary that proper registers are prescribed and that they are checked frequently.

Though Government had ordered in or about 1940 that

that personal files for the employees, containing the superior officers' remarks on the work abilities and conduct of the employees should be maintained, the Committee has found that these files are not being properly maintained and that in their present form they are practically valueless. Entries are not being made periodically in these files. A stereo-typed entry like "Work and conduct satisfactory" seems to be made once in four or five or even seven or eight years. Such entries fail to carry the conviction that the officer making them has applied his mind to the matter and has correctly recorded what he felt about the employee. Entries made periodically by an officer who has had occasion to watch the work of the employee, will generally not be of the stereo-typed pattern and they can be taken as a reliable guide in deciding the relative claims of various employees to promotion to posts for which promotion is by merit. The Government order in the matter has been reduced to a nullity by the way in which the personal files have been maintained. The Committee submits that entries in the personal files of all subordinates and employees must be made periodically once a year, if not once in six months, by the officer who is the immediate superior of the individual in question and that supplemental entries must be made by the next higher officer. If the Gazetted officers keep in close touch with the Sections (and this is far from being th case at present) it should be possible for a Gazetted Officer to record his personal opinion in the file of most of the workmen under him instead of leaving the matter entirely in the hands of the foremen. Papers which have no bearing on the work and conduct of an individual should not be added to the Personal File.

24. General conclusions: It will be seen from the above that the general condition of the Press is bad. In almost every section there are heavy arrears, and there is little evidence of any supervision exercised over the work of the men or any care taken to see that the materials are properly spent.

The men and materials have been practically left to themselves. This does not mean that the Press has been doing no work at all. Generally the Press has seen to it that important publications like the Fort St. George Gazette or the "Madras Information" or items of work given by the Secretariat have been attended to without complaint. But the work given by the Heads of Departments has not been attended to properly; and the total output of work, considerable though it may be or the speed with which it is done, is not commensurate with the number of men employed or the expenditure both in money and materials. Lack of supervision is large writ on every lineament of the Government Press. There is no sense of discipline among the workmen and many of them have a cynical feeling - not altogether unjustified-that clever and unscrupulous employees in the Press are able to get things done as they like, to the detriment of Government interests. A different atmosphere prevails in the private presses visited by the members of the Committee. "The Hindu" press is a model of bustle and efficiency. All the men are more busy than the bees in a hive, and the work flows smoothly and rapidly from Department to Department. The nature of the work in a Newspaper Press no doubt necessitates this, but even in the non-newspaper presses visited, like the Associated Printers, the Hoe & Co Press and the M & S.M. Railway Press, a spirit of enthusiastic service is visible and there is close contact between the officers and the men.

25. Recommendations: The Committee sets out below the measures which are in its opinion necessary for improving the condition of the Press.

(1) Joint Superintendent, Govt. Press: It is evident that the supervision by the Gazetted officers in the Press must vastly improve. As the facts set out in the above paragraphs and in Annexure B will show, many of the registers

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registers which are necessary for proper supervision are lacking. The work in each Section has to be carefully examined, the various loopholes which facilitate delays or ~~leee~~ loss of material analysed and registers prescribed to prevent these. Office orders or rules will have to be framed prescribing which officers are to check these registers and how often and also dealing with other matters. Above all, there must be close day to day supervision to see that the officers concerned do check these registers. Normally this work must devolve on the Superintendent, Govt. Press. But the Committee thinks that the Present Superintendent will not be able to do it. So far as the Committee knows, the administrative experience of Mr. Siddique is restricted to what he has seen in the Government Press. He may be able to maintain the efficiency, after order is evolved out of the present state of affairs, and the administrative machinery is firmly set functioning in the proper manner. But the task of evolving and establishing order is more difficult than that of maintaining it. The Committee feels that Mr. Siddique may not be able to tackle this work in addition to the routine work which he is doing at present. In any case, the Committee submits that it is not desirable to take a risk and leave the work to him, with the possibility of finding after two or three years that not much improvement has been made. The Committee therefore submits that a Joint Superintendent may be appointed. This officer may be entrusted with the sole task of reorganising the different sections in the Press and of bringing the organisation to proper working order. He need have nothing to do with the details of routine administration, in so far as they are not involved in the discharge of his duties as set forth above. For instance he will have nothing to do with the placing of orders for machinery or stores, giving leave to subordinates, sanctioning of increments etc. etc. He will be independent of the Superintendent but will work in

in consultation with him and he will have direct access to the Government when he finds it necessary. His proposals should be put into effect with the concurrence of the Superintendent, Government Press; but in cases of disagreement, the matter may be referred to the Government for orders. The Superintendent, Government Press may also be made to take his views before making administrative proposals of any importance e.g., a proposal for additional staff. The Committee submits that an officer of the rank of a junior Collector or a senior Assistant Secretary to Government may be selected for the post. It is of great importance that an officer of marked ability is selected. The number of such officers may be restricted, but the Committee submits that the Press is such an important organisation and the work of bringing it to proper working condition is so arduous that the demand may be given high priority and an officer of proved ability spared for the purpose. The officer may be given a stenographer and two peons. The post may be sanctioned for a period of three years and the need for continuing it may be examined at the end of the period. A close and sustained drive for two or three years at least is necessary to wipe off the accretions of a long period of neglect. The Committee would also submit that with the appointment of a joint Superintendent, one of the two posts of Deputy Superintendents may be kept in abeyance.

(2) Gazetted Assistants: The Committee is not impressed with the quality of the existing Gazetted assistants of the Superintendent, Government Press. With the exception of Messrs. Siddique and Amalanathan who were recruited directly as Assistant Superintendents, they are all men who have risen from the subordinate ranks in the Press and they seem to be steeped in its traditions. The Committee found no evidence that any of them had spent an appreciable amount of time in the factory supervising the work of the men, as distinct from doing table work in the office room; and Sri. Amalanathan

Amalanathan seems to be disinclined to visit the factory even after the Committee has pointed out the defect. They are not in touch with actual realities in the Press or if they are in touch, they are not willing to give out the truth before the Committee. The Assistant Superintendent in charge of the Machine Department asserted that the time sheets in his Department were always posted uptodate. It had to be proved to him that this was not so. Again in reply to a suggestion that the men should be made to give more details in the time sheet he gave the reply that the men were not sufficiently literate. It had to be proved that this reply was incorrect. The Deputy Superintendent in charge of the Publication Depot at Mount Road was unaware of the condition of his store-room. Generally, the so called Gazetted officers gave the Committee the impression that they were giving evasive and facile answers without a sense of responsibility or regard for the truth. Unless the outlook of these officers changes and some of them at least are replaced by better men, the condition of the Press cannot be easily improved. The Committee submits that the Gazetted Assistants who have not acquired probationary rights may be reverted and their places filled by suitable direct recruits. The Committee also submits that a warning should be administered to the Superintendent, Government Press and all his Gazetted Assistants that their supervision in the past has not been satisfactory, and that there must be improvement. If there is no improvement, disciplinary action may be taken against the defaulting officers. The Committee finds that two of the close relatives of one of the Assistant Superintendents of the Press are having private presses of their own in the City, one of them having moved his Press from Vellore to the City recently. It is not in the interests of an officer that he should be closely associated with a private press. Complaints will be made that materials leak out to this Press or that some of the numerous absentee workmen are made to work there

there and that all this is connived at by the officer concerned or that Government work has been given to this Press (as in fact the High Court Work was given) on grounds of favouritism. The Committee submits that a rule should be framed prescribing that no officer who is having any interest in a private press should be promoted to Gazetted rank; and that the arising of any such interest newly will be sufficient ground for reverting an officer from Gazetted rank. The Committee would here invite the attention of Government to the principle underlying para 72 and 154(4) of the Public Works Department Code. The Committee desires to emphasise that the Superintendent, Government Press and his assistants must spend a considerable time each day in the factory i.e., in the working apartments, supervising the work of the men, checking absentees etc. There is much room for thinking that the Gazetted officers at present spend most of their time in their office rooms only. Records must be prescribed for ensuring that they spend a minimum number of hours each day on supervision work in the factory. Possibly the Gazetted officers can be made to work in the factory rooms themselves. The Superintendent, Government Press must constantly check these records and also maintain such a record in respect of himself. In the confidential reports on his Assistants which the Superintendent submits periodically to the Government, he must be made to deal specifically on this aspect of their work among others.

The distribution of work between the Gazetted officers which is obtaining at present is not conducive to efficient work. For instance one Assistant Superintendent is in charge of the Fort. St. George Gazette and that means he is in charge of the compositors, the machine men, binders etc., attending to the Gazette work, while another officer is in charge of the compositors etc. attending to job work and so on. It is desirable that one officer is in charge of all composing work covering as it does Gazette work, job work and other

other items. Similarly one officer should be in charge of the entire Machine Department including those machines which are used for printing the Gazette. Under this system, the workmen can be used to the best advantage and when there is no work to be had under one item e.g., Gazette, they can be put on to another item where work is waiting.

(3) Foremen: The work of immediate supervision over the work of the mem must devolve on the foremen. The Gazetted Assistant has a few hundred men to deal with, and he cannot possibly effect the intimate supervision that a foreman alone can. It is necessary that the foremen must be men with driving power and tact. Whatever other qualities they may or may not have, the above two qualities are essential. If foremen must be selected by promotion from the ranks of the workmen it must be only on the basis of merit with some weight given to seniority. The Superintendent, Government Press states that under G.O. 2127 Edn. dated 8-11-1946, his hands are tied and that he has got to promote men according to strict seniority. It appears to the Committee that the above G.O. does give power to the Superintendent, Government Press to promote men on the basis of merit. But if this interpretation is not correct, the Committee submits that the rules may be altered suitably, giving power to the Superintendent, Government Press to promote men only on the basis of merit and efficiency, seniority being ~~wie~~ given some but not too much weight. The maintenance of proper confidential files is of course a pre-requisite for any system of selection on the basis of merit and efficiency. Such records are lacking at present /and therefore they must be maintained without delay. The Superintendent, Government Press represented to the Committee that he is finding it difficult to get men for promotion as Foremen. It seems that they are unwilling to be promoted. The reason is said to be that no one can become a foreman before he has put in the prescribed period of service as an Assistant Foreman; and the Assistant Foreman's

Foreman's scale of pay is actually lower than that of the workers with the result that no worker likes to become Assistant Foreman, though he has the chance of becoming Foremar some years later. If these statements are correct, then it is necessary to remedy the situation (1) either by ruling that a period of service as Assistant Foreman is not a pre-requisite for promotion as Foreman (2) or by revising the pay of the Assistant Foreman so that it is a slight improvement on the scale of pay of the workman. The latter alternative is to be preferred. The Committee submits that it is of the utmost importance that the Foremen are men of the proper calibre and that there is an adequate number of them. The Committee finds that there are only ten Foremen of the Senior grade. For an organization employing 2000 workmen this number is too small. The Committee submits that ten new posts of Foremen in the senior scale be created and the total number brought to 20. It is desirable that the new posts are filled by suitable direct recruits, since the tendency of the promoted workmen will be to be satisfied with and perpetuate the existing state of affairs. The Committee also submits that ranks of the exisisting Foremen must be weeded out by replacing all men who have not acquired probationary rights by direct recruits,, preferably men from the Government Poly-technic. The other men must be given a warning and if they do not improve, they must be similarly replaced. The Committee submits that instructions should be given to the Superintendent, Government Press emphasising that the qualities most required in a Foreman are tact and driving power. A certain amount of technical ability is necessary but it is not necessary to insist on more than a certain minimum of it. A good compositor or machine minder or binder is not necessarily a good foreman. Skill in handling materials is different from skill in handling men and they need not co-exist. Both in the selection of men for foremen's posts and in judging of the work of probationers in such posts, the Superintendent, Government Press may be

be asked to pay regard to the above facts and to select only those persons who show ability in getting work from the men.

(4) Attendance of the men must be taken not only at the gate as is being done at present, but also in the different Departments. It cannot be assumed that the workmen who mark attendance at the gate always turn up in the Departments. Surprise checks of the men actually working should be made once or twice during every week by the Gazetted officer concerned. Absences without leave must be put an end to by taking disciplinary action and leave on loss of pay must be given sparingly.

(5) Outturns must be prescribed for all kinds of work, where no such outturns exist now and where it is possible to prescribe an outturn. The time sheets must be in improved form and they must always be posted uptodate. There should be no delay in computing outturns and action should be taken strictly to secure the prescribed outturn. The Committee submits that in the interests of greater output of work, the double shift system be introduced wherever possible e.g., in the Hand composing section .

(6) Data should be prescribed for expenditure of materials wherever this is possible e.g. in the Binding Department.

(7) Work performed during overtime should be first set off against deficient outturn by the worker, if any.

(8) The Computing section is an important one as it is responsible for computing the outturn of the workers. The Committee considers that this Section should be placed under the control of an officer who has no affiliations with the Government Press. It is submitted that this Section may be placed under charge of an officer obtained on loan from the Accountant-General's Office for a period of three years at a time. He may work directly under the Superintendent,

Superintendent, Government Press. Such an officer will have the necessary outlook and experience and will be free from local traditions and influences.

(9) Each Department must be made to maintain a stock account of its equipment and the articles it indents for from the Stores. The Stock must be verified once in six months. Full details must be recorded for the expenditure of every item of article indented for. The indent of paper made øfor each job must be carefully scrutinised and an account kept of the paper spent on each job. Proper accounts must be prescribed to check the expenditure of paper, printing ink and other materials.

(10) It is the practice in the Press to search the person of the workmen at the gate when they leave for their homes. All the 2000 workers have to pass through a single gate and in the nature of things, it will not be possible to make a thorough search of all of them. Evidence is not wanting to show that the search is not thorough. The Committee would suggest that the search may be intensified by increasing the number of watchmen at the gate and possibly also by a check in the working rooms instead of at the gate. Occasionally- possibly once a year- thorough enquiries may be caused to be made by the C.I.D. with a view to find out whether materials are leaking out from the Press. The Committee found that in one corner of the Press buildings a large mass of sawdust and woodshavings had been heaped up against a wall. These seem to be accumulations which have accrued from the Carpentry section over a long period. Apart from being a source of danger from fire, this heap will make it possible for workmen to climb up to the top of the compound wall and transfer articles to accomplices standing in the street outside. This heap and similar aids to theft, if they exist, must be removed. A large and untidy accumulation of waste paper, not properly cared for, was found in one corner

corner of the Press Buildings. Such accumulations constitute a danger from fire, and they should not be allowed to exist; or they should be taken proper care of. The premises should generally be kept in a cleaner condition than at present.

(11) The Press Buildings now form a rather motley group of structures. Though the machine and binding Department are in compact blocks, the other Departments are scattered about in various places. This is rather inconvenient from the point of view of supervision. The store-room facilities are far too inadequate for a Press of this size. When finances permit the buildings must be enlarged and reconstructed according to a well-thought out plan. For the present, the Superintendent, Government Press may be asked to examine whether it is possible to rearrange the machinery without incurring appreciable expenditure, so that supervision is facilitated. The Committee however considers that the lack of compactness in the buildings is not a serious obstacle in the way of supervision and that it does not ~~me~~ by any means justify the present state of affairs. The Committee would suggest that an internal telephone system should be established in the Press. This will be a considerable ~~help~~ help in the disposal of business.

(12) The Committee suggests that the annual inspection of the Press by the Collector of Madras which has been prescribed by the Government may be caused to be done by two members - one the Collector of Madras and the other a non-official member with technical experience of Presses.

(13) The Committee is of the view that much of the machinery in the Government Press is not modern. It submits that the Press should be equipped with faster and larger sized machines and that multi-purpose rotary machines should also be purchased. There should be more of mechanical

mechanical composition and a reduction in hand composition which is both a slow and costly process. The machinery in the binding section requires improvement. Offset lithograph arrangements must also be made.

(14) Amenities to workers: The only amenity available to the workers is a canteen. The Committee finds that this canteen is not very popular. Possibly the prices are too high and the quality is not good. Steps should be taken to remedy this.

(15) The Committee submits that it is desirable that the Government should be posted periodically with the volume of arrears of work existing in the Press and the information must be got from the Heads of Departments and not from the Press itself. Heads of Departments may be asked to submit for the information of the Government once in six months details of their work pending in the Press, and these statements may be reviewed by the Government.

(16) The Committee has noticed instances where the printing orders given to the Press are uneconomical. For instance, the Superintendent, Government Press is required by Heads of offices to print office Establishment lists of which frequently not more than ten copies are required. It is not worthwhile taking the time and trouble involved in composing proof reading etc.(the volume of which does not vary with the number of copies), when the advantage gained is just the possession of ten printed copies. Except in cases where special factors may exist e.g. in High Court printing work etc. it may be taken as a general principle that where the number of copies required is small, printing is uneconomical. The services of the men may be better utilised on other items. The Committee suggests that in the case of Establishment lists of which not more than a few dozen copies are required, it may be sufficient to have roneoed and not printed copies. Similarly in the case of the History of Gazetted officers which

which is a voluminous publication, it may be sufficient to print the publication once in five or three years, and to have annual correction slips. Some other cases where unnecessary work was given to the Press e.g. machine numbering of registers, were noticed by the Committee. It is submitted that the Superintendent, Government Press should be authorised to take up freely with the concerned Heads of Departments the question of eliminating such items of work and refer the matter to the Government when he thinks it necessary.

(17) The Superintendent and his Assistants seem to be afraid of the Workers' Union and they may not therefore be inclined to take strong action against slack workers. The Committee can only submit that there cannot be any leniency in dealing with workers who do no work or very little of it. Otherwise the present condition of the Press will never improve. A policy of gradualness may be adopted in enforcing discipline and getting better outturn, warnings being given before punishments are imposed and the punishment being first restricted to the worst offenders. Subject to the above remarks, the Superintendent, Government Press should be given full support in the measures he takes with a view to get better work from his men and safeguard materials.

(18) In addition to the above recommendations, the suggestions made in the earlier paragraphs are also for the consideration of the Government.

26. The Committee has not gone into the question of salaries. It is possible that in some of the private presses in the city the workers get better emoluments, but then they give a much better outturn. Further, the workers in the Government Press have the advantage that they get a pension. When regard is had to the fact that the work in the Press is heavily in arrears and that work has to be given to private presses, it may well be that in the matter of getting value

value for the money spent, the Government Press takes a low rank among the Presses in the City. If it is claimed that the inefficiency of the Press is due to the inadequacy of the salaries given to the workers then it must be pointed out that if there is no proper supervision, the salaries may be increased, but the output of work will be just the same.

26. The detailed notes prepared by the Committee's staff under the Committee's instructions are appended as Annexure B. The facts and details given in these notes may be of use in reorganising the work in the different sections.

(V.V.SUBRAMANIAN)
CHAIRMAN.

Members of the Committee.

1. (K. VAIDYANATHAN)

2. (T.S.DHANDAPANI IYER)

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ANNEXURE 'A'.

COMPLAINTS OF HEADS OF DEPARTMENTS.

CHIEF INSPECTOR OF FACTORIES:	Administration reports, Circulars, notices etc., are not printed promptly. There is much delay in the supply of forms.
INSPECTOR-GENERAL OF POLICE.	" Gross delay on the past of the Government Press in printing and supplying the various forms" "Reminders are not duly taken notice of. No replies are sent even to telegraphic reminders". "The inordinate delay and inadequate supply of forms has caused considerable inconvenience in carrying on the day to day administration of this department".
CHIEF ENGINEER FOR ELECTRICITY.	Delay in the printing of the Administration report. Forms were unduly delayed. This has caused much inconveniance.
CHIEF ENGINEER, HIGHWAYS DEPARTMENT.	"There have been some delays in getting the proofs and the final copies. In one case there was delay for more than six months".
SURGEON-GENERAL	"There have been delays in the matter of supply of various forms to the subordinate officers. There has also been delay in the matter of issuing the various publications on account of the non-receipt of proofs in time".
INSPECTOR GENERAL OF PRISONS.	"In my opinion there is a general delay in the printing of Administration Reports etc. .. which very often dislocates the office work."
DIRECTOR OF AGRICULTURE	"The only complaint that could be made against the Government Press is the extraordinary delay that occurs in the execution of work that is entrusted to it. None of the quarterly periodical publications sent to the Press for printing could be got till the next turn for such publications starts, and as such many of the publications have lost their importance."
REGISTRAR OF CO-OPERATIVE SOCIETIES.	"The printing and supply of forms and books entrusted to the Superintendent, Government Press by this Department is satisfactory. But there have been some delays in the supply of New Seals and Rubber Stamps or in causing repairs to be done to old and worn-out seals, perhaps on account of rush of indents."

(Contd)

HIGH COURT	"The GovernmentPress has been executing the work for the High Court satisfactoril There is nothing to be specially complained about. The Government Press is not by itself able to cope with the work sent by the High Court. Ever since the Government Press stopped entrusting private presses with High Court work, there has been heavy accumulation of work in the Government Press. The number of manuscript pages pending in the Press at present is 1,66,549 and there is considerable delay in the receipt of printed papers".
CHIEF ENGINEER(GENERAL)	There have been cases of delay occasional in executing the printing work entrusted to the Government Press but I would consider that the Press cannot be blamed in all cases as it may possible be due to pressure of work. I would suggest that in any case where the Press is unable to supply final copies within three months, it should say so immediate the matter is sent to it and officers should be permitted to theirprinting done outside without further special sanction. I would also say that special forms and the schedule of rates which are peculiar to this Department may be got printed outside except when the Press is in need of work."
DIRECTOR OF INDUSTRIES	The experience of this Department is that the work entrusted to the Governmer Press is not being executed with the promptitute that is expected of it and that indents sent to the Press for the supply of forms etc., are not receiving due attention."
DIRECTOR OF PUBLIC INSTRUCTION.	The Director of Public Instruction states that he has no complaints to mak but in his capacity as Commissioner for Government Examinations he states that he has received complaints of dela and the unsatisfactory nature of the type used.
THE BOARD OF REVENUE.	Has no complaints to make.

E.&.P.H.Dept.(C2) 91

ORDER
MEMO NO.Ms. 3533 (Con) dt. 17-11-49

Government Press - Working - Report of the Expert Committee - Recommendations - Orders passed.

Read: G.O.No. 93 Edn., dated 17th January 1949
From the Collector and Chairman of the Expert Committee dated 7th October 1949.

In G.O.No. 93 Edn., dated 17th January 1949, the Government appointed an expert Committee to examine the working of the Government Press and to suggest ways and means to run it on efficient lines. The Committee has submitted its report making certain suggestions for the rectification of irregularities in the various branches of the Government Press. It also made certain recommendations regarding the improvement of the administrative machinery in the Press.

2. It is observed that there has been a lack of supervision on the part of the Superintendent, Government Press and his assistants in the past and there has been no sense of discipline among the workers. In almost every section there are heavy arrears and there is little evidence of any supervision exercised over the work of the men or any care taken to see that the materials are properly ~~spent~~ used. The men and materials have been practically left to themselves. Government consider that this state of affairs is not satisfactory. The Superintendent, Government Press and all his gazetted assistants are warned that if there is no improvement disciplinary action will be taken against the defaulting officers.

3. The decisions of the Government on the recommendations and suggestions made by the Committee are appended to this Order.

4. Orders will issue separately as regards the appointment of an Officer on special duty in the Government Press to implement the recommendations of the Committee.

To
The S.G.P.
Copy to ~~the S.O., Govt. Press~~.

APPENDIX.

P.T.O.

APPENDIX.

1. Gazetted Assistants.

The recommendations of the Expert Committee under this head are:-

1. The S.G.P. and his Assistants must spend a considerable time each day in the Factory i.e. the working deptt., supervising the work of the men, checking absentees etc., ~~Records~~ Registers opened must be ~~prescribed for ensuring that they spend~~ a ~~minimum number of hours each day on the~~ supervision work in ~~Factory rooms themselves.~~ The Supdt. must constantly check these ~~records~~ registers and also maintain such a record in respect of himself. In the confidential reports on his Assts. which the S.G.P. submits periodically to Govt., he should deal specifically on this ~~their~~ aspect of their work among others.

2. One Asst. Supdt. is in charge of Fort St. George Gazette that means he is in charge of the compositors, machine men, binders, etc., attending to the Gazette work, while another officer is in charge of compositors, etc., attending to job work, and so on. The Committee recommends that one officer should be in charge of all composing work covering Gazette work, job work and other items and another officer should be in charge of entire Machine Deptt. including those machines which are used in printing the Gazette.

1 The S.G.P. is requested to ~~take immediate action on~~ immediately implement and these recommendations/submit a report on the action taken.

2. FOREMEN.

1. The Committee recommends that the Foremen must be men with driving power and ~~take~~ tact and if Foremen should be selected from the ranks of workmen it should be ~~only based~~ on merit giving some weight to seniority.

2. In view of the fact that the Supdt. represented to the Committee that suitable Asst. Foremen are not available as the scale of pay of Asst. Foremen is actually lower than that of the workers, the Committee recommends a slight improvement in the scale of Foremen.

3. The Committee also recommends that ten new posts

P.T.O....

of Foremen in the Senior scale of 90-5-130 EB-10-150 may be created in addition to the ten posts and these posts may be filled up by suitable direct recruitment.

4. The Committee suggests that the ranks of existing Foremen must be weeded out by replacing all men who have not acquired probationary rights by direct recruits preferably by men from Polytechnics and other men must be given a warning and if they do not improve they must be similarly replaced.

The S.G.P. is requested to submit necessary proposals to give effect to the above recommendations. He is also requested to ~~state~~ submit necessary draft amendments to the Govt. Press Subordinate Service Rules ~~to give effect to the recommendations~~.

It is stated that the scale of pay of Asst. Foremen is actually lower than the scale of pay of the workers. The S.G.P. is requested to give concrete instances in support of this statement. In the establishment list of the Govt. Press corrected upto 31-12-1948, it is observed that one Asst. Foremen I Grade (Page 7 of the list) is shown against the scale of pay of Rs.35-65, whereas under G.O. 916 Fin. dated 26-11-47 only a scale of pay of Rs.45-3-60 EB-2½-75 (designated as Foremen Mechanics) is allowed. The S.G.P. is requested to reconcile this discrepancy. The scale of pay of Rs 35-65 is sanctioned for Asst. Foreman grade II, (designated Assistant Foreman.

3. GOVERNMENT PRESS WORKERS UNION.

The Enquiry committee observes that the Superintendent and his assistants seem to be afraid of the Workers' Union and they may not, therefore, be inclined to take strong action against slack workers. The Committee submits that there cannot be any leniency in dealing with workers who do no work or very little of it. It also suggests that a policy of gradualness may be adopted in enforcing decipline and getting better out turn, warning being given before punishment and punishment being in the first instance given in the case of worst offenders. The Committee also emphasises that the S.G.P. should be given full support in the measures he takes with a view to get better work from his men and safeguard materials.

If the Govt. Press workers Union unnecessarily interferes with the day to day administration of the Press, necessary action will be taken

p.t.o...

taken to withdraw the ~~recommendation~~ to recognise. The S.G.P. should not hesitate to take action against the delinquent worker for fear of the Union.

4. LINO TYPE DEPARTMENT.

The Committee points out that about 6 or 7 machines in this department are almost always idle owing to want of operators and that it is uneconomical to have costly machines standing idle, specially when the work is so heavily in arrears. It observes that a uniform increase of salary is probably not required since many operators are remaining in the Press on the present scales of pay. It, therefore, suggests, that 5 or 6 posts on special scales of pay with high minimum outturn may be created on a temporary basis. The posts may be temporary and non-pensionable and permanent hands in the Press may be made ineligible for appointment to them, i.e., the posts may be made similar in their advantages and disadvantages, to the Newspaper office jobs for which men resign and go from govt appointments. The committee thinks that by adopting the above or some other suitable solution all the machines in the section must be kept working.

The question of revision of pay of Linotype Operators is under separate consideration. The creation of addl. temporary posts recommended by the Committee should await a decision on the question of the revision of the scale of pay for the posts of lino type operators.

5. STOCK TAKING.

The Committee states that the stock taking of plant and machinery and other articles in the Press is said to have been done last in 1940. Though under the rules the stock taking has to be done once in 5 years, the next stock-taking has not been done so far and no steps seem to have been taken on that behalf. The committee recommends that the system of verifying the stocks in the Press once in 5 years only is not satisfactory and that the stocks should be verified atleast once a year. It observes that since the Press is an unwieldy organisation the stock in each department

p.t.o....

must be treated as a unit and each department must take responsibility for its stock and the manner of entering the stock in the register as suggested below:-

"The stock in each Department must be entered in a separate register, apart from being entered in the general stock register for the Press. This stock should be verified at least once a year, if not once in six months, by a Gazetted officer not in charge of the Department. The stock verification in respect of easily removable articles like types etc. must be ~~taking xx the Press xx,xx~~ made at least once in six months."

The S.G.P. is requested to give effect to this recommendation.

6. GENERAL.

Extracts of the following recommendations of the Committee are communicated to the S.G.P. He is requested to give effect to them at once.

" (1) Attendance of the men must be taken not only at the gate as is being done at present, but also in the different Departments. It cannot be assumed that the workmen who mark attendance at the gate always turn up in the Departments. Surprise checks of the men actually working should be made once or twice during every week by the Gazetted officer concerned. Absences without leave must be put an end to by taking disciplinary action and leave on loss of pay must be given sparingly.

(2) Outturns must be prescribed for all kinds of work, where no such outturns exist now and where it is possible to prescribe an outturn. The time sheets must be in improved form and they must always be posted uptodate. There should be no delay in computing outturns and action should be taken strictly to secure the prescribed outturn. The committee submits that in the interests of greater output of work, the double shift system be introduced wherever possible e.g., in the Hand composing section.

(3) Data should be prescribed for expenditure of materials wherever this is possible e.g. in the Binding Department.

(4) Work performed during overtime should be first set off against deficient outturn by the worker, if any.

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" (5) Each Department must be made to maintain a stock account of its equipment and the articles it indents for from the Stores. The Stock must be verified once in six months. Full details must be recorded for the expenditure of every item of article indented for. The indent of paper made for each job must be carefully scrutinised and an account kept of the paper spent on each job. Proper accounts must be prescribed to check the expenditure of paper, printing ink and other materials.

(6) It is the practice in the Press to search the person of the workmen at the gate when they ~~xxx~~ leave for their homes. All the 2000 workers have to pass through a single gate and in the nature of things, it will not be possible to make a thorough search of all of them. Evidence is not wanting to show that the search is not thorough. The Committe would suggest that the search may be intensified by increasin the number of watchmen at the gate and possibly also by a check in the working rooms instead of at the gate. Occasionally, possibly once a year, thorough enquiries may be caused to be made by the C.I.D. with a view to find out whether materials are leaking out from the Press. The Committee found that in one corner of the Press buildings a large mass of sawdust and woodshavings had been heaped up against a wall. These seem to be accumulations which have accrued from the Carpentry section over a long period. Apart from being a source of danger from fire, this heap will make it possible for workmen to climb up to the top of the compound wall and transfer articles to accomplices standing in the street outside. This heap and similar aids to theft, if they exist, must be removed. A large and untidy accumulation of waste paper, not properly cared for, was found in one corner of the Press Buildings. Such accumulations constitute a danger from fire, and they should not be allowed to exist; or they should be taken proper care of. The premises should generally be kept in a cleaner condition than at present.

(7) The Press Buildings now form a rather motley group of structures. Though the machine and binding Department are in compact blocks, the other Departments are scattered about in various places. This is rather inconvenient from the point of view of supervision. The store-room facilities are far too inadequate for a Press of this size. When finances permit the buildings must be enlarged and reconstructed according to a well-thought-out plan. For the present, the Superintendent, Government Press, may be asked to examine whether it is possible to rearrange the machinery without incurring appreciable expenditure, so that supervision is facilitated. The Committee, however, considers that the lack of compactness in the buildings is not a serious obstacle in the way of supervision and that it does not by any means justify the present state of affairs. The Committee would suggest that an internal telephone system should be established in the Press. This will be a considerable help in the disposal of business."

The S.G.P. is ~~also~~ requested to submit proposals to establish internal telephone connections and to increase the number of watchmen.

With regard to the provision in the Press with faster and larger sized machines and to purchase multipurpose Rotary machines the S.G.P. is required to examine the suggestion and to formulate a five year programme for the purpose.

2. The several defects and irregularities noticed by the Committee in the several branches of the Govt. Press and the remedies suggested to rectify them are set out below.

Defects and Irregularities.

~~The main defects and irregularities noticed by the Committee and the remedies suggested are set out below:-~~

I. Bad delays in the execution of work entrusted to the Press by the Heads of Deptts. - ~~Vide Annexure 'A' of the Report~~.

II. From the stage of manuscript matter to the stage of printing of copies, work has to be done by several departments and there is no supervision or necessary registers to check the delays in each department.

Remedies.

II. 1. There must be a register to show at a glance the

the stage in which a job stands on any particular date between the date of receipt of the job in the Press and the date of completion and despatch. This register has to be checked at constant intervals.

2. There must be registers ~~xxxxxx~~ in each department like composing department, Proof Reading department, Machine deptt., etc., to show when a particular job was received in the Deptt. when it was passed on to the next department.

Defects in Hand composing.

III. (a) The change over from the 'piece-work' system to the salary system has resulted in the abler workers not giving the high outturn they are capable of. To prevent this Govt. have fixed a minimum outturn for each type of composition and this rule has remained a dead letter. No serious attempt has been made to enforce it.

(b) The time sheets maintained by the compositors, which form the basis for computing the outturn are not prepared regularly or correctly.

(c) Except in a few cases the Hand compositors have generally been giving out-turn lower than the prescribed minimum and no disciplinary action seems to have been taken against slack workers. No gazetted officer in the Press has paid his attention to this state of affairs and attempted to rectify matters.

(d) As regards the working of the Bonus scheme according to which a bonus will be given for work above the prescribed minimum and a deduction made for work less than the prescribed minimum, it is found that no bonus had been paid to the workers' and no deductions had been made.

(e) The other registers in the Hand composing section ~~was~~ were not properly maintained and ~~there~~ has been exercised over the workers.

Remedies.

III. (b) The time sheets should be prepared promptly

every day with all the columns properly filled in and the accuracy of the entries checked by comparison with other records.

(d) Whether the workers take payment of the bonus or not, it is quite necessary that the deductions for short out-turn should be made.

DEFECTS.

IV. Mono-type: (a) The mono-type section is not giving the maximum possible out-turn.

(b) No mono-type section maintains an account to show the receipt of materials in the section, the expenditure and the balance.

(c) Many mono-operators were allowed to work in the Hand composing section though they drew pay in the Mono-~~xx~~ Operators' scale.

Measures should be devised to remedy these defects.

~~REMEDIES~~.

~~No special remarks.~~

V. DEFECTS.

Linot-type department:

(a) Out of 31 Lino-type machines only 25 (23 old plus 2 new) are in working order, even out of this 25, about 6 or 7 machines are almost always idle, owing to want of operators.

(b) The time sheets of this section show that the out-turn given by the workers is almost always short of the prescribed minimum and the supervising officers have not taken any action about it.

(c) The registers maintained in this section are not being posted properly and many columns have not been filled in with the result, that it is not possible to check the accuracy of the entries made by the operatives in the time sheets or to check whether there have been delays.

(d) No account is maintained in the section to show

(1) the amount of metal received in the section (2) the quantity of slugs cast and sent to various sections in galleys (3) the waste slugs and metal in the section (4) the balance of usable metal.

Remedies.

V. The machines which are out of order and which have not been

been supplied with electrical current must be brought ~~to~~ into working condition as quickly as possible.

~~The other suggestion made by the committee are examined in sectional notes ante.~~

VI. Reading department. Defect

The Press is being put to unnecessary work and responsibility in the printing of G.Os., as the draft G.O. or the Board's proceedings are now being sent to the Press with the original files and the Press is expected to edit the G.O. or the B.P. by scruitnising and noting the subject matter, the 'papers read' etc., at the top of the G.O.

REMEDY.

VI. Instructions ~~have to~~ will be issued to the outside officers to send matter for printing ready prepared just in the form in which it has to be printed. They should not expect the Press to do the clerical editing

Defects.

VII. Machine department.

(a) The Plant register is not properly kept and it does not show any sign of having been checked and perused by any officer. There are 76 machines in the Deptt., and the plant register shows only 70 machines. 13 machines shown in the Plant register are not to be found while 7 machines which are actually found have not been entered in the Plant Register. It is also noticed that 9 machines which were newly purchased and brought to the Machine room in December 1948, have not been entered in the Register.

(b) Out of 76 old machines about 9 or ten ~~or~~ are always out of order but no information is recorded anywhere showing when and why a particular machine want out of order and when it was repaired.

(c) Considerable amount of time is taken up as 'make ready' time in respect of each machine and the use of so much 'make ready' time indicates poor supervision.

(d) The average no. of impressions achieved for working

hours in the Machine department is generally about 500 whereas the minimum prescribed is 1000.

(e) Overtime work is sometimes being given without the prior sanction of the Supdt. Govt. Press or his gazetted Asst. who is in charge of the deptt.

(f) The arrears in the machine deptt. at the time of inspection were found to amount to about 1026 items made up of 5 items of 1947, 446 items of 1948 and 575 items of 1949.

(g) The manipulation of out-turn reports was common in the Machine deptt. and work actually done on one day was taken credit for on another date.

REMEDIES.

VII. Machine department.

(f) A log book has to be maintained for each machine showing (1) when work was commenced for the day (2) when it was closed (3) details of the work done (4). The periods when the machine was idle with reasons therefor. The log book should also show details of the paper and the ink used by each machine.

(e) & (g):- In order to assess the period of overtime, a slip is obtained from the gate showing when the worker left the office compound. It is desirable to make a direct check in the machine department itself and not to rely on the slip obtained from the gate. Overtime can be given only when there is urgent work to be attended to and it must be taken up only by bonafide 'make-ready' time or by actual running and not by other items.

VIII. Defects.
Binding department.

(a) There are heavy arrears of work and the jobs received in the department are not being attended to in the order of receipt or in the order of urgency.

(b) The registers in the department are not maintained properly.

(c) There is no clear cut procedure of (1) estimating the materials required for a job (2) obtaining it from the stores (3) completing the job in that chronological order.

(d) There is an irregular accumulation of materials in the Binding department, from which the workmen find it possible

to do jobs without making an indent.

(e) No outturn has been prescribed for men working on the mechines in this department.

(f) There is considerable room for suspecting that there is leakage of material.

VIII Remedies.

(c & d):- Data should be prescribed for estimating the quantity of materials required for any particular work and it should be possible to prescribe such data atleast for the standard sized publications, if not for all.

(e) An outturn should be prescribed for men working on the machines in this department.

IX. DEFECTS.

PAPER:

(a) Paper is transported to the Press from the Stationery Stores Guindy and no verification is made as to whether the quantity of paper transported is tampered with enroute.

(b) Many unattested corrections were also found in the registers.

(c) There is no proper check by the Gazetted officer to see whether the quantities of paper indented for from the stores are reasonable and are really required for the job on hand.

Remedies.

IX. Paper.

(a) The Supdt. Govt. Press should see that the paper received from Guindy in the lorry is carefully verified before it is taken into account.

(2) The bin card system must be introduced for paper transactions or arrangements made to have the receipt and issue of paper recorded as and when they occur.

(3) The paper account should be maintained by a section other than the stores section.

(4) When the Superintendent of Stationery asks a private company to supply paper to the Press, there should be a check to see that the quantity of paper ordered and billed for has been brought to the account in the Press.

(5) Cheaper varieties of paper should be preferred to costlier varieties of paper.

Defects.

Type Store:

(a) The different kinds of dross like Lino metal dross and Mono metal dross and ordinary type metal dross is now kept mixed up in a masonry tub and the whole quantity is cleared once a year and the metal obtained is used as dross metal.

(b) Para 199 of the Printing Manual lays down that a list of all composed matter kept standing should be maintained and periodically checked. This is not done.

Remedies.

X. (a) It is desirable that the different kinds of dross are kept separately.

(b) It is necessary that a stock of metal and type is made to keep a day to-day account of the stock received in the section and the stock going out.

XI. Rubber stamp manufacture.

(a) There are delays in the execution of orders for rubber stamps and there are heavy arrears.

(b) No separate account is maintained of the rubber sheets and the brass sheets received in the section from stores.

Remedy.

XI. There should be separate account of rubber sheets and brass sheets received in this section from the Stores.

Defects.

XII. Stores.

(a) In some years there has been an abnormal consumption of certain articles.

(b) The various departments which make indents from the stores do not maintain accounts showing the articles received in the department, the no. spent and the purpose and the balance.

(c) There are some cases of irregular purchases of materials either at high prices or without calling for tenders.

Remedy.

XII. The Superintendent should watch the consumption of various articles periodically in the course of the year and make investigation, if any abnormal consumption is noticed.

Defects.

XIII The Pententiary Press.

The work is of poor quality, in view of the fact that convict labour is employed.

Remedy.

XIII. The supervisory staff lent to the Press from the main Press may be changed from time to time, as complaints are heard that they tend to collude with the convicts and connive at breaches of the Jail Rules.

Defects.

XIV. Publication Depot, Mount Road.

(a) No complaint book has been maintained, though there are widespread complaints.

(b) The ledgers are never posted upto-date; wide discrepancies are noticed between the balances as noted in the ledgers and the actual balances in so far as these are ascertainable.

(c) There is no system or order in the arrangement of the publications. Old and new publications are jumbled together.

(d) The copies of publication are printed in excess of the required no.

(e) Where stock of publication is existing, the reply 'No stock' is given very often.

(f) No orders have been passed on the result of stock taking for the years 1945-46 to 1947-48 and that the stock taking of 1948-49 revealed that the actual balances in many cases exceeded the Ledger balances.

Remedies.

XIV. In future when an officer places an order for the printing of a publication, the Supdt. should acquaint him with actual experience in the Depot and get a certificate from him that he has given his personal attention to the matter and that the no. of copies applied for is necessary.

(2). In respect of publications for which there is good public demand, e-g. the Fundamental Rules or the B.S.O. and which are really out of stock, steps should be taken to

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to reprint and stock new copies.

(3). The cash received in the Depot. should be kept in double lock and arrangements should be made to remit the cash every day in the Imperial Bank of India, Mount Road, which is very near the depot.

(4) Since receipt books can be misused the blank receipt books must be kept in the custody of the gazetted officer concerned and issued for use one after the other as occasion requires.

(5) The stock verification must be carefully made and the differences between the actual stock and the book stock adjusted after proper sanction.

XV. Defects.
Electrical and Mechanical Engineer.

(1)(a) No time sheet or record of work done by the Electricians is maintained.

(b) No account is kept of the articles received from the stores and the purpose for which they were used.

(c) The registers maintained in the Stores section show that spare parts were issued to the Electrical Section in 1944 and 1945 and the articles has not been entered in the register opened in 1949.

Mechanical.

(2) (a) The time sheets maintained by the workers do not show particulars of the works attended to and the time taken.

(b) No register was maintained showing the articles received from the Stores section and the purposes for which they were used.

(d) There is an accumulation of new angle iron rods etc., which were not borne on any stock account.

Remedies.
Electrical and Mechanical Department.

XV.

There should be arrangements for effecting minor repairs to the machinery. Necessary equipment like lathes, etc., should be provided. The Electrical and Mechanical Engineer and his staff should be able to attend to such repairs.

Defects.
Carpentary section.

XV.

(a) There is no record to show who estimated the requirements and who passed the estimate.

(b) There is no record showing the materials received in the section and quantities issued on different orders.

(c) A large quantity of surplus timber was found stored in this section and this leads to suspicion that larger quantities than are actually necessary are indented for in the execution of jobs.

(d) Delays in the execution of orders, as well as cases, where orders on the section have been placed without the orders of any gazetted officer were noticed.

Remedy.

~~No specific remarks.~~

XVI. DEFECTS.

FORMS.

(a) About 5100 indents were received in 1948-49, of these about 1400 only have been complied with.

(b) Different kinds of forms applied for by an office are accumulated till a quantity sufficient for despatching to their office by goods train is available.

(c) Want of general supervision in the Forms control section.

Remedies.

XVI. FORMS.

Though normally despatch by goods train is more economical and is to be preferred for that reason, yet in view of the fact that many offices are waiting for forms for a long time, the forms may be despatched by passenger train as and when they are ready.

(2) Heads of Departments may be asked to examine whether any of the forms which are now being printed in the Press can be conveniently abolished or reduced in size and also to take steps to present excessive estimates for the no. of forms required.

Defects.

XVII. OVERTIME.

It has been the practice in the Press to allow an appreciable amount of 'over-time' and it is generally noticed that the out-turn is shortest in the months in

which over-time is the greatest.

XVII. Remedy.

So long as adequate out-turn of work is not realised during normal time, over-time work must be reduced to the minimum and also the work performed during over-time by a worker must first be adjusted towards the deficit, if any, in the out-turn of the Worker on the same day.

Defects.

XVIII. Work given to ~~p~~ Private Press.

(1) The procedure adopted in giving work to private presses is for the Govt. Press office to work out a rate on the basis of some assumed data for the ~~f~~ printing of a specified no. of pages and then select some private presses and offer the work to the Presses at the above rate.

(2) Complaints have been received that in the selection of private presses extraneous considerations come into play.

(3) No tenders or quotations are called for at any time.

(4) Two of the private presses to which the High Court work was given are owned by close relations of one of the gazetted officers in the Press.

(5) The rates for printing at private presses were arbitrarily fixed.

Remedies.

XVIII.

In future private presses must be selected only after calling for tenders.

~~If~~ the rates at which work in private presses in ~~the~~ adjoining districts are cheaper, it is suggested to have ~~wm~~ the work of a District ~~pim~~ printed in an adjoining district where appreciably lower rates are quoted.

Defects.

XIX. Leave and attendance.

(a) There are several absentees every day in all departments The absentees averaged about 250 per day i.e. about 1/8 of the total strength in the Press.

(b) The taking of leave on loss of pay is quite a common occurence.

Remedies.

XIX. (a) Leave rules must be applied more strictly and the

the average period of absence reduced considerably.

(b) Leave on loss of pay should be granted very rarely and workmen who stay away for long period should not be reinstated.

DEFECTS.

XX. OFFICE CORRESPONDENCE.

(a) There is no proper supervision of the work of the section and no check of the Registers and there are very heavy arrears of work.

(b) Personal files have not been regularly maintained.

Remedies.

XX. (a) Proper registers should be prescribed and they should be checked frequently.

(b) Entries in the personal files of all sub-ordinates and employees must be made periodically once a year, if not once in six months, by the officer who is the immediate superior of the individual in question and that supplemental entries must be made by the next higher officer.

Papers which have no bearing on the work and conduct of an individual should not be added to the personal file.

The S.G.P. should immediately start to give effect to the suggestions to remedy the defects pointed out.

V.E.

E.P.H.(C2)Deptt

From the Collector of Madras and Chairman of the Govt. Press Expert Committee dated 7-10-1949.

...

Govt.Press - Working - Examination of -Report.

...

In G.O. 93 Education, dated 17-1-49, the Govt. appointed an expert committee consisting of the following members: ~~to~~ examine the working of the Govt. Press and to suggest ways and means to run it on ~~the Press and~~ efficient lines.

1. Mr. V.V. Subramanian, I.C.S.
   Collector of Madras - Chairman.
2. Sri M. Satyanarayana, Hindi Pracher Sabha, Thyagarayanagar.
3. Sri T.S. Dhandapani Ayyar, B.A.B.L.
   c/o The Hindu.
4. Sri K. Vaidyanathan, Dy.Acct.~~Govt~~ Madras.
5. Sri C.N. Muthuranga Mudaliar, M.L.C.

The terms of the reference to the Committee were:-

(1) to examine the working of the Govt.Press in all departments with particular reference to the following points:-

(a) whether the administrative, accounting and business arrangements which are in vogue ensured adequately that men and material are ~~xxx~~ used to the best advantage, and

(b) whether the supervision is such that there is no wastage, leakage, loss or theft of material and that Govt. work and enquiries and orders from the public are dealt with, with due care and promptitude and to make recommendations on any points when short comings ~~were~~ are noticed.

2. The Committee has submitted ~~to~~ its report on the conclusion of its investi~~gators~~gations. Before the Committee ~~entrust~~ entered on its work, Sri C.N.Muthuranga Mudaliar, one of the member, of the Committee died. Another member, Sri Satyanarayana of the Hindi Pracher Sabha, was absent at New Delhi attending the meetings of the Constituent Assembly and he was

not able to take any part in the work of the Committee and he eventually resigned. The Committee virtually consisted of only three members.

~~3. The defects and irregularities noticed by the Committee in the working of the Press or~~ The Committee has examined thoroughly the working of all the different departments. Its conclusion is that the general condition of the Press is bad and that in almost every section there are heavy arrears and there is little evidence of any supervision exercised over the work of the men or any care taken to see that the materials are properly spent. 3. The Committee's recommendations are contained in paragraph 25 on pp 61-75 cf. Sectional notes are put up on recommendations (1), (2), (3), (8) and (17) and also on the main defects and irregularities noticed by the committee. Recommendations (4), (5), (6) (7) (9) (10) and (11) may be communicated to the Supdt. Govt. Press and he may be asked to give effect to them at once. The Superintendent may be asked to submit proposals to establish internal telephone connections (Recommendation (10)) and also to increase the no. of watchmen (Recommendation (11)). Recommendation (12) -Viz., annual inspection by the Collector and a non-official may be accepted. It may not be possible to give effect to the recommendation (13) to provide the Press with faster and larger sized machines and to purchase multi-purpose ~~Madras~~ rotary Machines, in view of the financial stringency. The Superintendent ~~was~~ may however be asked to examine the suggestion and to formulate a five year programme for the purpose. Recommendation (14) is already under consideration. Recommendations (15) and (16) may be accepted and general orders issued. The other irregularities & remedies suggested by the Committee may also be communicated to the S.G.P. for necessary action.

4. The most immediate action to be taken is to appoint a Joint Superintendent-pp 61-65 cf. It can then be left to this officer and the Supdt. Govt. Press to carry out the recommendations of the Committee sending detailed proposals, wherever necessary, for the orders of Govt.

5. The Govt. may also convey their thanks to the Committee for their valuable report and for the thoroughness with which it has carried out its ~~work~~ task. It is for consideration whether this may be done now or may wait ~~after~~ until the file is re-

p 61 cf

(Kept below)

pp 75, 77, 79 cf

p 77 cf

p 79 cf

pp 79 & 81 cf

p 81 cf

p 81 cf

pp 19-32 of sect notes.

received from Public and Finance and circulation.

27/10/49

Recommendation No. (1) which deserves immediate consideration has been detached and sent separately to the Finance Secretary and Chief Secretary.

In respect of the other Recommendations, the extensive noting does not appear necessary as the best course would be to appoint the Officer on Special Duty and asking him to implement the proposals, taking the orders of Government as necessary. A monthly report from the Officer on Special Duty may be prescribed on the progress of implementing the Recommendations. I have passed orders on sectional notes, which Finance & Public may see.

28/X

Public.

Finance.

Public (Services) Department.

The remarks of this department are added on pp. 6 & 8(a) of the sectional notes below. After orders are passed on the sectional notes, the file may be passed on to Finance.

31/X/49

31.10.49

Finance (EIII)

The case deals with the report of the Expert Committee on the working of the Govt Press. Finance may agree with the views of EP.H at '2' above.

2. The notes of this deptt have also been added on to pp 8(a), 10, and 14 of the sectional notes below. After orders are

EP HVD. 78403 C2/491
28.10.49

DEPUTY SECRETARY
21 OCT 1949
Cono 4095
PUBLIC DEPARTMENT

ASSISTANT SECRETARY TO GOVERNMENT
1 - NOV 1949
73446
FINANCE DEPARTMENT

(4)

passed thereon, the case may be returned to Estt. II deptt.

Sen 4/XI/49 (As regards M/on of 3 above this Deptt. have (in the separate file), agreed to the deputation of Mr. V.V. Subramanian I.C.S. as Special officer for implementing the recommendations of the Committee) Z

4.11.49

4/11/49

E & S.II

C2

The case relates to the report of the Expert Committee on the working of the Govt Pres. Attention is invited to this deptts note on ff. 1-3 ante & the sectional notes below. The remarks of Public (Secl) & Finance will be found on ff. 6, 8(a), 8(b), 10, & 14 ante sectional notes and the notes of this deptt. have also been added to. The file may be circulated to H.M.(E&L) 'Z' above. The file is in the Public deptt.

5/11/49

DRM 5/11/49 S

H.M.(E&L)

May approve Z above and the sectional note

H.M.(E&L) 5/XI

Yes. I see my minutes in the various pages of Sec. notes. 6/XI

Fin. Mem 73446 Estt 4/XI/49

4 NOV 1949 GOVT. OF MADRAS PUB. DEPT.

C4.

B.D. Estt

5

A draft embodying the orders in the main and sectional notes is submitted.

2. The file relating to the appointment of a Special Officer for implementing the recommendations of the Expert Committee is under consideration in Pub. (Spl) and orders will issue separately.

3. Extracts of recommendations (12),(15) and (16) will be taken and orders issued separately.

4. As regards the proposed amendment to the rules relating to Stationery and Printing Service, for including a provision that no officer who is having any interest in a private press should be promoted to a gazetted rank and that the arising of any such interest newly will be a sufficient ground for reverting an officer from a gazetted rank, separate action will be taken.

5. Orders have been passed in sectional notes referring certain matters to the Special Officer when appointed. The main and sectional notes may be sent u.o. to the Special Officer for necessary action as soon as he is appointed.

6. Further notes on page 18 (a) of sectional notes have been added. May be circulated to H.M.(E&L)

14/11/49

DRM 14/11/49 S

H.M.(E&L)

15/11

S. Mark it Confidential to the S.S.P. Ask him to take action in Consultation with the S.O. who is going to be appointed.

16/11

Para 3 of the draft amended - further note added as p 18 (a) of sec. notes

DRM 16/11/49 S

16/11

78109 2-14 ante

12 ante (pp 79 & 81 ante) (Acting taken regarding.

A-1 regarding

SECRETARIAT, REVENUE AND PUBLIC DEPT. 16 NOV 1949 GOVERNMENT OF MADRAS

Issued as G.O. 3533 Edn 8, 17-11-49)

pp 71-107

00.26 15/XI/49

See p 18(a) ante

H.M.(E&L)

6

Edn. & P.H. Dept. (C2)

Subject: Appointment - Subramanian, I.C.S., Sri V.V. - Notified - Special Officer, Govt. Press, Madras.

Ref: G.O. Ms. No. 4438 Pub (Spl) Dated 17-12-1949.

With reference to para 4 of G.O.No. 3533 Edn., dated 17-11-1949, Government have issued orders appointing Sri V.V. Subramanian, I.C.S. as Special Officer for reorganisation of the Government Press, Madras, for a period of six months from the date of taking charge.

2. Certain files have been ordered to lie over till the Special Officer is appointed. The list of files is put up at Flag (E). As for file No. (1) regarding further action on the report of the Government Press Enquiry Committee, orders have already been taken to send that file u.o. to the Special Officer for necessary action as soon as he is appointed.

3. As regards file No. (2), it seems desirable to send it also u.o. to him as he will be in a better position to offer his remarks and suggestions after reading through the entire file.

4. As regards file No. (4) it is required for reference in connection with the proposed ~~xixipli~~ disciplinary action against Sri K. ~~Ranganatha~~ Rajarathna Mudaliar, Assistant Superintendent, Government Press. This is retained in the Section.

5. As regards files No. (3),(5) (6) and (7), they are being ~~sent~~ submitted separately with drafts to the Special Officer.

For orders. whether l.f.s I & II may be sent in to S.O. for necessary action.

J.D. 20.12.49

20-12-49

S 4/3

21/12

EPH.C.O. 99136 C2/49-1
21.12.49.

To
The Collector of Madras & Special Officer for Reorganisation of Govt. Press.
(with two files in original).

8

9

Received one Confidential ~~Cov~~ Sealed cover addressed to Sri. V. V. Subramanian I.C.S. Collector of Madras, containing E.P. H.V.O No. 99136 C2/49-1 & 21.12.49 and two files in original ~~C.No.~~

1. C.No. 78403 C2/49.

(Note file, current file & Sectional Notes).

2. C.No. 97762 C2/48 — disposed of in 1753 Edn 10/6/50

(Note file and current file).

J. Parthasarathy
P.C. to Collector of Madras
22/12/49

8

Sectional Notes

1. Joint Superintendent Government Press.

Please see the Committees recommendations on the subject on pp 61-65 cf.

In the circumstances stated the Committee recommends that a Joint Superintendent may be appointed who will be entrusted with the sole task of reorganising the different sections of the Press and bringing the organisation into proper working order. The Joint Superintendent will be independent of the Supdt. but will work in consultation with him and he will have direct access to Govt. when he finds it necessary and his proposals should be put into effect with the concurrence of the Supdt. Govt. Press; but in case of disagreement the matter ~~x~~ may be referred to Govt. for orders. The Superintendent Government Press may also be made to take his view before making administrative proposals of any importance, for example a proposal for additional staff.

The Committee suggests that an officer with the rank of Junior Collector or a Senior Asst. Secy. may be selected and the post may be sanctioned for a period of three years and the need for continuing the post further may be examined at the end of the period. The officer may be given a stenographer and 2 peons. The Committee states that it is of great importance that an officer of marked ability is selected. As the Press is such an important organisation and the work of bringing it to proper working condition is so arduous the demand may be given high priority for a officer of proved ability for appointment to the post.

The Committee also recommends that with the appointment of a Joint Superintendent ~~of~~ one of the two Dy. Supdts. may be kept in abeyance. // This is a

most important recommendation and should be given effect to at once whoever is selected for the work, whether a a Junior Collector or an Asst.Secretary may given an allowance of Rs.100 in addition to his grade.

There are two Deputy Superintendents in the Govt. Press one Senior Dy.Superintendent on Rs.450-650 and one Junior Dy.Superintendent on Rs.300-500.

The Retrenchment and Reorganization committee recommended that a post of Dy.Supdt.should be abolished. In view of the growing and multifarious ~~most~~ nature of work of the Press the Superintendent strongly protested against the abolition of one of the posts and the Govt. agreed with his recommendation and this decision has been taken only recently.

It is not known how far the work of the technical sections will be reduced by the appointment of a Joint Superintendent who is more an officer in charge of overhauling the Press administration but without technical knowledge ~~it~~ Appointee is evolved out of the Chief in the course of time ~~in the Press~~, there may be case for some retrenchment in the Gazetted staff. Perhaps it may not be ~~advisable~~ advisable to keep in abeyance a gazetted post now.

Public and Finance may see.

26.12.49

P&M 27/12/49

orders appointing Sri V.V. Subramanian etc.,
as Spl. Officers have been issued in G.O. Ms.
No. 4438 dated 17.12.49. The original of the G.O.
and the note file may be retained here
and the file returned to E & P.H.

27.12.49 28.12.49

ASST. SECRETARY TO GOVERNMENT
10/229
28 DEC 1949
EDUCATION AND PUBLIC HEALTH DEPT.

Pub(S&P) U.O.
3574/P-3.
27.12.49

May be added as the ninth.
M/n 4/1/50

There is no such rule.
S/O

(Pp1-2 Annexure)

Gazetted Assistants

The Committee is not impressed with the quality of the existing Gazetted Assistants of the ~~Supdt~~. Govt.Press and it states that unless the outlook of these officers changes and some of them atleast are replaced by better men the condition of the Press cannot be easily changed. It, therefore recommends that the Gazetted Assistants who have not acquired probationery rights may be reverted and their places ~~fixxx~~ filled by suitable direct recruits.

The Committee also suggests that a warning should be administered to the Supdt. Govt. Press and all his Gazetted Assistants that the supervision in the past has not been satisfactory, and that there must be improvement and that if there is no improvement disciplinary action may be taken against the ~~departing~~ defaulting officer. The Committee also observes, that it is not in the interests of one of the Assistant Superintendent that he should be closely associated with a private press and that complaints will be made that materials leak out to this Press or that some of the numerous absentee workmen one made to work there and that all this is Connived at by the officer concerned or that Govt. work has been given to this press (as in fact the Highcourt work was given) on grounds of favoritism.

The Committee also suggests that a rule should be framed prescribing that no officer who is having interest in a private press should be promoted to a gazetted rank and that the arising of any such interest newly will be sufficient ground for revert an officer from Gazetted rank. In this connection committee invites attention to principle underlined in para 72 and 154 (4) of the P.W.D. Code.

~~xxxxxxxx~~ The Committee desires to emphasise that the Supdt. Govt.Press and his assistants must spend a co

(A)

considerable time each day in the Factory (i.e.) the working ~~apartment~~ department, supervising the work of the men checking absentees etc., records must be prescribed for ensuring that they spend a minimum number of hours each day on supervision work in the Factory and possibly the Gazetted Officers may be made to work in the Factory rooms themselves. The Superintendent, Government Press must constantly check these records and also maintain such a record in respect of himself.

4. In the confidential reports on his Assistants the Supdt.Govt.Press submits periodically to the Government he must be made to deal specifically on this aspect of their work among others. ~~and~~

5. At present the distribution of work between the Gazetted officers viz.,

One Asst.Superintendent is in charge of Fort St. George Gazette that means he is in charge of the compositors, machine men, binders, etc., attending to the Gazette work, while another officer is in charge of compositors etc., attending to job work, The committee recommends that one officer should be in charge of all composing work covering Gazette work, job work and other items and another officer should be in charge of entire Machine Deptt. including those machines which are used in printing ~~pointing~~ the Gazette.

2. The Superintendent Govt.Press and the Senior Deputy Superintendent (~~G.F.A.~~ G.F. Amalanathan) ~~and permanent officers~~ and Mr. M.R. Srinivasan ~~is~~ a permanent Assistant Superintendent acting as Junior Deputy Superintendent, The Four Assistant Superintendents have ~~since~~ been regularly appointed and have not completed their probation. The following statement shows the names of the Assistant Superintendents and the dates of commencement of probation.

1.	K.Rajaratna Mudaliar	- 30-11-1948
2.	S.Krishnan	1-12-1948
3.	E.M. Munisamy	10- 5-1949
4.	L.Madava Balakrishnan	10- 5-1949

A temporary appointment under rule 9(a)(1) has since been made in the absence on leave of Sri G.F.Ama-

G.F. Amalanathan (Sri Kuppuswami Chetty.)

Prior to 1948, the appointment of Assistant Superintendent in the Govt. Press was by direct recruitment or for special reasons recruitment by transfer from any other service. On the representation of certain senior persons of the Govt. Press in respect of promotions to Gazetted posts in the Govt.Press in particular to posts of Assistant Superintendents the Govt. considered the question of amending the rules and orders were issued in G.O.21 Education dated 3-1-1948 amending the rules enabling the promotion to the post of Asst. Superintendent, Govt. Press by transfer from any other service. But if no qualified and suitable candidates are available for appointment to the post of Assistant Superintendents, appointment shall be made by direct recruitment. Now the four acting Assistant Superintendents referred to above have been selected by the M.P.S.C. as suitable for the post they hold. As the rules have been amended only recently and a full trial has not been given, it is for consideration whether the existing rules will be amended.

It may be stated, that in another file on account of his connection with a private Press it is proposed to ask Sri K.R. Mudaliar to show cause why his increments should not be stopped for a year. In the present recommendation it appears that such a person should not hold a gazetted post in the Press and that is a sufficient ground for reverting the officer. This recommendation has been taken up with the other file relating to the disciplinary action against Messrs. Rajaratna Mudaliar and Amalanathan.

As regards point at 'A' necessary provision may be included in the service rules for the Stationery and Printing service.

Necessary orders may be immediately issued to the Supdt. Govt.Press to give effect to the other recommendations.

None of the officers on probation should be confirmed until they show a visible improvement in their work, to the satisfaction of the officer on special Duty proposed to be appointed.

Other recommendations may be conveyed to the Supt for immediate action and report

28/X

Public

Public (Services) Department.

X above may be agreed to. Steps will ~~no doubt~~ naturally have to be taken to extend or terminate the probation at the end of the prescribed period of probation if the officers ~~is~~ are found not suitable for full membership of the service.

In other words, ~~[illegible]~~ care should be taken before declaring these officers to be approved probationers in their category

31/X/49

M

37.10.49

31/X

Necessary note will be made on the point at M above separately.

5/11/49

5/41

5/11/49

3 FOREMEN

The Committee observes that the work of immediate ~~suspension~~ supervision over the work of men must devolve on the Foreman, the Gazetted Assistant has a few hundred men to deal with and he cannot possibly effect immediate supervision that a Foreman alone can and that it is necessary that the Foreman must be men with driving power and tact. It therefore recommends that if Foremen must be selected from ranks of workmen it should only be based on merits giving some weight to seniority. It does not appear that G.O.2127 Education dated 8-11-46 stands in the way of implementing the suggestion. The interpretation put ~~post~~ by the Supdt.Govt.Press on this G.O.regarding promotion by strict seniority has since been held to be incorrect as this interpretation will override the statutory rule. This power still remains with the Supdt.Govt.Press to promote men according to merit with some weight given to seniority.

2. In view of the fact that the Superintendent represented to the committee that suitable Assist.Foremen are not available as the scale of pay of Asst.Foreman is actually lower than that of the workers, the committee recommends a slight improvement in the scale of Asst. Foremen. ~~There are at present 2 posts of Top Senior Foremen on Rs.120-5-170, 10 posts of Foremen on Rs. 90-5-130-10-150 and 26 posts of Junior Foremen on Rs. 45-3-60-2½-85~~

The Committee also recommends that ten new posts of Foreman in the senior scale of Rs.90-5-130 EB- 10-150 may be created in addition to the existing 10 posts and that these posts may be filled up by suitable direct recruits. There are at present 2 posts of Top Senior Foremen on Rs.120-5-170, 10 posts of Foremen on Rs. 90-5-130-10-150 and 26 posts of Junior Foremen on Rs. 45-3-60-2½-85.

There is already a proposal to increase the posts of Senior Foremen by three in the machine deptt.

Finance have already agreed to the addition of one Senior Foreman. Necessary proposals for the increase ~~of~~ in the post of Senior Foreman may be called for and putting them in charge of other sections.

As for the increase of pay of Asst.Foreman, it is submitted, that ~~as for Asst.Foremen Grade I~~ there are, atpresent two scales Rs.45-3-60-2½ - 75 and Rs. 35-2-55-1-65 Asst Foreman, Grade I. There is one post in each of the above two categories. The scale of pay of Asst.Foremen Grade II is Rs.35-2-55-1-65 and there are 28 posts in this grade.

As pointed out by the Govt.Press Expert Committee, the scale of pay of Asst Foreman is actually lower than that of workers. Please see in this connection a statement of the pay of Asst.Foreman and the workers on p 29 cf.of L. F. This question of removing the anomaly will have to be taken up in consultation with the S.G.P.

The Committee suggests that the ranks of existing Foremen must be ~~dexi~~ weeded out by replacing all men who have not acquired probationary rights by direct recruits preferably by men from Polytechnic and other men must be given a warning and if they do not improve, they ~~should~~ must be similarly ~~reverted~~. replaced.

Posts of Senior Foremen is in the Selection grade and only people with merit and ability could have been promoted by the Supt.Govt.Press and some might have acquired probationery rights. There is no provision under the Govt.Press Subordinate service rules for direct recruitment to posts of Senior Foremen. The Govt. Press Sub-Service Rules have to be amended to give effect to the Committees recommendations. Necessary proposals may be called for from the S.G.P. Public and Finance may see.

(Sept)

A

B L.F. I

p 23 cf

C

J.D. above

DM 27/10/49

28/X

Pub/Fin

PUBLIC(SERVICES) DEPARTMENT.

pp.7-8 ante.

No remarks are called for. E & P.H. will no doubt let this Department see the draft amendments before they are issued.

31/X/49

31.10.49

CS 31/X

Finance (E III)

Notes on pp 7-8 above may be perused. The remarks of this deptt will be offered after specific proposals have been formulated by the S.G.P and examined in the E&P.H deptt. ~~[illegible]~~ E&P.H may be requested to elucidate the following points also, before sending the file again to this deptt for examination.

C on p 8 above

D

'A' on p 8 above :- From G.O. No. 916 Finds 26.11.47 it is observed that Asst Foreman Gr I are allowed only a scale of pay of Rs 45-3-60-E.B.-2½-75 (to be designated as Foreman Mechanics). The second scale of pay stated by them viz 35-2-55-1-65 has been sanctioned only for Asst Foremen Gr II (to be designated as Assistant Foremen). It does not therefore seem that two scales of pay have been sanctioned for the same post viz Asst Foreman Gr I. E&P.H may be requested to verify this.

not put up

E

'B' on p 8 above :- It is stated that the scale of pay of Asst Foremen is actually lower than that of ~~A~~ workers. In this connection E&P.H have referred to p 29 C.F. of L.F. Here only the scales of pay for the posts of Asst Foreman Gr II, copy holders, Compositors and Computors have been mentioned.

cf p 8 above

p 29 C.F. L.F.

8(b)

It is however not clear to what posts this term 'workers' refer, and whether these Asst Foreman Gr II are recruited directly from the category of workers. ~~[illegible]~~ The qualifications and the duties & responsibilities attached to these posts are also not known. E&P. H may be requested to obtain the above information as the revision of the scale of pay for the post of Asst Foreman is supported by a comparison of the scale of pay for workers.

F

(Next fin note on p 10 below)

SM 4/XI/49

4.11.49

4/11/49

E and N
C2

The proposal of Fin. at D on p 8(a) may perhaps be accepted.

As for E & F on pp 8(a) & (b) above, necessary reference will be made.

JD 5/11/49

5/11/49

5/XI

8/11

9

8 Computing Section

The defects pointed out by the Committee in respect of this section are:-

(a) The work of checking the time sheets and computing the out turn of the composition is not up-to-date.

(b) There is no proper record to show that the work of the computors is over checked by the Head Computors.

(c) The absence and late attendance of compositors for the purpose of checking the corrections of the entries in the Time sheets is obtained from the Gate Keeper and not by direct check.

The committee points out that ~~xxxxxxxxxxxx~~ the computing section is an important one as it is responsible for computing the outturn of the workers. and it considers that this section should be placed under the control of an officer who has no affiliations with the Govt. Press. It is therefore suggested that the section may be placed under the charge of an officer obtained on loan from the Accountant General's office for a period of three years at a time he may work directly under the Superintendent Government Press.

~~2~~. It is submitted that for this purpose Accountant General may have to be addressed whether he will lend the services of a Superintendent from his office who has passed the S.A.S. with requisite practical experience in computing for three years and to state the terms under which he may be lent. Finance may first advise on this proposal.

A

JD 26/10/49

27/10/49

A may be agreed to
Finance may see
Fin

28/X

Finance (EIII)

Please see the note of EH. H on p 9 above. The work in the computing section of the Govt Press will presumably relate to the calculation of the out-turn of the work by the staff, the checking of the time sheets in the composing sections and valuation of the out-turn, and the valuation of the work relating to Govt work done in private presses, stray cases of private work done in Govt Press etc etc. Details regarding the existing staff attending to this work in the Govt Press are not known. However for attending to the above mentioned work it does not seem necessary to appoint a superintendent in Rs (200-500) from the A.G's office on deputation. It seems that the above work can as well be attended to by an Inspector of L.F. Audit Deptt (scale of pay Rs 150-300). Any way it seems worth while consulting the Examiner L.F. Acctt in this matter before the A.G. is consulted as this arrangement will cost less to Govt than deputing a superintendent from the A.G's office. EH. H may be requested to consider this point.

EH. H may also examine whether into the appointment of a separate officer for the computing section (either from the A.G's office or the L.F. Audit deptt, corresponding retrenchment cannot be effected in the staff of the computing section in the Govt Press.

cf para 21 on p 51 cat.

Rs 200-15-380-20-20-500

Rs 150-10-300.

A

4/11/49

B

There is a chief computer on Rs 150-10-200.

4/11/49

(Next fin note on p 14 below)

4/11/49

4/11/49

4.11.49

The S.O. who is

10(a)

69

be appointed may be consulted as regards points A & B on p 10 ante.

5/11/49

5/11

5/11

17 Govt. Press Workers Union

The Enquiry committee observes that the Superintendent and his assistants seem to be afraid of the Workers' Union and they may not therefore be inclined to take strong action against slack workers. The committee submits that there cannot be any leniency in dealing with workers who do not work or very ~~litt~~ little of it. It also suggests that a policy of gradualness may be adopted in enforcing decipline and getting better out turn with warning being given before punishment and punishment being in the first instance given in the case of worst offenders . The Committee also emphasises that the S.G.P. should be given full support in the measures he takes with a view to get better work from his men and safeguard materials.

2. The Govt. Press Workers' Union was recognised by Govt. in 1938. One of the conditions of recognition is that the Union should submit its representation, if any, through the S.G.P. It has been brought to the notice of Govt. that this rule has been violated on more than one occasion. From the report of the S.G.P. on pp 7-11 cf. of G.O.1263 Edn. dated 25-4-49, it will appear that the Union had more than once interfered with the day to day administration of the Press and created unhealthy atmosphere in the Press. Thereupon the Madras Govt. Press Union was informed that it should rigidly follow the conditions of its recognisition that it should forward its representations invariably thro' the S.G.P. on ~~Jan~~ of withdrawal of recognition. In the circumstances if the Union unnecessarily interferes with the day to day administration of the Press necessary action may be taken to withdraw the recognition. The S.G.P. may be informed that the Workers' Union need not ~~defer~~ defer him from taking any ~~strong action against stock workers~~

any strong action against stock workers.

SD 26/10/49

DM 27/10/49

A may be conveyed to S GP

28/X

DM 28/11

Lino-Type department - pp 19-23 cf.

The Committee points out that about 6 or 7 machines in this department are almost always idle owing to want of operators and that it is uneconomical to have costly machines standing idle, specially when the work is so heavily in arrears. It observes that a uniform increase of salary is probably not required since many operators are remaining in the Press on the present scales of pay. It, therefore, suggests that 5 or 6 posts on special scales of pay with high minimum outturn may be created on a temporary basis. The posts may be temporary and non-pensionable and permanent hands in the Press may be made ineligible for appointment to them(i.e.) the posts may be made similar in their advantages and disadvantages. to the Newspaper office jobs to which men resign and go. The committee thinks that by adopting the above or some other suitable solution all the machines in the section must be kept working.

The scales of pay of the Lino Operators now in force is Rs. 50-3-80 EB-3-110 plus Bonus. On the representation of the workers there is a proposal to sanction a scale of pay of Rs.60-3-120. A reference has been made to the S.G.P. as regards the extra cost involved. In that connection, the workers represented that the minimum pay of Lino-Operators in commercial concerns ranged from Rs.200 to 350. No reply has yet been received from the S.G.P. It is for consideration whether the creation of the temporary posts suggested by the committee may await the proposed revision of the pay of Lino-type Operators or whether the creation of temporary posts may also be considered irrespective of the question of revision of scale of pay of Lino-operaors. Finance may see.

SD 26/10/49

DM 27/10/49

14

Finance (EIII)

Notes on p 13 above may be perused. In view of the position set out at A on p 13 above, it seems preferable to await a decision on the question of the revision of the scale of pay for the post of Lino Operators before the creation of addl temporary posts recommended by the Committee are considered. Finance may advise accordingly.

A

(End of fin note)

4/XI/49 4.11.49 4/11/49

This dept. may perhaps agree with the views of finance also.

5/11/49

Yes, but A should be expedited

5/XI

6/11

15

(A) Stock Taking -

92

The committee states that the stock taking of plant and machinery and other articles in the Press is said to have been done last in 1940. Though under the rules the stock taking has to be done once in 5 years, the next stock-taking has not been done so far and no steps seem to have been taken on that behalf. The committee recommends that the system of verifying the stocks in the Press once in 5 years only is not satisfactory and that the stocks should be verified atleast once a year. It observes that since the Press is an unweildy organization the stock in each department must be treated as a unit and each department must take responsibility for its stock and the manner of entering the stock in the register as suggested at 'M' on page 37 cf. below:—

For a long time since, the stock-taking of plant machinery in the Govt. Press has been done once in 5 years. The last quinquennial stock taking was completed in 1943. The Govt. have since appointed Sri R.N. Chari as Spl. Officer for stock taking. The stock taking of plant and machinery will have to be entrusted to an independent officer outside the Press and with a view to give effect to this principle Sri R.N. Chari, a Retired Burma Govt. Press Servant has been selected for the post. The question in view of the committees recommendation, for taking stock of plant every year may be considered after the Spl. officer now appointed for stock taking in the Press submits his report. The Special Officer will be on the present duty for more than 1½ years. The suggestion at 'M' on page 37 may be communicated to the S.G.P. so that he may open necessary books for each department and annual and half-yearly stock-taking may be made in future.

Go. 2668 Eon / 23.8.49 p.234

A

26/10/49

27/10/49

Act A

8/11

28/X

1574

Committees observations on certain Govt. Orders restoring Govt.Press subordinates.

The Committee in the course of its remarks on irregular attendance and frequent absence of workmen brings to notice the following Government orders, the substance of which is as follows:-

(M) (a) Government Memo 37002 C2/49-5 Education dated 13-9-49 in which ~~xxxkxx~~ worker Sri T.A.Krishnaiya, wh had been convicted for theft and was dismissed, was ordered to reentertained in the Press.

(C) (b) Memo 55989 C2/49-Edn. dated 13-9-1949 in which Sri R.Krishnaswami a frequent absentee was ordered to reentertained.

(V) (c) Memo 62747 C2/49-1 Education dated 23-9-49 in which similar orders were passed in respect of another absentee employee Sri N.Shanmugam.

2 (a) above: It is ~~no doubt~~ true that Sri Krishnayya, who was convicted for theft has been ordered to be reinstated. Under section 12(a) of Probation of offenders Act, Act III of 1937. the conviction will not prevent Govt. restoring the man to the post if they are so inclined. In this view and in view of the fact that the accused is a young man of 25 years of ~~age~~ Secretary ordered Krishnayya restoration to his post the appointment ~~may~~ treated as a fresh one.

(b) Secretary ordered that Sri Krishnasamy might be accomodated in temporary vacancies -please see Secretary's note on pp 1-2 nf.of (C).

(c) The Supdt. ~~of~~ Govt.Press was asked to appoint Sri Shanmugam as binder in new vacancies in view of his past service. If his conduct is found to be still unsatisfactory as regards attendance etc. the Supdt. Govt. Press can remove him.

The Secretary as Head of the department passed the above orders after careful examination. These solitary instances need not ~~date~~ deter the S.G.P. from being strict to his subordinates in regard to

the attendance and discipline.

The Committee does not appear to have seen these cases. In the case of Sri Krishnayya who was placed under the Madras Probationers' Act in respect of the theft of the upper-cloth of another worker, the reinstatement was ordered consistently with the gravity of the offence and the sentence of Probation. The worker was punished with loss of pay during the period of suspension and of seniority in service. In respect of the case of Mr. Krishnaswami who was removed from service only on the ground that he was taking too much leave it was pointed out by the Superintendent that too much leave was taken and he himself was ~~inclined~~ to say that he gave it and that this could not be a ground for punishment. The worker was not reinstated but allowed to be considered in future vacancies. In the case of Shanmugam who has left service in 1942 for work in the Army and other offices, the order was that he may be considered when new vacancies occur, which he certainly deserved in view of his previous services both in the Press and in the Army. These cases cannot affect the authority of the Superintendent who should exercise it as and when necessary.

I want to know why the papers were ~~Circulated~~ not Circulated to me before ordering re-instatement in the above cases. This was Very wrong. How Can a Supdt, even if he is Capable, work under Such Circumstances.

Submitted.

The Secretary, E.& P.H. Department is the appellate authority in respect of the members of the Madras Ministerial Service in the Government Press and the members of the Government Press Subordinate Service under the Civil Services (Classification), Control and Appeal) Rules. It was therefore, thought that it was unnecessary to trouble the H.M. with these cases. In future such cases will be circulated to him if so ordered.

Circulation to H.M. was not required in these cases as the orders were passed by me in my capacity as the designated appellate authority.

In respect of the merits of the orders, I most respectfully adhere to the decisions which I took as appellate authority. I am fully aware that the authority of the Superintendent must be maintained; but I feel that this cannot be done by upholding orders which are not justified.

H.M.(E.& L.)

Please see pp 60-61 of the Madras Services Manual, Vol I,

H. M (E + L)

Defects and Irregularities

The main defects and irregularities noticed by the Committee and the remedies suggested are set out below:-

(I) Bad delays in the execution of work entrusted to the Press by the Heads of departments - Vide Annexure - 'A' of the Report.

(II). From the stage of Manuscript matter to the stage of printing of copies, work has to be done by several departments and there is no supervision or necessary registers to check the delays in each department.

Remedies.

II.

1. There must be a register to show at a glance the stage in which a job stands on any particular date between the date of receipt of the job in the Press and the date of completion and despatch. This register has to be checked at constant intervals.

2. There must be registers in each department like composing department, Proof Reading department, Machine deptt. etc. to show when a particular job was received in the Deptt. when it was passed on to the next department.

Defects in Hand composing.

III. (a) The change over from the ' piece-work ' system to the salary system has resulted in the abler workers not giving the high out turn they are capable of. To prevent this Govt. have fixed a minimum out - turn for each type of composition and this rule has remained a dead letter. No serious attempt has been made to enforce it.

(b) The time sheets maintained by the compositors, which form the basis for computing the out turn are not prepared regularly or correctly.

(c) Except in a few cases the Hand compositors have generally been giving out-turn lower than the prescribed minimum and no disciplinary action seems to

to have been taken against stock workers. No gazetted officer in the Press has paid his attention to this state of affairs and attempted to rectify matters.

(d) As regards the working of the Bonus scheme according to which a bonus will be given for work above the prescribed minimum and a deduction made for work less than the prescribed minimum it is found that no bonus had been paid to the workers and no deductions had been made.

(e) The other registers in the Hand composing section was not properly maintained and there is no supervision has been exercised over the workers.

Remedies.

III (b): The time sheets should be prepared promptly every day.with all the columns properly filled in and the accuracy of the entries checked by comparison with other records.

(d) : Whether the workers take payment of the bonus are not or not, it is quite necessary that the deductions for short out-turn should be made.

DEFECTS

IV. Mono-type: (a) The mono-type section is not giving the maximum possible out-turn.

(b) No mono-type section maintains an account to show the receipt of materials in the section, the expenditure and the balance.

(c) Many mono-operations were allowed to work in the Hand composing section though they draw pay in the Mono-Operators' scale.

REMEDIES.

No special remarks.

PTO

V. DEFECTS.

V. (a) Lino-type department:

(a). Out of 31 Lino-type machines only 25 (23 old plus 2 new) are in working order even out of this 25, about 6 or 7 machines are almost always idle, owing to want of operation.

(b). The time sheets of this section show that the out-turn given by the workers is almost always short of the prescribed minimum and the supervising officers have not taken any action about it.

(c). The registers maintained in this section are not being posted properly and many columns have not been filled in with the result that it is not possible to check the accuracy of the entries made by the operatives in the Time sheets or to check whether there have been delays.

(d). No account is maintained in the section to show (1) the amount of metal received in the section (2) the quantity of slugs cast and sent to various sections in galleys (3) the Waste slugs and metal in the section (4) the balance of usable metal.

Remedies

(V).

The machines which are out of order and which have not been supplied with electrical current must be brought to working condition as quickly as possible.

The other suggestion made by the committee are examined in sectional notes.ank.

P 29

Defects.

VI. Reading department.

The Press is being put to unnecessary work and responsibility in the printing of G.Os. as the draft G.O. or the Boards' proceedings are now being sent to the Press with the original files and the Press is expected to edit the G.O. or the B.P. by scrutinising and noting the subject matter, the'papers read' etc., at the top of the G.O.

REMEDY.

VI.

Instructions have to be issued to the outside officers to send matter for printing ready prepared just in the form in which it has to be printed . They should not expect the Press to do the clerical editing

Defects.

VII Machine department

(a) The Plant register is not properly kept and it does not show any sign of having been checked and ~~pressed~~ perused by any officer. There are 76 machines in the deptt. and the plant register shows only 70 machines. 13 machines shown in the Plant register are not to be found while 7 machines which are actually found have not been entered in the Plant Register. It is also noticed that 9 machines which were newly purchased and brought to the Machine room in December 1948 have not been entered in the Register.

(b). Out of 76 old machines about 9 or ten ~~or~~ are always out of order but no information is recorded anywhere showing when and why a particular machine went out of order and when it was repaired.

(c). Considerable amount of time is taken up as 'make ready' time in respect of each machine and the use of so much ' make ready' time indicates ~~four~~ four supervision.

(d). The average no. of impressions achieved for working hours in the Machine department is generally about 500 whereas the minimum prescribed is 1000.

(e) Overtime work is sometimes being given without the prior sanction of the Supdt. Govt.Press or his gazetted Asst. who is in charge of the deptt.

(g) The arrears in the machine deptt. at the time of inspection were found to amount to about 1026 items made up of 5 items of 1947, 446 items of 1948 and 575 items of 1949.

(g) The manipulation of out-turn reports was common in the Machine deptt. and work actually done on one day was taken credit for on another date.

REMEDIES

VII. Machine department.

(f) A log book has to be maintained for each machine showing (1) when work was commenced for the day

(2) when it was closed (3) details of the work done (4). The periods when the machine was idle with reasons therefor. The log book should also show details of the paper and the ink used by each machine.

(e) & (g):- In order to assess the period of overtime, a slip is obtained ~~for~~ from the gate showing when the ~~worrk~~ worker left the office compound. It is desirable to make a direct check in the machine department itself and not to rely on the slip obtained from the gate. Overtime can be given only when there is urgent work to be attended to and it must be taken up only by bonafide ' make ready ' time or by actual running and not by other items.

VIII Defects. Binding department:

(a) There are heavy arrears of work and the jobs received in the department are not being attended to in the order of receipt or in the order of urgency.

(b) The registers in the department are not maintained properly.

(c). There is no clear cut proceedure of (1) estimating the material required for a job (2) obtaining it from the stores (3) completing the job in that chronological order.

(d) There is an irregular accumulation of materials in the Binding department, from which the workmen find it possible to do jobs without making an indent.

(e) No out turn has been prescribed for men working on the mechines in this department.

(f) There is considerable room for suspecting that there is leakage of material.

VIII Remedies

(c & d):- A data should be prescribed for estimating the quantity of materials required for any particular work and it should be possible to prescribe such data atleast for the standard sized publications, ~~ft~~ if not for all.

(e): An out turn should be prescribed for men working on the machines in this department.

IX DEFECTS

~~IX.~~ PAPER: ~~Paperxxis~~

(a) Paper is transported to the Press from the Stationery Stores Guindy and no verification is made as to whether the quantity of paper transported is tampered with enroute

(b) Many unattested corrections were also found in the registers.

(c) There is no proper check by the Gazetted officer to see whether the quantities of paper indented for from the stores ~~on~~ are reasonable and are really required for the job on hand.

Remedies

~~IX.~~ Paper

(1) The Supdt. Govt.Press should see that the paper received from Guindy in the lorry is carefully verified before it is taken into account.

(2) The bin card system must be introduced for paper transactions or arrangements made to have the receipt and issue of paper recorded as and when they occur.

(3) The paper account should be maintained by a other section ~~offices~~ /than the stores section.

(4) When the Superintendent of Stationery asks a private company to supply paper to the Press, there should be a check to see that the quantity of paper ordered and billed for has been brought to the account in the Press.

(5) Cheaper varieties of paper ~~proper~~ should be ~~pre-~~ prepared to costlier varieties of paper.

~~IX~~ Remedies.

X. Defects

Type Store:

(a) The different kinds of dross like Lino metal dross and Mono metal dross and ordinary type metal dross is now not kept mixed up in a masonry tub and the whole quantity is cleaned once a year and the metal obtained ~~therefore~~ is used as dross metal.

(b) Para 199 of the Printing Manual lays down that a list of all composed matter kept standing should be maintained and periodically checked. This is not done.

Remedies

X. (a) It is desirable that the different kinds of dross are ~~or~~ kept separately.

(b) It is necessary that a stock of metal and type is made to keep a day to-day account of the stock received in the section and the stock going out.

XI. Rubber stamp manufacture

(a) There are delays in the execution of orders for rubber stamps and there are heavy arrears.

(b) No separate account is maintained of the rubber sheets and the brass sheets received in the section from stores.

XI Remedy.

There should be a separate account of rubber sheets and brass sheets received in this section from the Stores.

Defects

XII. Stores.

(a) In some years there has been an abnormal consumption of certain articles.

(b) The ~~various~~ various departments which make indents from the stores do not maintain accounts showing the articles received in the department, the no. spent and the purpose and the balance.

(c) There are some cases of irregular purchases of materials either at high prices or without calling for tenders.

XII. Remedy

The Superintendent should watch the consumption of various articles periodically in the course of the year and make investigation, if any ~~abnormxxxx~~ abnormal consumption is noticed.

Defects

XIII The Pententiary Press

The work is of poor quality, in view of the fact that convict labour is employed.

Remedy

XIII The supervisory staff lent to the Press from the main Press may be changed from time to time, as complaints are heard that they tend to collude with the convicts and connive at breaches of the Jail Rules.

Defects

XIV.

Publication Depot, Mount Road.

(a). No complaint book has been maintained, though there are widespread complaints.

(b). The ledgers are never posted up-to-date; wide discrepancies are noticed between the balances as noted in the Ledgers and the actual balances in so far as these are ascertainable.

(c) There is no system or order in the arrangement of the publications. Old and new publications are gosted together.

(d) The Copies of publication ~~or prescribed~~ are printed in excess of the required no.

(e) When stock of publication, is existing the reply 'No stock' is given very often.

(f). No orders have been passed on the result of stock taking for the years 1945-46 to 1947-48 and that the stock taking of 1948-49 revealed that the actual balances in many cases exceeded the Ledger balances.

1-39 cf

Let the SO call for explanation & take action.

KM 6/11

Remedies

XIV. In ~~portion~~ future when an officer places an order for the printing of a publication, the Superintendent should acquaint him with actual experience in the ~~Dep~~ Depot and get a certificate from him that he has given his personal attention to the matter and that the no. of copies applied for is necessary.

1-41 cf

2). In respect of publications for which there is good public demand e.g. the Fundamental Rules or the ~~B.Sc.~~ B.S.O. and which ~~on~~ are really out of stock, steps should be taken to reprint and stock new copies.

3). The ~~cost~~ cash received in the Depot should be kept in double lock and ~~that~~ arrangements should be made to remit the cash every day in the Imperial Bank of India, Mount Road, which is very near the depot.

4). Since receipt books can be misused the ~~black~~ blank receipt books must be kept in the custody of the gazetted officer concerned and issued for use one after the other as occasion requires.

5) The stock verification must be carefully made and the differences between the actual stock and the book stock adjusted after proper sanction.

Defects

XV. Electrical and Mechanical Engineer.

1-43 cf

(1)(a) No time sheet or record of work done by the Electricians is maintained.

(b) No account is kept of the articles received from the stores and the purpose for which they were used.

1-45 cf

(c) The registers maintained in the Stores Section show that spare parts were issued to the Electrical Section in 1944 and 1945 and the articles has not been entered in the register opened in 1949.

Mechanical.

(2) (a) The time sheets maintained by the workers do not show particulars of the works attended to and the time taken.

(b) No register was maintained showing the articles received from the Stores section and the purposes for which they ~~xxx~~ were used.

(c) There is no record kept to show what sample parts and old parts were sent and to which Foundry and what parts were received back.

(d) There is an accumulation of new angle iron rods etc., which were not borne on any stock account.

XV. Remedies

Electrical and Mechanical Department.

There should be arrangements for effecting minor repairs to the machinery. Necessary equipment like lathes etc., should be provided. The Electrical and Mechanical Engineer and his staff ~~xxx~~ should be able to attend to such repairs.

1-46-47 cf

JD 26/10/49

BM 27/10/49

(PTO

DEFECTS
Carpentary section

XVI (continued.)

(a) There is no record to show who estimated the requirements and who passed the estimate.

(b) There is no record showing the materials received in the section and quantities issued on different orders.

(c) A large quantity of surplus timber was found stored in this section and this leads to suspicion that larger quantities than are actually necessary are indented for in the execution of jobs.

(d) Delays in the execution of orders, as well as cases, where orders on the section have been placed without the orders of any gazetted officer were noticed.

Remedy.

No specific remarks.

DEFECTS

XVI - FORMS.

(a) About 5100 indents were received in 1948-49, of these about 1400 only have been complied with.

(b) Different Kinds of forms applied for by an office are accumulated till a quantity sufficient for despatching to their office by goods train is available.

(c) Want of general supervision in the Forms control section.

Remedy

XVI FORMS.

Though normally despatch by goods train is more economical and is to be prebevred for that reason, yet in view of the fact that many offices are waiting for forms for a long time, the forms may be despatched by passenger train as and when they are ready.

(2) Heads of departments may be asked to examine whether any of the forms which are now being printed in the Press can be conveniently abolished or reduced in size and also to take steps to prevent excessive estimates of the no. of forms required.

Defects

XVII - OVERTIME.

It has been the practice in the Press to allow an appreciable amount of 'over time' and it is generally noticed that the out-turn is shortest in the months in which over-time is the greatest.

XVII - Remedy.

So long as adequate out-turn of work is not realised during normal time, over-time work must be reduced to the minimum and also the work performed during over-time by a worker must first be adjusted towards the deficit, if any, in the out turn of the Worker on the same day.

Defects

XVIII- Work given to Private Press.

(1) The procedure adopted in giving work to private presses is for the Govt. Press office to work out a rate on the basis of some assumed data for the printing of a specified no. of pages and then select some private presses and offer the work to the Presses at the above rate.

(2) Complaints have been received that in the selection of private presses extraneous considerations come into play.

(3). No tenders or quotations are called for at any time.

(4). Two of the private presses to which the High Court work was given are owned by close relations of one of the gazetted officers in the Press.

(5) The rates for printing at private presses were arbitrarily fixed.

Remedy

XVIII.- ~~(1) (2) & (3) & (4).~~

* In future private presses must be selected only after calling for tenders.

(2) the rates at which work in private presses in the adjoining districts are cheaper, it is

* Orders have already been issued for calling for tenders.

suggested to have the work of a District printed in adjoining district where appreciably lower rates are quoted.

Defects

XIX. - Leave and attendance.

(a) There are several absentees every day in all departments - The absentees averaged about 250 per day i.e . about 1/8 of the total strength in the Press.

(b) The taking of leave on loss of pay is quite a common occurence.

XIX. Remedies

(a) Leave rules must be applied more strictly and the average period of absence reduced considerably.

(b) Leave on loss of pay should be granted very rarely and workmen who stay away for long period should not be reinstated.

DEFECTS

XX. - OFFICE CORRESPONDENCE.

(a) There is no proper supervision of the work of the section and no check of the Registers and there are very heavy arrears of work .

(b) Personal files have not been regularly maintained.

XX- Remedies

(a) Proper registers should be prescribed and they should be checked frequently.

(b) Entries in the Personal files of all sub-ordinates and employees must be made periodically once a year, if not once in six months, by the officer who is the immediate superior of the individual in question and that supplemental entries must be made by the next higher officer.

Papers which have no bearing on the work and conduct of an individual should not be added to the personal file.

The remedies proposed may be immediately conveyed

to the Superintendent who should start applying them. The Officer on Special Duty will also be directed to implement the remedies proposed without delay.

Yes. Besides that the S.O. should frame charges & take necessary action in all cases where the Committee has found defects particularly in cases where the rules & orders have not been complied with

ANNEXURE

B

—— x ——

NOTES ON THE WORKING OF THE GOVERNMENT PRESS.

CONTENTS.

		PAGES.
1.	Distribution of work among Deputy Superintendents, Assistant Superintendents and Manager (with daily of items of work of each.	1- 9
2.	Hand-composing sections.	11-17
3.	Mono-composing section.	18-24
4.	Lino-composing section.	25-30
5.	Machine-section.	31-39
6.	Paper issued for printing.	39-41
7.	Binding Section.	42-46
8.	Rubber Stamp manufacture.	47-49.
9.	Reading Department.	50-52
10.	Computing Department.	53-62
11.	Standardised forms and forms despatch.	63-66
12.	Type-Store.	67-68
13.	Stores-Ledgers, System of purchase.	69-76
14.	Paper Amount.	77-83 & 88-89 & 90
15.	Other consumable stores Binding materials etc.,	84-87
16.	Round the press premises.	89
17.	Correspondence.	91-99
18.	Publication Branch, Mount Road.	100-107
19.	Electrical and Mechanical.	198-112
20.	Leave-amount of workmen.	113-119.

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Items of work done by the Manager and Deputy and Assistant Superintendents.

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2-5-1949.

MANAGER.

Opening of Tappals.

Number of covers and cards received.

Covers Registered Letters.	13	From Government offices.	By post.
Parcels.	12		
Postcards	102		
Covers.	91	From private parties.	
Secretariat covers.	3	(containing 64 letters)	Local.
Other city offices.	8		
	558		

....

Details of Distribution.

Through the officers.			To sections direct through C.C.	
For Superintendent.	Letters.	14	Forms section-	Letters 120
D.S.1.	Nil.			Regd.-do- 7
D.S.2.	Letters.	27	Rubber Stamp	Letters. 24
	'grams.	1	Press Communique	-do- 5
A.S.1.	'gram	1	Service	-do- 5
	Spl.letter	1	Head Computer.	-do- 6
	letters.	109	Accounts.	-do- 19
	Regd..do.	1	Gazette.	-do- 18 @
		*		Regd.-do- 1 *
A.S.2.	Telegrams.	1	Stores.	Letters. 3
	Letters.	22	Head clerk.	-do- 5
	Regd. letter.	1	Mount Rd.Branch	-do- 137
				Regd.-do- 4 *
A.S.3.	Letters.	9	Acknowledged invoices to be distributed to the respective sections.	* 131
A.S.4.	Letters.	23		
	Registered letter.	3		
		221		485

Total. 706.

Replies to routine references passed by the manager.	11.
Fair copies of drafts passed by other gazetted officers- signed by the Manager.	57
No. of items entered in the Register of Valuables.	28
Important registered letters diarised.	24.

* Not registered in the correspondence section. They are sent by the office to the sections under their charge.

@ Distributes to the sections after registration in the distribution register maintained by the Correspondence Section.

P.T.O.

3-5-49.

Assistant Superintendent I.

in charge of the following sections:

1. Gazette (Fort St. George Gazette, 7 Dt. Gazettes and Departmental Gazettes - English portion only)

2. Current section (17 Dt. Gazettes - English portion only Secretariat papers - Proceedings of the Board of Revenue - Chief Conservator of Forests etc.)

3. Council proceedings.

4, Miscellaneous (High Court, and small Administration Reports.)

Inward Letters.

	No. of letters.	
Notifications for publication in the Gazette.	56	Passed on to the respective sections
Other miscellaneous matters for print.	28	
Miscellaneous references Telephone reminders and Proofs returned	14	
	98	

Disposals.

1. Reply to a telegram from the District Forest Officer, Godavari Lower Division dated 29th.April 1949 calling for copies of a notification in the District Gazette for March 1949.

2. Telephone reply to a note from the Legal Department dated 30th April 1949 calling for copies of the Council and Assembly Proceedings on Industrial Disputes Bill.

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Miscellaneous routine items of work.

1. Indent from the High Court Section to The Type Store Department.
2. Leave applications of workmen 10
3. Entries in the Leave Register(High Court) in respect of leave taken by staff in 3/49 and 4/49 (41 items) — Register.

4. (a) Overtime Register and Overtime acquittance roll. (Gazette section) for 2-5-1949
   (b) Overtime Register for April 1949 (Public Department) — Registers.

5. Out-turn sheets of 5 supervising men in the High Court section
6. (a) Despatch Book of High Court Section for 30th April 1949.

6(b) out-turn of Privy counci work (5 pages) for 30th April 1949. | Registers.

7. ~~Amount~~ Account for private stamps used.

Gazette proof Examination

On Tuesdays, the proof for the English portion of the Fort St. George Gazette is reviewed. On 3-5-49 the number of pages (full size) received was 183
Book Size. 39
222

Assistant Superintendent II in charge of — 4-5-49.

1. Forms Control section (Standardised forms)
2. Composing section (-do-)
3. Despatch section. -do-
4. Job section (non-standardised forms and printing requisitions)

Letters received (tapals) on 4th May 1949.

Requisition for printing	2	Sent to the respective sections for disposal.
Proofs returned	2	
Other letters.	7	
Special letters and telephone reminders for forms.	4	
Acknowledgment.	1	
Letters transferred from other sections under D.S.2.	2	
	18	

Disposals.

a. Draft replies to letters from departmental officers for supply of forms - received between 25-4-49 and 29-4-49. 8

b. Telephone replies to local officers re: supply of forms. 10

c. In three cases the forms were despatched 2/3-5-49; in 2 cases the local officers were asked to send their peons to take delivery of the forms; in the other 13 cases , the reply is that the forms are not yet ready due to heavy pressure of urgent work in the Press)

c. Replies to requisitions for forms from District Boards and Municipalities on payment of cost-(letters received between 2nd March 1949 and 21st March 1949) 8
Available forms despatched on 2-5-49.

d. 1. References to A.G. regarding standardisation of certain Treasury forms. 2
2. Letter to the Registrar of Co-operative Societies regarding printing of his circulars. 1

e. Notes put up by the sections
1. regarding printing f Blood-Transfusion certificates. 1

2.on the use of Khadi as aprons and for binding. 1

Total. 31

87

Other miscellaneous items of work.

1. Signing of Railway credit notes for despatch of forms (duplicate and Triplicate forms of credit notes)	100 in all per day.
2. Signing of Printing Orders(dockets)	8
3. Overtime Registers job department for 3-5-49; Overtime Register Standardised form Department for 3-5-49; Overtime Acquittance roll (Job Dept.)	3
4. Indent for stores - Job section. Indent for stores - Forms section.	2
5. Leave Applications.	7
6. Coolie bill for packing work on 3rd and 4th May 1949.	1
7. Miscellaneous items: a. complaint against the cycle peon that he did not return to the office in the evening after delivery of tappals. b. Note from the mono section for posting 2 additional Assistants to the Foreman. c. Note for a supply of a pigeon-hole rack to the Despatching section.	3

Assistant Superintendent III 5-5-49.
in charge of

1. Computing section.
2. Correspondence relating to Pudukottah Press.
3. Printing work relating to Elections.

Inward letters.

4 G.O.'s (regarding printing of electoral rolls in 3 Districts - report of the Labour Wages Board and pamphlet on manufacturer of Soap by cold process)

13 letters relating to computing section.(Sent to the sections for disposal)

Disposals.

1. The files relating to 'printing of electoral rolls' and Pudukottah Press are all kept on the Assistant Superintendent's table and the notes and draft letters in these files have been put up by the Assistant Superintendent himself.
2. In respect of tenders from private presses for doing Govt. work, the value of the work to be done is worked out by the computing section, but the Assistant Superintendent fixes the service rate at his discretion and the letters accepting the tenders are drafted by him.

Letters ~~xxxx~~ issued on 5th May'49.

3 letters - to the Commissioners of Municipalities regarding acceptance of tenders for printing of electoral rolls (original references received on 30th April 1949 and 2nd May 1949)

One note submitted for Superintendent's orders on the printing

printing of books in vernacular during 1949-50 for the Connemara Library.

Miscellaneous Routine Work.

1. Daily out-turn statements of 10 sections are received and the omission to furnish the out-turn statement by any computer is brought to the notice of the Gazetted Officer in charge of the respective section.
2. Office copies of drafts are returned to the sections through the Assistant Superintendent after despatch of fair copies.
3. Leave application. - 1

ASSISTANT SUPERINTENDENT IV. 6- 5- 49.

In charge of

1. Binding
2. Book
and 3. Indian-Languages. } Sections.

Inward letters. received on 6- 5- 49.

14 letters (relating to Book and Indian Languages sections.)

Disposals.

1 letter issued to the Collector of Nilgiris calling for a copy of the Manual of village accounts (with reference to Board's letter dated 2-5-49.)

Miscellaneous Routine Work.

1. Time sheets of men engaged on non productive work. Indian Language Department } 6 sheets.
2. Overtime register for Indian Language Department for 5-5-49. }
3. Leave applications 2.
4. Leave registers. 2.
5. Indent for stores. 1.
6. 54 pages: Proof of St.Gets to (Vernacular) revised and approved).

Personal supervision of work in the sections from 2-15 to 4-15 P.M.

Deputy Superintendent I. 7-5-49 Saturday and 9-5-49 Monday.

In charge of

Lino Department.
Machine Department.
Reading Department.
and Stores. } 633 men. and 40 menials under 4 'Contingencies'

Inward letters.

16 all relating to stores.

(No. drafts were passed on these days).

Miscellaneous routine work.

Machine Department.
- Machine Stoppage Book.
- High Court work outturn state.
- Daily Total out-turn.
- Daily out-turn of each machine/30 cases
- Overtime sheets.
- Overtime register
- Machine Departments purchases.

Reading section.	Out-turn sheets. Monthly Abstracts. Overtime Sheets. Overtime Register.
Lino.	Machine Stoppage Book. Non Productinve hours register. Monthly out-turn register(out.turn state has not been posted after Oct '48.)
For all Departments.	Absentees Book. Late Attendance Register.

Special points noted: The monthly out.turn register of the Lino Department shows mineks out turn throughout all the months t end of October '48. Out-turn statements from November '48 have not been prepared. n 31-3-49 Lino Operators were allowed to work over time at their request to clear off arrears of High Court worl but they subsequently regused, to work overtime if they were required to

(Office note dated 31-3-49.)

to give the prescribed out turn- No action appears to have been taken in the matter under para 17 of the Office Manual.

State of arrears in the machine section in the printing of standardised forms.

Number of jobs on hand on 3-2-1949			1458
Receipts from 3-2-1949 to 6-5-1949			785 *
		Total	2243
Number cancelled	154		
Transferred to Jail press	321		475
		Balance	1768
Number of jobs printed during the period			799 *
			969

* Number of jobs printed is approximately the same as the number received from the job section.

DEPUTY SUPERINTENDENT II 10-5-1949.

in charge of

Mono
Casting
Typestore
Information and Publicity.
Despatch (Gazette, Publications, Gazettes, Prohibition, Ration etc.,).

Departments.

INWARD LETTERS:

17 relating to Despatch Section (Gazette, Government Publications, Rubber stamps and Ration forms).

LETTERS ISSUED:

Replies to letters received between 23-4-1949 and 6-5-1949 in the Gazette Ration forms and Rubber stamp sects	22
~~Intimation cards to Departmental~~ Replies to letters received on "11 and 12" April 1949 in the Rubber stamp section.	5
Intimation cards to departmental officers, that the Rubber stamps indented for by them are being manufactured	65
Reminders calling for accepted invoices for Rubber stamps and books despatched.	35

P.T.O.

Letters issued

Letter to the Director of Agriculture re-distribution of Grow More Food pamphlets, and watching of recovery of subscriptions.	1
1. De d--calling for subscription for the Fort St.,George Gazette.	1
Notes on the inventory of the Tudukottah Press.	2
Re: custody of Food bonus--coupons.	
Re: Supply of Fort St.,George Gazette to the Servants of India Society.	2

MISCELLANEOUS ROUTINE WORK.

Leave applications	27
Out turn sheets (I and P Department) for 9-5-1949.	5
Indents for rubber stamps sent to job section.	25
Money order coupons acknowledged	74
Memo Castors time sheets.	14
Requisition for stores.	2
Register of Press-papers despatched to Newspapers.	1

Personal Supervision of Memo department and Casting department.

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Hand-composing.

I Hand composing work is done in the various sections noted below. The strength of the sections which were seen is also noted against each.

	Foreman.	Asst. Foreman.	Imposer.	Compositor.	Junior F.M.
1. Indian Languages.	1	5	19	67	-
2. High court including Privy Council.	1	6	38	60	
3. Books.	1	1	18	38	3
4. Gazette.					
5. Public.					
6. Jobs.	1	1	12	23	3
7. Information and Publicity.					
8. Standardised forms.					

II. Receipt of work in the sections.

The matters for composing are received in the various sections through the Gazetted heads thereof and they generally bear the office date stamp. Some documents, however, are sent by the overseer direct to the section without any office stamp - please see daily crime sheets received in the Indian Languages section. None of these documents are attested and dated by the section foreman to indicate the time of arrival of the matter in the composing sections.

The documents received are generally recorded in a Daily Receipt Book or Daily Slip Book and then posted Department-war in a detailed Register known as Work Book, separate job numbers being given to each document received from a Department. The distribution of the document for composing is done only after entry in these Registers. Some cases were, however, noticed in I.L. Department where distribution was made before recording the receipt of the documents in these Registers. The Daily slip Book is sent to the Gazetted heads of the sections; the arrears on hand are not indicated while submitting

submitting this Book. In the High Court section, the receipt Register is not sent to the Gazetted officer in charge. Delays of about one or two days in the Transmission of documents to the composing sections are not uncommon.

II. Work Books: The work Book in the I.L. section and in the Job section contains a column 'By whom compared'. This column is not filled in completely. The work books in other sections do not contain this column. The other important columns provided generally in this Register are "Dates on which proofs are sent and received back", "Date on which strike order is given" and "Date of final Despatch". These columns are not systematically filled in whenever each stage in the printing is reached with the result that the Book cannot be relied on as a true picture of the state of work. This indicates that no attempts are made at any time to watch the stages in printing and to expedite despatch. These books in the sections show many old outstanding items. There is also no indication to show that reminders have been issued to the authors who failed to return the proofs promptly after correction. The books in the sections show many old outstanding items. For example, Malayalam Text Book received in I.L. section on 5th January 1949 was handed over for composing on 3-5-49. Many indents for rubber stamps are pending compliance in the Job section.

III. Distribution.

On receipt of the matter for composing, the portions that have to be composed in the Lino and the mono sections are separated and passed on to the sections through a Transit Register. It is noticed that these Transit Registers are not properly maintained, as (1) the acknowledgment of the Foreman in charge of the Lino or Mono section is not obtained for each document handed over and (2) the concerned section (Lino or Mono) is not periodically reminded to send the prepared galley and material for completing the composing. It is also noticed that the Privy Council section which sends matter to Lino section for

for composing does not maintain any Transit Register at all.

para 178-179 of D.14.

The work to be done by Hand composing is distributed with reference to a Turn Book maintained in each of these sections. When compositors finish the work with them and have no work on hand, they are expected to sign in the Book, noting the hour of the day from which they are awaiting work for composing. The work received for composing is distributed among the compositors in the order in which they have signed the Turn Book, the hour of delivery of the matter for composing being noted against signature of the compositor. There are some cases in each section where the compositors have not noted the hour from which they awaited matter for composing. In most cases, the hour of handing over of the matter to the compositors has not been noted. In the absence of this information the exact period of idle hours spent by the compositors cannot be assessed. The following points also are brought to notice in this connection.

1. The Turn Book of the I.L. section shows that compositor M.S. Chetty had no work at 3-15 P.M. on 29th April 1949 and that he was actually given work on 2-5-49. The Time sheet for 30-4-49 of this individual which should have been an idle day, shows that he did some work on that date (30-4-49). The matter noted as having been done on that date 30-4-49 is found to be the same that was given to him on 2-5-49. This is a case of manipulation.

2. The types of irregularities in the Time sheets and the discrepancies between the Turn Book and Time sheets are brought to the notice in a separate para below.

IV. Collection and Disposal of finished work and supervision of Compositors' work.

After distribution of the work to the compositors, the completion of composing is left purely to the compositors themselves. The Foreman and his assistants do not appear to exercise the desired supervision. The out-turn by the

the compositors which is generally short of the prescribed minimum proves this fact. The completed materials, on receipt from the Hand compositors and from the Li~~n~~ and Mono sections, if portions had been sent to those sections, are, as a matter of course, collected and sent to the reading sections. After the galley proof is read and corrected, the forms are prepared and proof is sent to the author, if needed, for correction. After ~~xxx~~ reaching this stage, the strike order is given. As no contiguous record showing all these stages in detail is maintained, or as ~~the~~ the Work Books, which provide for recording the information regarding some stages, are not properly maintained, the stages where the delays are mostly caused and the reasons thereof cannot be located for rectification.

V. Check of Work done by each compositor every day.

para 204(e) of O.M

Excepting the Time sheet which each compositor has to fill in every day, attaching thereto one proof of the matter composed by him during that day, there is no record of the compositors' daily work. The fact that the completion of Time sheets by the compositors at the close of each day is not insisted on makes it possible for the compositors to ~~xxx~~ show work composed on one day against another day. It is a common feature that the Time sheets of a few compositors at least are got prepared and checked by the Foreman some days subsequent to the date to which they relate. The following statement shows a few instances of delays in the preparation of the Time sheets.

Section.	No. of Time sheets of 6-5-49 due on 9th May 1949.	No. of Time sheets of 30th April '49 due on 3-5-49.	No. of Time sheets of 6th May 1949 due on 10-5-1949.
I.L.	7	5	5
H.C.	7	3	-
Book	2	-	2
Job.	-	-	-

The fact that the time sheets of the I.L. section for March 1949 have not yet been completed is also brought to notice.

From these facts it may be seen that no arrangements have

have been made to determine exactly and correctly the quantity of work turned out by each compositor.

VI. Records Maintained.

The following, generally, are the records maintained by the Foreman of each of the sections:-

1. The Daily slip Book or the Daily Receipt Book. 2. The Work Book 3. The Turn Book 4. Transit Register for transferring portions to Lino or Mono composing 5. The Daily Time sheets. 6. Plant Register. 7. Attendance Register. 8. Overtime Register. 9. Strike order Book.

The remarks on items 1 to 5 have been recorded in the foregoing notes. The supplementary remarks on Time sheets are contained in the paragraph below.

para 206 of O.M.

6. Plant Register: Each section maintains a register showing the Plant in charge of the section. Last stock-taking of these plants is recorded to have been done on 1-4-40. Even though various kinds of articles should have been received in these sections on various occasions subsequent to this date (1-4-40) all these receipts do not appear to have been recorded. The Register is not therefore kept uptodate. No attempt has been made at any time to check the balances of stock in the section with those shown in the Register. It is not known how the responsibility for any discrepancy in the stock in the sections will be fixed in the absence of such checks at least during the changes in the incumbency of the Foremen of the sections. The Register pertaining to the Job section was not available for scrutiny.

para 206 of O.M.

7. Attendance Register. No section maintains any attendance Register. For checking Time sheets information regarding absentees and late attendance is gathered in loose slips from the Gate by one of the Assistant Foremen. These slips are not attested by anybody in token of responsibility for the correctness thereof. In the I.L. Department, this information is recorded in what is called an attendance Register. The entries are not attested by anybody and the attendance for March and April 1949 has not been marked

marked till 3rd May 1949.

7. Overtime Register: Each section maintains an overtime Register. The approval of the Superintendent for the grant of overtime work is obtained in this Register long after the date on which the overtime work was permitted. Prior approval of the Superintendent is stated to have been obtained in separate slips; which are not readily available. In the following cases prior approval of the Superintendent was not obtained either in the Register or in slips.

Book Section - Overtime work done on 22-1-49, 23-1-49, 27-1-49 and 7-2-49.
Job Section. - -do- 7-3-49, 8-3-49, 3-2-49.- Whereas Over Time on 11 hours limit was sanctioned from 11-4-49, 11½ working hours have been allowed for 11-4-49.

para 204 (e) of O.M.

8. Time Sheets: The Columns "Period of Working", "the hour of commencement of work" and "the hour of finishing the work" are not filled in in many Time sheets. The time actually taken by the compositor to do the work is not, therefore, available for check with other records. Non-setting hours are treated as setting hours, even though the form of the Time sheet and the instructions contained therein require that the nonsetting hours should be separately exhibited and dealt with. The following instances of discrepancies are also brought to notice.

(a) High Court: P.Murugesan submits his Time sheet for 30th April 1949 on 4-5-49 showing the work done on 2-5-49 as having been done on 30-4-49.

(b) I.L.Section - Time sheets for 30-4-49: The following discrepancies between the working hours as shown in the Turn Book and those shown in the Time sheets are brought to notice:.

No. & Name of compositor.	Information in Turn Book.	Period of work as noted in Time Sheet.
276 P.M.Komaraguru.	No work after 9-25A.M.	7-30 A.M. to 1 P.M.
377 K.Kumarswami.	12 noon.	-do-
724 M.K.Swaminathan	10 A.M.	-do-
749 N.Thulukkanan.	10-5 A.M.	-do-
772 S.Kandaswami.	11 A.M.	-do-
789 P.Natarajan.	10-30 A.M.	-do-
Job M.Masilamani.	9-30 A.M.	-do-

If these compositors had been given work as soon as they finished the work at the hours specified in the second column, they should have worked at 2 different documents for the full day's work shown in the Time sheets. The Time sheets however show that each of them worked on one document only.

(c) I.L.Section: Md. Hashin was suspended from 15th February 1949 A.N. but his Time sheet for that date 15th February 1949 shows that he worked during the whole day (7½ hours)

(d) High Court Section: The Time sheet of No. 778 D.Natarajan for 27th April 1949 shows that he worked between 8-30 A.M. and 7-30 P.M. on App.D.O.S.A. 732/47 and S.A. 1773/47 whereas a check of entries in the Turn Book shows that he completed the former item at 2-30 P.M. on the previous day (26-4-49) and the latter item at 11-45 A.M. on 27-4-49.

General: The amount of work given by the Foreman to each compositor is generally what he can finish before the close of the day. With the exception of a few compositors who complete the work before the close of the day, the compositors generally keep them over for the following day or days with the result that the out-turn is generally short of the minimum prescribed as indicated in the Time sheets.

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108 17

Government Press - Expert Committee.

Comparative statement showing the Regular and overtime attendance of the compositors and their outturn in terms of hours:

Hand composing (High Court-Privy Council included)

...

Note: Only the Compositors' work was taken into account, the imposers having been excluded.

...

Month.	Number of compositors.	Regular hours.	Overtime	Total.	Actual productive hrs.	Adjtd non-productive hrs.	Total outturn	Short outturn	% of short outturn to regl. hours
April'48	58	8347½	313	8660½	7893¾		7893¾	766¾	9
May.	54	8712¾		8712¾	7987¼	159½	8146¾	566	7
June	61	9396		9396	8495¼	-133	8362¼	1033¾	11
July	58	9466½	136½	9602¾	8868¾	117¼	8986	616¾	7
August	53	7858½	2324½	10182¾	8362¾	60	8422¾	1760	22
September.	56	8916¼	3019¾	11936	9803¼	51	9854¼	2081¾	23
Check total		52697¼	5793½	58490¾	51411	254¾	51665¾	6825	

The short outturn is found to be increasing from less than 10% in April 1948 and May 1948 to more than 20% in August 1948 and September 1948. The out-turn statements from Octr. 1948 onwards are not yet ready for scrutiny.

As a general rule, the outturn of a compositor for a day is not allocated on actual facts between Regular and overtime hours. The allocation is made on the assumption that the outturn for overtime period was up to the required minimum and that any shortage in outturn for the day related only to the regular hours. Such a hypothetical allocation bespeaks lack of control over the overti e work of the compositors. The exact quantity of work done during Regular hours should be measured and marked off before the commencement of overtime work, so that it might be possible to assess the quantity of work done during the overtime period and the earnings of the wages for the overtime period.

Another noticeable feature in the statement is the out-turn is shortest in the months in which the overtime hours are greatest. This gives rise to the question if the sanction to work overtime was granted with proper discretion and control.

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MONO COPOSING SECTION

paras 257-269 of OM

I. Receipt of Work.

This section is manned by 1 Foreman, 1 Assistant Foreman 2 Imposers, 14 operators, 11 casters, 1 Head mechanic and 4 Assistant Mechanics. The work for the section is received from the various Hand Composing sections through the transit registers of those sections. On their receipt, the materials for compsing are entered in a slip Book and then passed on to the Charge Imposer for distribution in the order of the urgency of the material. Non-urgent papers are kept with the Foreman. Some papers received from 24th February 1949 are still lying on a bench by the side of the Foreman's table without being distributed for composing. The slip book where the receipts are entered is not perused by any Gazetted Officer.

Some cases of solid matter which can better be attended to in the Lino section are sent to the mono section when the services of this section can best be utilised on statement work.

II. Distribution.

(paras. 178-179 of O.M.)

A Turn Book is maintained in the section. The operators sign in this Register when they finish their work on hand. The hour of finishing is also noted by the operators in this Book. Routine work received for composition is generally distributed to the operators in the order of their signing it. The quantity of work given to an operator is almost equivalent to what he is expected to finish during the day. If, in the meantime, urgent work is received, this is also distributed among some of the selected operators for immediate action without reference to entries in the Turn Book. The work distributed is recorded in the Distribution slip Book.

Work of composing in the section.

The composing work is done in two stages, the first stage being the preparation of the spools by the operators with

with reference to the matter received for composing and the second stage being the casting of these spools by the casters.

First stage.

There are 14 operators working on 7 machines by 2 shifts one from 6 A.M. to 2 P.M. and another from 2 P.M. to 10 P.M. with half an hour interval for each shift. One of the 7 machines was not in working order on 7-5-49. This means loss to Government as the turn-out in the section is diminished thereby and as the operators for 2 shifts of the day are forced to be idle. The operators have, further to spend some idle hours every day owing to machine-trouble. The periods of such idle hours due to repairs are recorded in a wall book. The work done by the mono operators takes the form of spools.

Second stage-Casting of spools.

There are 11 casters working on 11 machines. Two of these machines were not in working order on 7-5-49. The spools prepared by the operators are entered in a serial order in the "Monospool entry Book". These spools are not given for casting in the order of their preparation. They are stated to be given in the order of urgency. When castings are taken, the dates on which they are taken are noted in this Register. Many spools prepared during and after December 1948 have not yeet been given for casting. The reasons for getting the spools only of these matters ready when their castings were not considered urgent are not known. Want of metal is stated to be the main cause of the delay in taking castings of the prepared spools.

The casters, like the operators, were originally working in double shofts. For want of metal these casters are now asked to work during normal hours (8-30 A.M. to 5 P.M.), the surplus number of casters, if any, being asked to work in other sections. This change-over of the casters' working hours from double shift each day to single shift each day has resulted in a loss to Government owing to machines not having been given work to the

the full possible extent and has caused delay in the Printing work of the Press. If, as stated, the change-over is due to shortage of metal, the defect requires to be remedied.

Collection of completed work and disposal thereof

The castings in the galleys with the original matter received for composing are returned to the concerned Hand composing sections. Even though the galleys so returned are noted in a separate Despatch book, acknowledgments of the Foreman of the concerned Hand composing sections are not obtained in all cases.

Supervision and check of daily work.

The Foreman works in the room in which the operators work and is therefore able to exercise necessary supervision. Whether the supervision has achieved the desired result is not possible to say as the time-sheets from December 1948 have not yet been prepared and computed and as the daily out-turn of the operators is not therefore available for comparison with the fixed minimum. The reason for the non-availability of the operators' daily out-turn is due to the spools prepared by them not having been cast yet and proof-points taken. There are also cases in which the Assistant Foreman intended for the work has not yet sorted out the day's work of each operator and attached it to his Time sheet for the day.

The work done by each caster every day is recorded in a Time sheet and is measured by the weight of lead cast by him. Casters' Time sheets are written by an engraver daily, one sheet being used for each caster for one month. These are promptly written up and generally there appears to be no short out-turn. These time sheets are not sent to the computor. They are periodically sent to the Gazetted officer for perusal.

Records maintained by the Foreman.

(a) Receipt slip Book (b) Turn Book (c) Distribution slip Book (d) Monospool Entry Book (e) Despatch(delivery) Book

Mono section - Statement comparing the hours of attendance of the operators with their out-turn.

Month.	No. of hands.	Attendance			Out-turn in hours	Non-productive hours	Other Dept. hours	Total	Short-out-turn.
		Regular	over-time	Total					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1948									
April	21	-	-	3385½	2151½	554½	529½	3235½	150
May	20			3420	2960	93	582	3635	-215
June	21	-	-	3128½	1885½	547½	485½	2918½	210
July	21			3383	2330½	55½	488	2874	509
August	21			3097	2323½	56½	553½	2932½	164½
September	21			3302½	2264½	202½	685½	3152½	150½
Check total	125			19,716½	13915½	1509	3,323½	18,747½	968½
Average	21			3,286	2,319	251	554	3,124	162

Notes.

I No overtime was granted during the half year April 48 to September 1948.

2.The monthly out-turn statements for October 1948 onwards are not ready. The statements which have been prepared have not been scrutinised by any Gazetted Officer.

3.The non-productive period includes for the months of July 1948 and August 1948 25½ hours and 63½ hours respectively representing maching Breakdown periods. The monthly statements for April 1948 to June 1948 and September 1948 do not show any machine Breakdown period. Apparently the statements are incorrect. The non-productive period for April 1948 and June 1948 is far greater than the monthly average.

4. Column No. 8 represents periods spent by operators in other sections.

5. If the figures in columns 7 & 8 are excluded the monthly average short-out-turn is 3286 minus 2319 = 967 or 46 hours per operator per month or 2 hours per operator per day.

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Mono operators working in other Departments.

A statement is enclosed of the mono operators (noted in the margin) who drew their pay as mono operators but worked in the Hand composing section (Job section) as compositors and as imposers in mono section doing Hand setting work for the periods noted against each. The scales of pay of these classes ~~xxxxxx~~ are given below for reference.

1. P.M. Srinivasulu 2. D. Ranganadan 3. W.E.Mohanrangam. 4. A.P.D. Graca 5. N.S.Cunniyya	April '48 to September'48.
6. S. Sivapadam 7. C.Narayanaswami	April '48 to May '48.

Mono operators - 50-3-100

Imposers and Hand compositors. 40-2-60-3-75.

The work done during the periods so spent by these mono operators 'on other departments' is valued at a less rate than the value of mono work. Further, the standard fixed for the outturn of the operators while they do other department work is less than the standard for mono operators. The engaging of these mono operators 'on other department' work is therefore a definite loss to Government.

The percentage of the total normal hours of work of these operators "in other departments" to the total hours of their attendance ranges, as will be seen from the last column of the statement, from 24% to 100%

Month.	Normal hours worked: In mono	In hand composing	In hand set in mono	Total	Productive hours outturn in terms of hours: In mono	In hand composition	In hand set in mono	Total	Percentage of total hours in 6 months.
				1. P.M. Srinivasulu					
April	-	37	115¾	152¾	-	37	115¾	152¾	63
May	185	75	-	260	208½	75	-		
June	110½	67½	-	178	123¾	53	-		
July	-	31½	99	130½	-	36	99		
August	80½	75	-	155½	75½	75	-		
September	15	108	48¾	171¾	11½	108	48¾		
				2. D. Ranganathan					
April '48	72	145½	15	232½	68¾	145½	15	229¼	81
May '48	54	88½	-	142½	57¾	88½	-	140¼	
June	43	84	-	127	42¾	84	-	126¾	
July	7½	166	-	173½	3¾	166	-	169¾	
August	7½	138½	-	146	5¼	133	-	138¼	
September	-	157	-	157	-	157	-	157	
				3. W.E. Mohanrayam					
April	103	92	7½	202½	105½	80¼		185¾	63
May	140½	117	2½	260	144¼	117	2½	263¾	
June	55¾	126¾	-	182½	53	112¼	-	165¼	
July	42½	99½	15	157	28¼	48	15	91¼	
August	30	103	18½	151½	24	83¼	18½	125¾	
September	37½	119½	-	157	21	103¼		124¼	
				4. A.P.D. Graca					
April	22½	71½	36½	130½	25¼	71½	36½	133¼	71
May	88	62½	-	150½	119¾	62½	-	182¼	
June	75	72	-	147	72¾	72	-	144¾	
July	49	108½	7½	165	37½	108½	7½	153½	
August	22½	105	7½	135	21½	105	7½	134	
September	-	164½	-	164½	-	164½	-	164½	
				5. N.S. Kanniyya					
April	68½	142½	27½	238½	73¾	69½	27½	170¾	83
May	66½	131	15	212½	79¼	131	15	225¼	
June	35½	135¼	6¾	177½	35	135¼	6¾	177	
July	11½	129½	31½	172½	9¼	-	31½	40¾	
August	7½	152½	1	161	5½	157	1	163½	
Septr.	-	152½	-	152½	-	152½	-	152½	
				6. S. Sivapadam					
April	159	65	-	224	127¼	65	-	192¼	24
May	154	34	-	188	153½	34		187½	
				7. C. Narayanaswami					
April	-	60½	159	219½	-	60½	159	219½	100
May	-	74	185	259	-	74	185	259	

GOVERNMENT PRESS ENQUIRY COMMITTEE.

Lino composing Section. paras 241 – 256.

I . Strength: The section is manned by 1 Foreman and 4 Assistant Foremen, two of whom work during office hours (8-30 A.M. to 5 P.M. and the remaining two work during the two shifts of the day, about/33 33 operators (24 of whom work by two shifts of 12 each and 9 work during office hours) and 6 mechanics (4 of whom work by two shifts of 2 each and 2 work during office hours).

II.Plant: There are 31 machines in the section of which five are new. The Plant Register maintained in the section shows only 27, as the five new machines have not been brought on the Register and as the ~~sol-out~~ sold-out machine has not been deleted. Out of the 26 old machines, 2 are out of order and one is stated to be unserviceable. Of the 5 new machines, only 2 have been brought into use, the remaining three kept idle for want of current. Thus only 25 out of the 30 usable machines are actually working. The statement below will show that even these 25 machines available for immediate use are not used for want of operators on certain select days.

Date.	No. of machines used.	No. idle out of 25.
29-4-1949.	20	5
30-4-49.	20	5
3-5-49.	20	5
4-5-49	11 (First shift)	14
	18 (II shift)	7
9-5-49.	17	8

If the machines are thus kept idle, not only is the work in the Press delayed but the Government also stand to lose as the machines are not worked to the full extent.

The balances of stock exhibited in the Plant Register are those as they stood on 1-4-1940. The receipts and issues after 1-4-40 are not recorded in the Register; and this Register cannot therefore be considered to be up-to-date.

No account is maintained in the section (i) of the metal received for the casting work (ii) of the slugs cast and sent to various sections in galleys (iii) the waste slugs and metal in the section and (iv) the balance usable metal in the section. The supply of new metal and the removal of the waste metal from

from the section is stated to be attended to by and accounted for in the Type store-section.

III. Receipt of Work: Work received from the various sections for Lino composing is not recorded in any Register; nor is the hour and date of receipt recorded on the matter by the Foreman. There is thus, no data for finding out when a document was received in the section for Lino composing.

IV. Distribution: Urgent work is distributed to the operators after noting their names and the particulars of the document in a Slip Book. The non-urgent work is kept in a tray on the table of the Foreman. About a dozen documents received from March 1949 onwards are pending distribution on the table. These will be taken up only when no new work is received.

The quantity of material pending composing in the Lino section cannot be fixed by reference to any record or register. The quantity of work distributed to each operator every day (every shift) is generally what they should complete before the end of the shift period. In actual practice, however, it is noticed that few operators complete the distributed work before the end of the shift. The incomplete matter is left over to be completed by the operator in the succeeding shift. The distribution of the work to the operators is made on the strength of the entries in a Turn Book maintained in the section. This Book cannot be considered to be maintained accurately for the following defects.

(a) The date and hour of the completion of work on hand and readiness to take new work is not recorded by the operators in the chronological order. This given room for the doubt if the hour and date noted are correct and reliable. Please see entries on 8th February 1949 and 15th February 1949.

(b) The hour when new work was actually given to the waiting operators is not noted in many cases. In the absence of this information, the periods of the operators' idle hours are not available for check.

The quantity of work distributed to each operator is generally what they are expected to finish during their shift period. As the full out-turn expected is not shown, the material is generally found to be handed over to the operator in the succeeding shift.

V. Work in the Section, Completion and disposal.

The operators who do the composing work distributed to them by the shift Assistant Foreman hand over the unfinished material and the machine to his partner in the succeeding shift, the printed proof of the finished portion of the material being handed over to Time sheet Assistant Foreman along with the Time sheet. When the composing of the material is completed by the operators working in one or more shifts, the matter is taken over by the Assistant Foreman attending to the despatch work. The completed materials received from all the sections except those from the High Court section are taken back by the concerned sections, without making any entry in any Register. The materials pertaining to the High Court section only are noted in a separate Despatch slip Book and sent to that section. Many items in this Register have not been acknowledged by the Foreman of the High Court composing section even though the materials have been handed over long ago.

The Foreman of the section who attends during the office hours viz., 8-30 A.M. to 5 P.M. (with one hour interval) has no opportunity to supervise the work of the operators who are working in 2 shifts. Further the operators are working in three separate rooms and the Foreman has his seat in a fourth. Even the shift assistant Foreman who is working in one of the three rooms in which the oprators are working cannot supervise the work of the op rators in the other two rooms. The Time sheets of the operators in this sections shows invariably only a short out-turn, to remedy which no steps appear to have been taken.

Check of work of operator each day: As the operators work in shifts and as the matter taken up for composing by one operator has to be handed over to his partner in the succeeding shift for completion, if he has not completed it himself, the work

work done by each shift operator at the end of the shift period is definitely known and becomes unalterable.

If this system of double shift with the stipulation that the unfinished material should be handed over at the end of the shift by the compositor or operator to his partner in the succeeding shift is introduced in the Hand composing sections, the practice of showing one day's work against another day, the delay in preparation of Time sheets and many other similar defects might be rectified.

Records maintained: Remarks on the (a) Distribution slip Book (b) Turn Book (c) Plant Register (d) Despatch Register for the High Court sections maintained in the section are furnished in the foregoing notes. The other Registers maintained in the section are the overtime Register, the Attendance Register and the daily report of vacant machines.

Overtime Register: No overtime is given after March 1949. Overtime given for urgent work, whenever necessary, appears unnecessary as the out-turn of the normal working hours falls short of the prescribed minimum. One of the requirements for the grant of overtime should be that the operator to whom overtime work is granted should have done the prescribed minimum for the day. If this requirement is insisted on, the grant of overtime can be justified or there will be no need at all for the grant of overtime.

Attendance Register: A formal attendance Register is maintained The marking of attendance is not attested by the Foreman; nor is this Register perused at any time by the Gazetted officer in charge. The Attendance Register is not marked as soon as the shift or the office-work commences.

The daily report of vacant machines shows the usable machines kept idle during each shift or during office hours and is perused by the Gazetted officer.

Time sheets.: These are prepared fairly promptly for all operators attending to the work. Whereas the compositors in the Hand composing sections have to complete the work given to them by themselves, making it, thereby, possible to exhibit work done on one day as having been done on some other day, the operators

operators working in this section have either to complete the work given to them or should hand over the incomplete work to the partner in the succeeding shift for completion. This distinction renders it impossible for the operators to account the work done on one day against the working hours of another day. Hence Time sheets are not delayed in this section. If this same system of double shift is introduced in the Hand composition sections, the tendency to delay the preparation of Turn sheets will be avoided, and the necessity to grant overtime work also removed.

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Line-Section - Statement comparing the hours of attendance of the operators with their out-turn.

Month. (1)	No. of operators. (2)	Attendance. Regular (3)	Over-time (4)	Total. (5)
April'48	50	7389	101½	7490½
May '48.	51	7664½	152½	7817½
June '48	50	7175½	177½	7353½
July '48	49	8095½	2458½	10554½
August '48	47	7280	3161	10441
September'48	48	7308½	3365½	10674
Total.	295	44913½	9416½	54330½
Average	49	7486	1569	9055

Actual out-turn in terms of hours. (6)	Non-productive (7)	Machine Break-down. (8)	Total. (9)	Short out-turn in terms of hrs. (10)
5162½	395½	421½	5,980	1610½
5063½	264½	382½	5713½	2103½
4841	296½	480½	5618½	1735
6519	385	-	6904	3660½
6710½	295½	-	7006½	3434½
7351	310½	-	7661½	3012½
35,650½	1947½	1285½	38,883½	15,446½
5941	325	214	6,480	2,575

Notes.

1. Monthly out-turn statements from October 1948 onwards are not ready. Those prepared do not bear Gazetted Officer's initials in token of scrutiny.
2. The actual out-turn (Column 6) is about 50% of the prescribed minimum(Col.5)
3. In respect of operators who worked overtime and whose out-turn for the regular hours and the overtime put together fell short of the prescribed minimum, the out-turn is counted first against the minimum required for the regular hours. This practice entitles the operators to the full over-time allowance even though they might not have earned it if their out-turn during overtime is strictly allocated and taken into account. There are very many cases in which the total out-turn for a day does not cover even the required mini um for the overtime period. For example, some operators who worked for 7½ hours regular period and 3½ hours overtime have produced only 3 hours' work.
4. Columns 7 & 8: For the months of April 1948 to June 1948, information for these columns were available separately. From July 1948 onwards figures pertaining to both the columns are entered in column 7. From July 1948 only 50% of non-productive and machine break-down are admitted. From April 1948 to May 1948 the whole period covered by non-productive and machine break-down was admitted. This has to be modified.

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Government Press Enquiry Committee.

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Notes on Machine Section.

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Overseer.

para 311 of O.M.

The overseer who is in charge of the Machine Section is not residing in the Government Press allotted to him but is residing in a private residence far away from the Press. The keys of the machine rooms are stated to be deposited by hi, at the close of the working day with the present occupant of the Government Quarters who is his predecessor. These keys when needed are taken by the workmen in the mornings from the Quarters before the arrival of the Overseer from his private residence. As the keys of the machine rooms are not in the personal custody of the Overseer during the nights and as they are accessible to the workmen without the intervention of the Overseer, the Overseer cannot be considered to be discharging his duties in full.

Strength.

The machine section is run by 1 Foreman, 3 maistries, 122 minders, 138 Layers-on and 28 volunteers. Some of the minders and Layers-on are employed at the Hand presses in the various composing sections and in the High Court and Jail Presses.

Receipt of Work.

The receipts in the machine section with final strike orders are classified into three different groups and are recorded in the three different registers indicated below:

I Urgent Current work.
II War Work including Ration and allied subjects.
III Jobs (Standardised and non-standardised)

I Urgent Current work.

This register shows the date of receipt of each document, the job No., and the machine No. to which each is issued; but does not show the date of issue and date on which struck. The documents brought on this Register are dealt with ~~sin~~ fairly promptly. Omissions to note the machine Nos. to which the documents were issued for strike were noticed in many cases. Another important feature noticed was that many documents were not struck on the machines noted in this Register and the explanation given was that these documents though issued in the first instance to the machines noted in the Register were later on transferred to other machines which were found to be more suitable. This discloses allocation of work to the wrong machines, and the consequent delays in the execution of work etc.

II War Work Receipt Register.

This Register shows 'dates of receipt', 'particulars of the document', 'machine No. to which issued', " Date of issue", and 'date on which struck". The last column is not filled in many cases. The remark about transfers of documents from the machines to which they were originally issued to other machines applies also to this Register.

III Jobs Register.

The remarks against Item II apply in toto to this Register. There are too many interpolations and corrections in the entries in this Register.

P.T.O.

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A few instances in which the dates of final strike as noted in these Registers do not tally with those noted in the relevant machine Outturn Book are given below to indicate that the Registers are not properly maintained or the dates in the Outturn Books are manipulated dates.

Machine No.	Item No.	Date in the out-turn Book.	Date in War Work Register.
96	1377	24-2-1949	22-2-1949.
139	1563	9-4-1949	11-4-1949
73	1556	7-4-1949	11-4-1949

Arrears.

The arrears in the machine section as disclosed by these Registers are tabulated below:

Register.	1947	1948	1949	Total.
Urgent Current Regr.	-	-	-	-
War Work	-	-	1	1
Jobs Register.	5	446	574	1025
Total.	5	446	575	1026

Distribution of Work and the Daily Machine Balance Register.

The work received for 'strike' is distributed with regard to the balance of work pending with each machine which is recorded in the 'Daily Machine Balance Register". This Register shows the quantity of work (in terms of hours and days) pending with each machine every evening. The entries in the Register are made by the clerical staff and form the basis for the distribution of work during the next day. This Register is not perused at any time by any Gazetted Officer even though the importance of this document warrants such frequent scrutiny by the Gazetted Officer. Such a scrutiny will also afford the Controlling officer sufficient opportunity to watch and control arrears with machines.

It is seen that the above record is not maintained in respect of the 11 machines noted below* as they are stated to have been reserved for attending to High Court Work. As such ear-marking of machines for a particular work might lead to their being permitted to remain idle, it is not economical to so ear-mark them. The daily balances with these machines should also be reported to the Gazetted Officer for scrutiny.

* Nos. 16, 28, 30, 32, 35, 36, 37, 38, 39, 64 and 135.

Manipulation of dates of 'Strike'

The following statement shows only a very few instances where jobs actually completed on certain dates according to this Register were accounted for as having been completed on the succeeding day or days. These instances show that manipulation is common in Out-turn reports.

Job No.	Date of issue to machine.	Machine No.	Date of Completion as per out-turn Book.	Date as per Daily Machine Re
1.621	12-2-1949	100	15-2-1949	14-2-1949
2.1818/5	26-3-1949	100	31-3-1949	29-3-1949
	27			
3.185/3	2/4-4-1949	100	8-4-1949	5-4-1949
4.192/2	22/24-2-49	73	1-3-1949	24-2-1949
5.174/2	-do-	73	28-2-1949	24-2-1949
6.162/144	11/12-4-49	127	14-4-1949	12-4-1949

Machines-
Machines - Stock.

The Plant Register shows a balance of 70 machines at the end of 1945, whereas actually there are 76 machines, 13 machines available and noted against 'A' below having been omitted in the Register and 7 machines noted against 'B' and shown in the Register not being available.

'A' - 39, 73, 95, 96, 103, 139, 140, 141, 142, 143, 144 145 and 64.

'B' - 17, 45, 72, 29, 34, 70 and 15.

When and whence the 13 machines were brought and how the 7 machines were disposed of is not noted in the Register. It is also seen that 9 new machines purchased and brought into the machine room from December 1948 onwards have not been brought into account or into use. The Register cannot therefore be considered up-to-date. Further, there is no indication in the Register to show that the entries were at any time perused by the Gazetted Officer or the Superintendent and that machines in the rooms were checked with the entries in the Register. Details of the machines are not entered in the Register with their spare parts.

Machines - Repairs.

Out of the 76 usable machines referred to above, 9 machines are out of order on 13-5-1949. The Daily Machine Stoppage Book (referred to below) shows that 10 machines are always out of order. There is no information recorded anywhere as to when and why they went out of order, when and how they were actually brought into use. A contiguous machine-war record showing (1) the hour when the disorder commenced (2) the nature with the causes of the disorder (3) the hour it was set right with the cost and (4) the causes for delay in repairs, if any, should have been maintained. If the causes for the disorder disclose any neglect on the part of the machineman who handled it, the cost of the repairs should be recovered from him. If the defects are not serious, repairs might be expedited. For these and other obvious reasons, the maintenance of a such record and a close scrutiny thereof by a Gazetted head would prevent machines falling often into disuse. The machines themselves will be kept in proper condition by the machineman. In the absence of this information, it is not possible to assess the portion of the cost of repairs to the machines which is recoverable from the machine-men. This is an instance of clear avoidable expenditure to Government. Furthermore, the exact hours each machine runs during a day is not recorded anywhere. The running time, make-ready time and other periods recorded by the machinemen on the proofs and adopted for the information in the outturn Books were reported (by the Machinemen themselves) to be only approximate. The period of work recorded in the outturn Books cannot therefore be considered quite accurate. The insistence on the maintenance of a daily Log Sheet by the machineman (for the machine he is working at) showing (a) the exact hour when the work was taken up (b) how the time was spent (c) when the machine commenced working (d) when it stopped in addition to the information referred to in the previous paragraph would effectively prevent all attempts to manipulate outturn and would bring the idle hours of the machines to a minimum.

Machines -Idle

The "Daily machine Stoppage Book" submitted daily to the Gazetted Officer in charge shows the numbers of machines under

under repairs and the numbers of machines idle for want of minders which is on an average, 10 & 2 respectively. Failure to repair the machines promptly and to secure men for machines without minders result in a large number of machines being kept idle; and this leads to loss of interest on Government capital.

13 out of the 76 machines are small machines with only a single man working on each. On the day of inspection these were found to be idle, as the man in charge of each of these machines had gone away on some business. It has to be considered if these idle intervals, though short, cannot also be avoided by attaching the junior men working on the adjacent machines to these small machines.

Some of the machines are idle for most of the time as the machinemen are engaged in 'Makeready' or await rectification or await work from casting or composing sections etc. Steps may also be taken to see that work is found for the machines during such avoidable idle hours of the machines. These facts show that there is much scope to reduce the idle hours of machines and avoid loss of interest on Government capital invested.

para 308 of O.M.

Out-turn.

A tabular statement showing the allocation of time spent every month by the machinemen on the various items of work has been prepared from the 'Machinemen's Total out-turn and Average Register' and enclosed. This Register is posted from the out-turn books maintained for each machine and is put put to the Superintendent once a month for review. This Register has not yet been posted for March and April 1949 even though it is now a fortnight since April 1949 had expired. A review of the enclosed statement reveals the following facts:-

(a) Make ready Time:

The time spent by machineman on ' Make ready ' is almost equal to the time taken on 'Running' the machines, if not more. In other words, about half of the 'strike' time is spent on this subsidiary item of work, and this is found to be due to lack of sufficient attention in the composing section in preparing the forms and to the failure in the Binding section to suggest all necessary corrections on a single reference and to return the papers promptly. Greater attention to formes in the composing sections and sufficient promptitude in the Binding section would bring the period spent on 'make ready' to a minimum.

Further, the 'make ready' time admissible for a Handset forme is stated to be normally 1½ hours. A list of a few cases where 'make ready' time for Handset formes have taken more than 1½ hours (as shown in the out-turn Book) is given below. This shows that make-ready time now taken is certainly reducible. This is brought to notice.

Machine No.	Date.	No. of forme made ready.	Time taken for 'make ready'.
142	19-10-1948	6	9 - 17 (Hrs & minutes)
142	16-10-1948	4	6 - 40
142	23-10-1948	2	3- 35
142	23-11-1948	5	8-45
117	1-4-1949	1	3- 30
117	8-4-1949	1	2- 15
49	29-11-1948	6	10 - 0
49	14-3-1949.	2	4 - 1

(b) Waiting for formes.

The time spent on 'waiting for formes' by the machinemen and the machines is certainly an idle period paid for. This

is stated to represent the time when formes for urgent work promised by the composing sections are awaited in the machine section. It is possible to bring this period to a minimum with sufficient foresight and control.

C. Delays in composing and casting.

para 309 of O.M.

Machines and machinemen have to be idle when the composing and casting sections do not return promptly the work handed over to them for necessary rectification. The fact that this period exceeded 400 hours per month during 1948 and is about 200 hours only per month during 1949 shows that this period is also reducible.

D. Average number of Impressions.

The monthly average number of impressions per hour achieved at the Press and shown in the penultimate column of the enclosed statement is worked with reference to the running hours of the machines. Even though this average may be correct so far as the machines are concerned, this cannot be accepted as the correct average for the machinemen employed and paid. This average (for the machinemen employed) should be arrived at with reference to the time spent by all machinemen on all items of work of which 'Running of the machine' will be only one. Such a monthly average is worked out and shown in the last column; and this is less than half of the prescribed minimum of 1000 impressions per hour.

E. A portion of the period covered by 'make ready' is marked as due to paper delay. There are very many instances of such delays and these are avoidable.

F. Short outturn is a very common feature in this section as disclosed in the machine out-turn Books.

Overtime Work.

para 307 of O.M.

Prior sanction of the Superintendent or the Gazetted Officer in charge for making the workmen work overtime is not obtained. This practice is not in the financial interests of Government and may therefore be stopped. The Overseer fixes the needed overtime work and makes the available men work the required overtime. The actual period for which each machineman worked overtime is not properly assessed. A slip is obtained daily from the gate showing the time when the machinemen left the office compound. The numbers of these men as shown in the list are copied in overtime Order Book with their stay in hours and superintendent's approval is obtained to these entries. These periods later on adopted for overtime work done even thoughthere is no recorded evidence to show that the workmen spent the full stay-in period at the machines. This procedure is incorrect.

There is another Register titled 'Overtime signature Book'. in whichwmx workmen doing overtime work sign in full when they agree to do overtime work without indicating the period of overtime. The commencement hour of overtime work may be noted by the Overseer, the hour of leaving the machine room finally for the day being noted in the presence of the Overseer by the signatories before they leave the Press. Surprise check of attendance during overtime work is also necessary. Unless such a record is maintained, the payment of overtime wages for hypothetical periods which is highly irregular cannot be prevented.

Irregular grant of overtime for items of work other than running machines.

A scrutiny of the machine Out-turn Books discloses that overtime is given for 'Running' the machines and also for other items of machine-man's work such as 'make ready', 'waiting for

for formes', 'Cleaning', 'washing', 'Delay in composing and casting sections', appear inadmissible. A few instances where overtime granted has been utilised for such purposes are given below for information.

Machine No.	Date.	Period of overtime spent. Hours	Minutes.	How spent.
39.	12-4-1948	2	25	(5) Cleaning.
39	7-9-1948	1	0	(4) Delay in composing.
39.	12-3-1949	1	30	(5) Cleaning.
16	1-4-1949	1	0	(4) Delay in composing.
138	12-4-1949	1	0	-do-
138	5-3-1949	0	30	(9) Delay in casting.
144	9-3-1949	1	0	(10) Washing up
144	31-7-1948	0	30	
135	23-8-1948	2	30	
47	28-9-1948	0	35	
141	7-10-1948	2	5	(3) Waiting for formes.
143	30-12-1948	1	40	
144	15-12-1948	1	30	
139	5-2-1949	0	30	
141	28-2-1949	1	0	

Paper required for machines.

The paper required for printing the copies is estimated in the Despatch section and noted on the Docket. This quantity is obtained from the Stores and utilised. Even though the issue includes a certain percentage for wastage and this quantity also is obtained, no account is maintained of the quantity received, used and the balance. The waste paper is not kept under lock and key; but is allowed to remain on the floor by the side of the machines.

Ink and oil for the machines.

Oil, soap and Ink required for use in the section are received on indents placed on the Store Department. Oil and soap are stated to have been issued for washing and cleaning as and when theyare received. Ink received is, however, stocked. There is no account of these materials to show (1) the quantities and dates of indent (2) quantities and dates of supply, (3) quantities and dates of consumption with machine Nos. and (4) the balances of stock on hand in the section each day. Such an account is necessary to avoid mishandling of the articles.

Control.

The Gazetted Officer in charge and the Overseer are working in rooms far away from those in which the machines and the machin men are working. If the Gazetted officer's room is shifted to a portion of main machine building, it will be quite possible for him to exercise sufficient control over the work of the machinemen and to avoid short out-turn, manipulations, waste of time etc. by giving prompt and useful guidance.

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Statement prepared from the Machinemen's Total out-turn & Average Register.

Month	(1) Makeready Hrs.	Mts.	(2) Running Hrs.	Min.	(3) Waiting for forme Hrs.	Min.	(4 & 9) Delay in Composing & Casting Hrs.	Min.	(5 & 10) Cleaning & Watering Hrs.	Min.	(6 & 7) Motor Machine & belt repair Hrs.	Min.	(8) Minor or other duty Hrs.	Min.	Total no. of hours	Total no. of forms	Total no. of impressions	Average no. of impressions running per hour	Av. no. of impressions per working hour
April 1948	6691	30	7348	55			412	5	582	0	214	15	202	30	14357	5209	7900735	1075	550
May 1948	6483	50	6460	0			481	-	561	55	149	30	221	0	15451	4752	6888400	1066	446
June 1948	6345	15	5371	25	1	30	435	-	571	45	214	45	172	5	13112	3838	5657489	1053	431
July 1948	5812	15	6830	20	3	20	380	15	612	35	254	30	132	30	14026	4134	7359299	1077	524
August 1948	6238	35	7200	45	27	30	461	35	557	45	203	30	203	20	14893	4566	7743813	1075	520
September '48	6738	8	7582	42	6	5	467	45	522	15	298	15	186	5	15801	4875	7433308	980	407
October '48	5190	56	4980	29	13	50	294	0	566	0	171	0	115	45	11332	3813	5374354	1079	474
November '48	6692	16	6811	49	2	0	311	0	438	25	208	0	111	15	14575	5184	7642702	1122	524
December '48	7578	3	8526	32	3	40	416	25	570	2	246	45	117	15	17459	5392	9401653	1103	538
January '49	3925	49	4554	46	19	0	202	15	478	25	197	30	78	45	9457	2935	4998155	1097	529
February '49	5371	3	5365	32	2	30	188	5	461	30	194	45	65	5	11649	3997	5999718	1118	51[illegible]

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Government Press Enquiry Committee:

Supplementary notes.

Machine Section.

From the entries made in the Printing Order Dockets by the machinemen, which are admitted and copied in the machine outturn Books, one comes to the conclusion that the periods noted as having been spent on the various operations leading to the final printing are more manipulated than real. When, on 4-7-1949, the Expert Committee pointed out that this position could be avoided if the machinemen were asked to note the periods spent on each operation as soon as the operation is finished, it was contended by the officer (A.S.II) that the machinemen were illiterate and could not note the time at the end of each operation as they depend on some literate friend to note these timings. It was, thereupon, suggested that noting of such timings at least at the end of the day's work should be insisted on if manipulation in the hours engaged on each operation should be avoided. A.S. II said that this was being insisted on.

At 2 P.M. on 4th July 1949 the machine section was inspected to find out if the work done on the various machines on 2nd July 1949 had been recorded by the machinemen, checked by the foreman and handed over to the clerks for being copied in the machine out-turn books. The inspection which was conducted along with A.S.II disclosed that records were complete in respect of work done on 36 machines only. There are 72 machines working the section; and the outurn for 2-7-1949 was not available for 50% of these machines on 4-7-1949 at 2 P.M. This position supports the view that there is large scope for manipulation of outurn in this section.

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Supplementary Notes on Press and Machine Sections.

The whole quantity of work done from 1-10-1948 to 13-10-1948 was examined with reference to time taken for the completion of the work in the section and ~~in~~ with reference to paper consumed. The result of the examination is brought to notice in the following notes.

A. Time. (a) The time taken for all operations except actual striking (Running on) is not uniform. Abnormal delays are noticed. On the same day and on the same machine the same kind of work with single forme is recorded to have taken widely different periods. The following are a few instances. The same date same machine and same kind and quantity of work is taken up for comparison so that there might be no factor for variation in time

No. of Forms.	Machine No.	Kind or size of work.	Date.	Comparison of time consumed by operations other than actual striking or running on.			
				Job No.	Time.	Job No.	Time.
1	49.	½ D.F.	1-10-48.	200/2189	1-24.	192/8	1-39.
1	36	½ D.F.	-do-	273/166	1-30	273/190	3-15
1	132	Cutsize.	-do-	192/8	1-15	6/86(50)	3-25
1	47	1/8 D.F.	4-10-48	624	1-15	311	1-30
1	121	Royal	6-10-48	137 &c	1-20	551/1	1-53
1	140	½ D.F.	7-10-48	273/195	1-25	273/195	1-40
1	105	½ Royal	7-10-48	143/250	1-25	170/78	3-0
1	96	½ D.F.	13-10-48	441/136	1-35	158/227	1-35
1	142	Demy	4-10-1948	737/56	3-30	737/57	4-5
1	132	1/8 D.F.	4-10-48	190/8/11	1-20	187/8/30	1-35
1	105	Cut size	5-10-48	473/2	1-0	474/1-B	1-30
1	132	Cut size	7-10-48	296/1	1-10	295/1	2-45

(b) Excess time taken in 'Running on': Approximately 1000 impressions are taken by the machines in one hour. Cases in which impressions are less than 500 per hour are not rare. A few instances of such abnormal delays in taking impressions during the 13 days are given below for information.

Date.	Machine.	Job Number.	Impressions.	Time Taken. Hrs.	Min.
13-10-1948	133	39A/22	2001	4	10
13-10-1948	132	295/1	1001	2	0
7-10-1948	132	295/1	1001	2	0
7-10-1948	133	6/38	5001	8	20
6-10-1948	132	605/69	405	1	15
5-10-1948	120	737/59	2558	4	30
5-10-1948	121	737/60	2008	4	0
4-10-1948	133	693/19	2600	8	20
4-10-1948	120	737/16	2008	4	0
1-10-1948	120	737/58	1858	3	30
1-10-1948	121	737/58	1858	3	30

Paper issue: (a) Note (i) under para 310 of the office manual lays down that in the case of spoilage in the machine room for half sheet work, fresh sheets shall be supplied to the limit mentioned in the main rule only on the return of the paper spoiled. Advance issue of paper to make up spoilage for machining and binding is allowed in the case of printing full sheet only -please see note (ii) under the above rule. It is however noticed that large

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large quantities of paper to make spoilage upto the prescribed maximum are issued along with actual requirements in respect of ½ sheet work long before the paper is used on the machine and the spoilage is available. As there are almost no cases of spoiled paper having been returned to the paper section, the issue of spoilage paper is irregular. Such issue of the prescribed maximum percentage of paper for spoilage before the use of the ½ paper on the machine and without taking back an equal quantity of spoiled paper is a clear infringement of the rule in the office manual. A few cases in which large quantities of spoilage paper was irregularly issued are given below:

Date of final issue of paper.	Machine Number.	Job.	No. of copies.	Paper required and allowed.	Spoilage paper issued in addition.
				R -Q-S	R-Q-S
6-10-1948.	134	200/6	34033	69-8-21	0-13-22
-	123	441/14	9505	9-10-3	0-1-22
-	130	305/161 &181	16304	65-4-8	0-13-2
-	121	443/22	25000	12-10-0	0-1-3
-	116	554A/57	12126	26-8-1	0-5-7

(b) Para 310 of the Government Press Office manual lays down 2 scales of maximum paper to be allowed for spoilage of paper, one scale for jobs which require operation in one of the two sections Bindery and machine and another higher scale for jobs which require operation in both the sections. The following are a few cases where the latter higher scale has been allowed even though the jobs required operation in only one section viz., machine.

of Supply.	Machine No.	Job.	No. of impressions.	Paper for actual impressions	Spoilage allowed.
				R. Q. S.	R. Q. S.
0-1948.	13	549/130	5887	5- 7-19	0- 1- 5
0-1948	5	36/11	2751	2-15- 1	0- 0-13
0-1948	128	383/4	2502	1- 5- 1	0- 0- 5
0-1948	42	127/2	4002	8- 0- 2	0- 1-15
0-1948	5	36/12	5501	5-10- 1	0-1- 2.

(c) Paper for pulling proofs (gallery & forme): The requisition form for this paper prescribed in para 124 of the office manual provides a separate column to indicate the quantity of sheets used including sheets spoiled by Pressmen. This para also requires the foremen of all the composing sections to report to the Superintendent any abnormal wastage by the Pressmen. No account is maintained in the composing sections of the paper indented for and obtained by the composing sections for this purpose even though many reams of paper are issued for this purpose from the Stores and the information contemplated in the indent form is at no time furnished. It is not, in these circumstances, possible to find out if abnormal wastages by Pressmen were brought to the Superintendent's notice and what action was taken by him on them. The issue of the paper on these indents when the information was not complete is also irregular.

(d) Piecemeal issues of paper for works of several forms: In respect of a work consisting of several forms, paper is indented for by the machine section from the stores for each of these forms as and when it is received with a strike order. The stores section receives this forme and issues the paper required for it, retaining at the same time this particular forme as a check to prevent a

a second issue of paper on account of this forme; but the quantity of paper issued is not noted anywhere. When the work is completed (when all the forms have been received for supply of paper) the total quantity required for the whole set is stated to be arrived at and this quantity is thereafter noted as issue in the Paper account. The Paper account cannot be considered to represent correctly the day to day facts as the piecemeal issues on the several forms of a work are kept out of these accounts till it is completed. This also involves the risk of losing sight of the issues made on the piecemeal forms in the event of retained forms being lost or misplaced. This procedure is irregular. The instruction laid down in para 122 of the office manual requiring accounting for the piecemeal issues by duplicate entries is not followed.

(e) Off cuts: Very many cases were noticed where large quantities of paper of one standard size were cut into a different smaller size to suit the matter received for print. This should have yielded large quantities of cut slips. Para 122 of the Office manual requires that such off-cuts shall be carefully preserved and utilised at the first opportunity. Even though a wall book is maintained of the off-cuts issued on various jobs, the dates on which these were taken into stock and the quantities so brought to account are not recorded anywhere. In the absence of this information, it is not possible to say that the full quantity of off-cuts were preserved and they were promptly used on the jobs as enjoined in the rule quoted above. The maintenance of an account of off-cuts (at least by weight) in this Press appears necessary in view of the large mf quantities of such slips during the various operations.

BINDING SECTION.

Strength: The section is managed by one foreman and three assistant foremen, one of whom attends to Distribution of Work, another to estimating the requirements of binding materials and to the issue thereof to binders and the third attends to the outturn in the section. The sanctioned strength of the section is 244 binders and 65 Day extras employed on daily wages. The actual attendance on 6th June 1949 was 224 binders and 57 day extras. No attendance Register is maintained in the section, the attendance at the gate being relied upon. This reliance on the gate attendance, assumes that all persons who have entered the precincts of the Press are at their desk and is not correct.

para 383 of O-M

Receipt and Distribution of work: The work received in the section is entered in a Work Receipt Register. There are very many items in this Register which have not been completed and despatched. The following are a few cases which are three months old but have not yet been completed. The reasons given for their non-completion viz., non-urgency or non-availability of materials are not acceptable. The remarks below sould suggest that the completion of these jobs is delayed for facilitating manipulation of indents for binding materials.

All the jobs that are received are not distributed in the order of their receiption or in the order of their urgency. About 84 orders for binding received from 2-4-1949 to 4-6-1949 are lying on the table of the Assistant Foreman and binding materials for these items have not been obtained. The works distributed are noted in a Distribution Register and this Register too cannot be considered quite reliable as many items have been completed and despatched without the distribution having been noted.

List of Items received for binding three months ago but have not been completed even though materials have been obtained in many cases.

Date.	Item No. in Work Receipt Register.	Date.	Item No. in Work Receipt Register.
26-1-1949	5137, 5144.	22-3-1949	6180
1-2-1949	5233	24-3-49	6207
28-2-1949	5657	31-3-1949	6318
3-3-1949	5708	26-1-1949	5137
18-3-1949	6902	12-2-1949	5415
25-10-1948	3507	18-3-1949	6089
3-11-1948	3617		

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para 385 of O-M

Indents:

(a) General: Binding materials are obtained long before they are required and in excess of requirements. This procedure encourages execution of works for which materials required have not been estimated and obtained leaving the estimating and obtaining of requirements for such works to be done on a hypothetical basis, long after the despatch of the works. Of the binding materials that are obtained on indents but utilised on jobs indented for and not indented for, no account of day-to-day issue is maintained. The entire system of obtaining and utilising the materials is defective as proved by the following detailed notes and requires rectification.

(b) Absence of check of indents by a Gazetted Officer or prescription of an approved data for adoption in the binding of at least standardised publication results in the obtaining of excess materials. The indents for binding materials are prepared by the Asst. Foreman and passed finally by the Foreman. These are not checked or scrutinised by any Gazetted officer even after compliance. The necessity for such a control by a Gazetted officer prior to the compliance of the indents by the Stores section is proved by the following few defects noticed in the indents.

(i) A comparison of the following three indents for the same kind of material - case sheets for the Royapuram hospital - shows that the quantities of materials indented for varied very widely. If a standard data (approved by the Superintendent) of the materials required for the

P.T.O.

the binding of standardised articles such as books of specified size and thickness, pads, and case shee s etc. is maintained in the section, the excess indenting as the one pointed out below can be prevented.

Article.	Indent No. 3413 dated 8th January 1949 for 4 case sheets.		Indent No. 2261 dated 1-11-1948 for 26 case sheets.			Indent No. 3515 dated 31-1-1949 for 29 case sheets.		
	Quantity indented.	Quantity required as per Col.2	Quantity indented.	Excess.	Quantity required as per Col.2	Quantity actually	Excess
Binders' cloth.	20"	Yds. 3 - 22"	Yds. 4 - 28"	Yd. 1 - 6"	Yds. 4 - 11"	Yds. 6 - 16"	Yds. 2-5
Khaki cloth.	24"	4 - 12"	5 - 4"	0-28"	4-30"	7-6"	2-12"

(ii) Indent No. 3594 dated 2nd April 1949 for the supply of 5000 File flaps to the Collector of Madras. The size of the flap (specimen put up herewith) is 24" x 4". The long cloth required for the manufacture of 5000 flaps of this size is 370 yards only against 470 yds. actually indented for and obtained. The excess of long ~~xxx~~ cloth in this partic lar indent is 100 yards.

It is generally noticed that indents for pads and flaps assume that one full yard tape is used for each flap or pad. In actual practice it is noticed that the tape is not longer than 2' 10". In this particular indent the excess tape obtained is 5000 x 2" or 10000" or 277 yards. Similar excesses in paper are also noticed in this indent.

(iii) Another typical case of excess indenting of Binders' cloth is found in Indent No. 3617 dated 3rd November 1948 for 1000 books of 25 sets. The indent for the cloth assumes that the width is 32" only whereas it is actually 38" and in some cases even more. Hence the excess indent for Binders' cloth in this and in all other cases is 6/38 of the quantity obtained which might run to some hundreds of yards in a year. It is argued that this excess is only apparent and that it really represents a cut waste. If this is correct, an account of such cut pieces should have been maintained. This is not done.

(c) Delays in execution of binding work of items for which materials have been obtained:

(i) 10,000 urgent pads and 10,000 ordinary pads were indented for by the Superintendent of Stationery in 1947-48 (vide item No. 1660/47-48 Articles required for the manufacture of 9000 of each of these two varieties were obtained from the Stores on various dates between 10th March 1948 and 30th April 1949. Only 8900 of the first variety and 7849 of the second variety have been applied. The binding materials for the balance of 4251 pads should be available in the binding section since a long period. The reasons for delaying the execution are unknown.

(ii) A few instances of items in the work Receipt Register for which materials have been obtained from the Stores but which have not been completed are given below*. The delay in completion in these cases is stated to be due to want of card-boards. The non-availability of card-boards should have been foreseen before indenting for other materials for these jobs so that loss due to obtaining the materials for these partially executed items could have been prevented.

* Items in the Work Receipt Register: 79 of 5-4-1949, 1107 of 25th May 1949, 272 of 14-4-1949, 843 of 12-5-1949, 1074 of 20th May 1949, 266 of 12-4-1949, 978 of 17-5-49, 728 of 6-5-49, 822 of 11-5-49, 397 of 20-4-49, 347 of 18-4-49, 705 of 10-5-49, 808 of 14-5-49, 931 of 16-5-49, 868 of 19-5-49 794 of 10-5-49, 907 of 18-5-49, 880 of 12-5-49, 280 of 14-4-49

(d) Utilisation of binding materials obtained for one work on other items:

The delays in execution of items for which binding materials have been obtained result in the accumulation of materials in the binding section requiring additional safeguards for custody and accounting. This accumulation of stock of materials not immediately required or utilised on the jobs indented for naturally results in the mishandling

mishandling of the stock or in the manipulation of indents for which they are not ~~indents~~ intended but on which they are used.

The stock of binding materials obtained on specified indents on 7th June 1949 consisted of (a) 106 yards of calico (b) 19 yards of kaki (c) 48 yards of long cloth and (d) 1728 yards of Red Tape. The various kind of paper which were also stocked could not be counted. There is no account of this stock to check if the above actual balances tally with the book balances. These may be sufficient or may not be sufficient to meet the requirements of the jobs indented for.

Another defect is that a portion of this accumulated stock is also utilised on certain jobs for which materials have not been indented for and obtained. Such an utilisation complicates the position of the stock and the whole execution is done by some manipulation and claiming excess indents and managing to maintain a safe reserve of stock. A few instances in which indents were prepared and articles obtained long after the completion and despatch of the articles are cited below for reference. This is highly irregular as the indenting for completed jobs can only be hypothetical in the absence of any recorded information regarding actual materials consumed by the jobs.

Work Receipt No. or	Indent No.	Date of despatch of work.	Date of indent.
3263		3-12-1948.	28-12-1948.
2484		16-12-1948	28-12-1948
3981		24-12-1948	28-12-1948.
2507		7-12-1948	29-12-1948.
3092		16-12-1948.	29-12-1948.
3031		16-10-1948	18-12-1948.
2785		1-10-1948	19-10-1948.
-	2202	18-9-1948.	1-10-1948.
	2203	22-9-1948	1-10-1948
	2204	20-9-1948	1-10-1948
	2207	18-9-1948	2-10-1948
	2213	22-9-1948	5-10-1948
	3104	12-10-1948	1-11-1948.

(e) There is no account showing the quantities of cut pieces of materials obtained on the execution of jobs and indicating how they are disposed of

OUTTURN:

para 396 of O.M. Out of 309 binders employed in the section, about 186 persons are engaged in manual labour and the balance are working on the machines and other miscellaneous items of work.

(a) Persons engaged on manual labour are formed into 27 groups working on 27 tables on 27 different kinds of work. Time sheets are written by these persons. According to the scale prescribed in the office manual the outturn is generally short of the prescribed minimum. The percentage of shortage and action taken to rectify the same is not noted in the time sheets. There is no indication that these were ever perused by the foreman or gazetted officer.

#176-179 of O.M.

(b) The list of machines working in the section with the number of persons working on each kind of machine is furnished below. Time sheets are not maintained for men engaged on these machines. The work done on these machines by the men is recorded in the machine out-turn Register which is perused once a month by the Gazetted officer. The machines with the men working thereon against items 2, 4 and 8 are stated to give short outturn. The fact that the minimum outturn for men working on machines has not been prescribed is brought to notice. Another irregularity is that machines against items6, and 10 to 16 have no outturn account posted and perused by the section and the Gazetted Officer. These men and machines are not controlled. This system is also defective.

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Kind of machine.	No.	Outturn.	No. of hands engaged.	Remarks.
1. Ruling Machines.	7		24	
2. Wire stitching machines.	5	minus	5	
3. Thread.	2		2	
4. Sewing Machine.	2	minus	6	
5. Book sewing	1			
6. Seybold threeside Cleaner/	1			Under repair.
7. Folding machine.	2		4	
8. Cutting.	10	minus.	14	
9. Cover making.	2		8	
10. Nipping.	2			
11. Rounding.	2			
12. Perforating	2		1	
13. Blocking.	2			
14. Embossing.	4		6	
15. Board cutting.	2		2	
16. Cover Punching	1			

Valuation of labour in the Binding section: The valuation Registers in the section show that the cost of labour in the section for November 1948 (excluding over-head charges and additional percentages and cost of binding materials) is Rs.9514-8-5 as shown below:-

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Provincial (not chargeable)	8641-6-10
Cost recoverable items.	549-1-0
Central.	323-14-7
Total.	9514-8-5

The pay and allowances disbursed for November 1948 to the employees in the Binding Department is Rs.14,257-3-0. This shows that the out-turn is not commensurate with the expenditure. If the rates now charged cannot be increased owing to the fact that they are already higher than market rates greater out-turn should be insisted on to avoid loss.

SUPPLEMENTARY NOTES ON BINDING SECTION.

Out-turn by groups of binders: As already noticed there are 27 groups of binders doing binding work by hand at 27 tables. The work done by these binders is recorded in Daily Time sheets, single time sheet being used for each group whose strength ranges from 4 to 8. Even though the printed Time sheet provides for furnishing information regarding the group No. nature and quantity of work done and the machine No. (or kind of work done) this information is not filled in in any case.

As already noticed, these Time sheets are not perused and attested byany officer or even the foreman of the section. The outturn registers, wherein these time sheets are posted, are intended to be submitted to the concerned Gazetted Officer once a month for scrutiny. These Registers too have not been maintained and perused by the Gazetted Officer. Both the section and the Gazetted Officer in charge are responsible for this omission as the former did not submit these Registers and as the latter did not call for them. The following defects in these Registers are brought to notice.

(i) The Registers are not posted after January 1949 except in a few cases where new Registers have been opened for April 1949.

(ii) Quantities of work done by the Groups have not been posted in the Registers in many cases. A few instances are the new Registers opened (a) for the Job bound group led by Annaswami and (b) the Refolding group led by Sivasankaran.

(iii) Daily out-turn is not posted even though the omission was pointed out by the Gazetted officer. A few instances are (a) the unbound group under Jayaraman and (b) the unbound group under T. Kannyappan.

(iv) The number of hands working in each group as noted in the Time sheet varies on many days from the number posted in the Registers. A few instances are given below:

	Register.	Date.	Register	Time sheet.
(a)	Half bound	8,6,4,9 of June 1949.	6	5
(b)	Section folding II	6/49	Nil.	5
(c)	Unbound group under Ganesan.	1-6-49 to 8-6-49.	Nil.	2 to 4
(d)	-do under Jayaram.	-do-	Nil	2 to 6

Para 396 of the Government Press Office manual (1941 edn) lays down that the foreman shall bring to notice all cases when the out-turn is systematically below the scale laid down. This rule cannot be considered to have been followed at all, in view of the fact that a comparison of the actual daily out-turn with the prescribed outturn in respect of each tender was not attempted at all.

RUBBER STAMP MANUFACTURE.

paras 409 15 412 of O.M.

Requisitions for new stamps or for the repair of old stamps are received by the Rubber stamp clerk in the Despatch Manager section. After verifying whether the requisitions have been signed by officers who are authorised to indent on the Government Press, the Rubber Stamp clerk prepares an indent for the manufacture of new stamps or for the repair of old stamps and sends it to the 'Job section' with the approval of the Gazetted Officer. The necessary impression and form of the stamp is prepared by the 'Job' composing section and sent to the Rubber Stamp manufacture section.

The orders received from the job-section each day are noted in a register in the Rubber Stamp manufacture section with details as to the number of new stamps to be supplied and number 'to be repaired or replaced' under each order. The date of completion of the work is noted in the last column.

A number of orders is distributed to the several workmen at a time. The 'new daters without date bands' and 'new handles' required for the manufacture of new stamps and repair of old stamps in respect of the several orders taken up for execution, at a time are worked out and a consolidated indent is prepared for these materials and they are obtained from the General Stores. Ordinarily, the number of 'new daters' and the number of 'new handles' indented for in respect of one order should

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should not exceed the number of new stamps to be supplied under that order, unless in the case of old stamps to be repaired under that order, any handle has to be replaced by a new one. The indents for November 1948 and December 1948 were checked and excess quantities of 'new daters' or 'handles' obtained were noticed in the following cases:-

Indent No.	New daters indented.	New handles indented.	Order to which the indent relates.	New stamps required under that order.	Repairs or Replacements.
872 d/ 2-12-48.	16	8	1874 d/ 25-11-1948.	16	Nil.
-do-	2	2	1840 d/ 25-11-1948.	4	-
876 d/ 18-12-48	-	2			

Kerosene, petrol, waste cotton etc. required by the manufacturing section are obtained on indents as and when required.

Rubber sheets and Brass sheets used for the manufacture of Rubber stamps are also obtained from the General stores as and when the stock is exhausted and not with reference to the requirements of each order or group of orders. No detailed account is maintained for the quantity used and the wastage occurring in these two materials.

The quantities issued to the Rubber stamp department from the General stores in 1947-48 and 1948-49 are given below:-

	Brass sheets.	Rubber sheets.
1947-48.	232½ lb.	220 lb.
1948-49	190 lb.	109 lb.

The unserviceable brass pieces accumulated during thelast 3 or 4 years are kept in a bag in the Rubber Stamp -manufacturing department. It is stated they will be given to the general stores.

Date bands were manufactured in the Rubber stamp department till December 1948. The machine went out of order in January 1949 and got repaired last month. The same rubber sheets which are used for manufacture of enfacements in the rubber stamps, are used for the manufacture of date-bands also. The number of date-bands manufactured from time to time represents the number required for use under the several orders taken up for execution at a time. (The number required under each order is indicated in a consolidated indent prepared at a time)

Out-turn. Out-turn sheets of individual workmen show the following entries:

R. Sarangapani 1691

2-5-1949.	Brass mount making unfinished(75)	7½ hours.
3-5-1949.	-do- finishing	7½ hours.
4-5-1949.	old Brass mount ready(12) (half-day leave)	
5-5-49.	Bands cutting and stitching(18 sets)	4 hours. 7½ hours.

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6-5-1949.	Assistance to mould token (half-a-day casual leave)	4 hours.
7-5-1949.	Brass mount making unfinished.(22)	8½ hours.
9-5-1949.	Assist to mould token and old brass mount ready (10)	7½ hours.
10-5-1949.	Assist to mould token stamps mounted and Brass handle making (4)	7½ hours.

It is stated that there is no standard rate of out-turn for these items as the stamps manufacture are not of uniform size and the time required for repairs varies with each case. The out-turn sheets are signed by the officer in charge in 3 or 4 days. There is no consolidated monthly out-turn statement for the section.

[paras 280 - 292 of O.M]

Reading Department.

The sanctioned strength of the Reading Department is as follows:

Head Reader 1, Top senior Readers 2, Senior Readers 19 Junior Readers 61, Copy holder 122. Total. 195.

Copy holders read the manuscript and the Readers examine and correct the proofs. Rough or final proof is examined and corrected by junior Readers; the correction of final or fair proof, editing and examing the uniformity of print are done by senior readers. The distribution of work among all the readers is done by the Head Reader and he is assisted to some extent by a Top Senior Reader. The procedure for distribution is as follows:

(a) At 8-30 A.M. as soon as the office opens a list is made out in a rough sheet (in pencil) indicating the number of sheets which remain to be examined, with each reader. The work received from the composing section between 8-30 A.M. and 12-30 Noon is distributed to the readers as and when each job is received, taking into account the arrear-work of the previous day remaining with each reader. The number of pages given to each man during the day is also noted in the rough list referred to at 'A' above. All jobs of less than 5 pages of proof are given to the readers after noting the number of pages in the rough list without a detailed noting of each job in any register. In these cases the proofs after correction are returned to the Foreman of the Composing section direct by the Copy holder. Jobs of 5 pages and more and Fort St. George Gazette slips are distributed to more than one reader; at the rate of 2 or 3 pages per head, according to the volume of the job. These items are noted by the Head Reader in a Register so that he may watch the collection of all the sheets relating to a particular job and their return to the composing section.

(b) An out-turn book is maintained for each Reader. The standard rate of out-turn prescribed for correcting proofs is as shown below:

Fair reading (or correction of final proof)	4 pages foolscap size per hour.
Rough and third reading.	5½ pages. -do-
Forms.	6½ -do- -do-
Revise.	12½ -do- -do-
Strike orders.	40 -do- -do-

As soon as a reader finishes the correction of a job, he notes down in a rough slip, the job No. or the description of the matter (e.g., Fort St. George Gazette slip, G.O. No., Administration Report of the Agricultural Department etc.), the no. and size of the sheets, the size of the type (viz., 6points, 8 points etc.) and the time at which the correction was completed and returned to the composing section (or to the Head Reader as the case may be) The details thus noted in the rough slip during a day are entered the next morning in the out-turn Register and the total work turned out in a day is converted into the standard unit (ie. number of foolscap size sheets and pica size print). The conversion is made as follows: (a) If the proof sheet is of Royal size, the numberof sheets corrected is multiplied by 3/5 to make it equivalent to Foolscap size; an Imperial size sheet is treated as ⅘ of Foolscap size and 6 Gazette notification bits are treated as equivalent to 1 page of foolscap size. (b) If the print is '6 points' size the number of pages is multiplied by 4; if '8points' size, multiplied by 2; if ' 10 points ' size, multiplied by 1½ times; if '11 points' size, multiplied by 1 1/3 times. The total out-turn during a day converted as above in terms of foolscap

size sheets and pica print (12 points) is worked out again into number of hours work' with reference to the formula given at 'B' above.

(C) The work done by 5 readers was wathed on the 12th, 13th and 14th and the details noted are given in the sheet annexed. The work left over by a reader in the evening is completed next morning so that no arrears are carried forward beyond 12-30 noon the next day. From the out-turn registers of individual readers, a consolidated statement is prepared by the Head Reader indicating the out-turn of each reader for the whole month. Cases of minus out-turn of 2 to 3 hours for the whole month are overlooted and if in any case the minus out-turn exceeds this limit, the reader is given a warning. Cases of mix minus out-turn are very rare. Invariably the statement shows plus out-turn in respect of all members.

(D) As the details or the size of all the work given to each reader are not noted in any register before distribution, it is not possible to verify whether the details noted by the reader in the out-turn register (vide 'C' in page 1 above) are correct. The Head Reader however examines the entries in the out-turn registers as soon as they are written up by the readers and attests them. It is stated that if he feels any doubt about any entries, he sends for the corrected proofs and verifies the correctness of the entries.

In respect of items which are given to Senior readers for 'editing' and for examining the uniformity, the details of the job given to each reader are however noted in a register and the time taken in respect of such items according to the out-turn registers are checked with the details noted in this register.

If the defect indicated at 'D' above is to be rectified it will be necessary to maintain a register to record the details of all jobs received in the Department and this would involve extra scriptory work. So long as the work in the section is kept current, it seems unnecessary to sug est the maintenance of any more detailed record.

In printing Government orders and Board's proceedings, the Press seems to be put to much avoidable work and responsibility. The draft G.O. or Proceedings are sent to the Press along with the original file; and a lot of time is taken by the Press in 'editing' the G.O. and the B.P i.e., the subject matter at the top of the G.O., 'the papers read' in the G.O. have all to be ~~sanctioned~~ scrutinised and filled in the draft G.O. Much of this work and time can be saved in the Press, if the departments are required to send fair copies of the Proceedings in the shape in which they are to be printed. It may not then ~~where~~ be necessary for the departments to send the original files to the Press.

Similarly much time and work is involved in editing the notifications sent by Heads of Departments and Collectors for publication in the Gazette. The departmental officers can without difficulty adopt the form of notification already found in the previsous gazettes in sending the Draft notifications to the Press. This will relieve the Press of a good deal of unnecessary work and responsibility.

It is suggested by the Head Reader that many of the mistakes in the lino-typing can be avoided, if the matter given to the lino is examined and edited by the Reading Department before the operators take up the work. It is stated that this practice was in vogue some years back.

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12-5-1949.

1. 11 A.M. to 12-30 Noon. - Junior Reader P.Muthukumaraswamy No. 498

Items of proofs examined.

1. Form CVI Return of Weavers.
Rough reading ¾ page(Print size 8 points)
11 A.M. to 11-45 A.M

2. G.O. No. 1490 E.P.H.(Edn.) 4 pages (Royal)
Rough reading. Print size 8 points
11-45 A.M. to 12-30 noon.

2. Junior Reader T.S. Kalyanam.No. 497

Proofs examined.

1. Legislative Council Proceedings - Rough reading.
8 pages Royal -11 points 2-30 P.M. to 3-35.

2. East Godavary District Board - Rough reading
½ page 8 points. 3-35 P.M. to 3-50

3. School of Indian Medicine-List of Books - 8 pages Royal 11 points, 4 pages Royal 11 points.
4. Hindu Religious Endowment BoardProceedings. (III & IV) 3-50 P.M. to 5 P.M.

13-5-1949.

3. Senior Reader:T.K.Kuhnikannan Nayar 423.

1. Proceedings of Board of Revenue No.14(Press) dated 22-4-49.
Final reading ¾ page 11 point 11-15 A.M. to 11-30
2. Jail Department - Establishment List.
Final reading 4 pages Imperial (8 points) 11-30 A.M. to 2 P.M.
3. Irrigation Accounts - 1½ pages (6 Points) 2-15 P.M. to 3-45 P.M.

4. Senior Reader - T.P. Rajagoplachari. No. 413.

1. Fort St. George Gazette Notifications.-
5 bits -1¼ pages (8 Points)
3-55 P.M. to 4-35 P.M.
2. Highways Department Administration Report - 2½ pages - 4-35 P.M. to 5 P.M.

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14-5-1949.

5. Senior Reader - P. Shanmugam No. 427.
1. Police Administration Report for 1948
Fair-reading 1 page (10 points) 11-55 A.M. to 12-15.
2. G.O. No. 904 L.A. dated 30th April 1949.
Fair reading ½ page (11 points) 12-15 to 12-25 noon.
3. Ramapadasagar Project Report -Fair reading. 3 pages---- 12-25 to 1 P.M.

6. Senior Reader M.D.Krishnaswami, No. 422. 16-5-49.
..
Fort St. George Gazette of 17-5-49 - 8 pages 'Uniformity'
2-30 P.M. to 4 P.M.

GOVERNMENT PRESS ENQUIRY COMMITTEE.

Computing Section.

The section is manned by 1 Chief Computor , 5 Head computors and 21 computors and the following are the main items of work attended to by the section. The members attending to these items are also indicated against them.

Items of work.	Members.
(a) Govt. work done at Private presses.	Chief Computor.
(b) Stray items of private work done at	
(c) Work done on ~~behalf of Govt.~~ ~~Press~~ behalf of Posts & Telegraphs	
(d) Cost recoverable items.	
(e) Central Department Work.	
(f) Ledger Posting, Periodical figures etc.	Head computors.
(g) Test checking of computor's work	
(h) Check of time sheets in composing sections and valuation work and P.O. Work.	computors.

Items (b) to (e) relate to valuation of work done in the Press other than that intended for Provincial Government, for which cost is recoverable under the rules. The amounts recoverable under these heads (b) to (e) are arrived at in the section and intimated to the Accounts Branch where the recovery is watched. The work passed by the Chief Computor is not checked byany Gazetted Officer. The outstandings pending recovery are

Year.	No. of items.	Amount.
1942-43	1	1-10- 0
1943-44	2	44-5-0
1944-45	3	30-6-9
1945-46	18	752-3-0
1946-47	51	2098-9-0
1947-48	65	8974-6-0
1948-49	71	43552-8-0

II The computing section cannot be considered to be a real costing section in as much as the following items of work are not done in the section.

(a) The binding labour charges: The assessment of binding labour pertaining to the jobs is done by some clerks attached to the binding section and the job-war valuation as given by them is adopted in this section.
(b) Machine section - Labour: The time spent by the machinemen is not allocated between 'Productive' and Non-productive which results in the charging of non-productive hours also to all jobs.
(c) Value of binding materials: The figures given by the Stores section are adopted.
(d) Value of Paper: The figures given by the Paper Storekeeper are accepted.
So long as the above items are not attended to by the computing section, the costing cannot be stated to be perfect. As regards (c) and (d) above it is sug ested that the stores may be asked to send to the computing section daily issue statements of binding materials and paper indicating the jobts and departments for which they were issued so that the computing section might maintain an independent store account by quantity as well as by value of the materials.

III. Check of Time sheets of the composing sections.

The work done in this section is mainly the check of Time sheets of the compositors and the valuation of the work produced by them, the data required for fixing the cost of the other items viz., Printing and Binding being obtained from other sections as pointed out above. Even this item of work cannot be considered to be accurate for the following reasons.

(a) For solid work, the quantity is easily measured and the number of productive hours (chargeable) is arrived at by dividing the quantity (in Ens) of work done by the prescribed Ens per hour for the particular kind of composition. For other kinds work composed, there is no standard data prescribed and fixation of the productive hours is left entirely to the discretion of the Computor. Instances where the Productive hours passed by the Computor were not accepted by the Head computors were not wanting. The assessment for such non-solid work is guided purely by discretion and not by any prescribed schedule and this cannot always be correct.

(b) This section has no control or check over the hours passed by the foreman of the section as having been spent by the compositors on distribution of types, fair-correction, securing requirements for setting.

(c) Information regarding the absence and late attendance of the compositors for checking the correctness of the time sheets is obtained from the Gate-Keeper and not by direct check. This information too is obtained late in the day or next day.

IV. Government work done at Private Presses: High court work is given to private presses for execution. The quotations are checked in this section and the selection of the Private Press is made by the Superintendent. The bills for these items of works are passed by this section and sent to the Accounts section for payment. Similar procedure is adopted in respect of Police and Prohibition Work in the districts. The following points are brought to notice with reference to the jobs entrusted to such Private Presses.

(i) As indicated below, the accepted rates in one district for 1949-50 for the same kind of work (English pica foolscap folio) vary widely from the accepted rate in the adjacent district. The work in the costlier district might have been entrusted to the tenderer in the adjacent cheaper district and large expenditure to Government saved.

(a) South Arcot	Rs.4-10-0	Tanjore	Rs.1-14-0
(b) Tinnevelly.	Rs.3-0-0	Madura & Ramnad	Rs.1-13-0
(c) Krishna	Rs.5-0-0		
(d) Bellary.	Rs.5-0-0	E.Gody.	Rs.2-8-0
		Anantapur	2-6-0

(ii) The rates paid to private presses are not limited to those contained in appendix J to the Printing Manual - Please see paragraph 234 of the Printing Manual.

(iii) The acceptance of a few tenders other than the lowest in certain districts during certain years for some reasons given by the local D.S.P. shows that the Superintendent, Government Press is guided in his sanction by the recommendations of the local office. One instance where the Superintendent, Government Press could have set aside the recommendation of the local D.S.P. and exercised his discretion properly is cited here. The rates of Rama Vilas Press at Nellore were the lowest in the years 1947-48 and 1948-49 Their tender for 1947-48 was rejected on the recommendation of D.S.P. that the Press was new and might not work satisfactorily. Their tender for 1948-49 was accepted on the recommendation of the D.S.P. On enquiry, the recommendation was stated to have been made as the D.S.P. wanted to give the Press a trial. If the Superintendent, Government Press had suggested in 1947-48 itself that the Press might be given a trial, the D.S.P. might have accepted the suggestion and extra expenditure due to acceptance of higher rates in that year might have been avoided.

(iv) For High Court Work at the Private presses in Madras, this office arrived at a maximum rate of Rs.2-4-0 per page of plain matter including striking for 25 copies for the years 1946-47 and 1947-48. Instead of asking the private presses to quote their rates, this office offered to them this maximum and got the work done at that rate till July 1948. In July 1948, however, this rate was reduced by Re.0-8-0 and this reduction is stated to be due to healthy compeition among some private presses. This reduction could have been given effect to even from the outset if tenders or quotations had been invited.

V. Postal & Telegraph Department Work and Stray cases of Private work.

The jobs executed on behalf of the Postal and Telegraph Department and stray jobs of private bodies are priced as follows. As soon as each such job is completed, the productive chargeable hours spent in composing the matter is arrived at and the cost of composition worked out at the prescribed rates. Charges on account of machining, and binding and cost plus 20% of paper and binding materials are added. To the cost of each of the operations, composing, machining, binding, overhead charges at the respective percentages are added. Periodical statements are prepared and sent to the offices or parties for payment of the cost. The recovery is watched by the Accounts Section. The outstandings referred to in Para I include the oustanding under this category. A few defects that are noticed in the computation of such charges are

(i) Confidential and urgent work is charged for as ordinary work even though the former require special care and the latter overtime work in all sections. Paras 20 and 24 of the Printing Manual also contemplate levy of higher charges for such work.

(ii) Machining charges i.e., charges for printing (taking impressions) are levied at a flat rate for 1000 Impressions irrespective of the size of the impression and nature of ink or inks used. This rate is arrived at by dividing the actual cost of machinying section by the number of thousand impressions taken during the year. The rate so arrived at for the year 1947-48 is Rs.3-2-4. The adoption of such a flat rate without reference to size and ink is not quite accurate as a thousand cards with ordinary ink and a thousand large (quad) size impressions of colour printing are equally charged.

(iii) Some materials reqired for binding are not obtained through individual job-war indents. They are obtained in lumps periodically and utilised by varying quantities on various jobs. The value of these articles utilised does not enter the cost as a 'Direct charge' as such indents are against the binding section and not against particular indents.

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VII Ledgers: The cost of all jobs executed during the year is allocated department-war and is recorded in these ledgers and such an allocated expenditure appears as statement II in the Annual Administration Report of the Press. Even here, the allocation is made only of one operation viz., composing, the allocation of other operation charges such as Printing and Binding being made at the end of the year on a pro-rata basis for Provincial Government Departments and on the actuals for other departments. The allocation of the composing expenditure is made on the basis of the monthly valuation statements of work done in all composing sections as prepared by the computors. The number of impressions taken in a month is also allocated departmentwar and recorded in the ledger; and the annual expenditure on other operations is allocated in the proportion of the impressions taken. The record in the ledgers appears under the following heads.

(a) Work on behalf of the Departments of the Provincial Department which are not recoverable.
(b) Work on behalf of the Central Government.
(c) Work on behalf of the P & T Department.
(d) -Do- Private bodies (cost recoverable dept.)
(e) -do- -do- private bodies

So far as items (b) to (e) are concerned the annual figures appearing in the ledger are tallied with the annual figures in the cost recoverable etc. statements. But the figures under item (a) as posted in the Ledger do not agree with those appearing in statement II of the Administration Report or with those as intimated to the departments of the Provincial Government. The figures are as posted in the Ledger represent the value of productive hours of the compositors only; whereas the figures assigned to the various departments of the Provincial Government are the value of Productive hours as noted in the ledger plus the pro-rata distribution of the payment made to compositors for all non-productive hours. By this arrangement, the short outturn of the compositors etc. which is non-productive is charged to the various departments of the Provincial Government. This anamolous position is brought to notice, and there appears to be no authority for this adjustment.

VIII Percentage check of work done by the computors.

Ten percent of the work done by the computors viz. classifying the working hours of the compositors into Productive and Non-Productive is stated to be checked by the Head computors. There is no record to indicate that such a check is carried out except certain red ink corrections in some Time sheets. The maintenance of a Register showing (i) section-war quantity of Time sheets checked by each computor during each month (ii) the quantity test-checked by the Head computor and (iii) date of test-check with the result thereof is necessary. In the absence of such a register, it cannot be said that the percentage check is effectively carried out.

Another defect in this check is that it is delayed for such a long time that a revision of the cost of job due to errors, if any, noticed during the percentage check becomes impossible. It is necessary that this percentage check is made before the end of the month succeeding that to which the Time sheets relate.

Ix Increase in overhead charges and cost of printing year after year.

The following statistics gathered from the figures in the annual Administration reports of the Press show the progressive comparison between the work done in the Press and the actual cost incurred by the Press. Statement No. I shows the overhead charges levied on the actual charges for the operations in each of the sections of the Press. The increase in the overhead charges year after year indicated by this statement discloses that the cost of supervision, contingent and similar other expenditure incurred for the running of each of the departments has been growing without any control and that steps to diminish or cut down such increase should be taken very early if the cost should be fair. Similarly, statement II shows the number of impressions taken at the Press and the rate charged year after year for 1000 impressions taken in the machine section of the Press. This tendency for the increase in the rate of cost of Printing alone in the machine section requires to be curbed.

Statement I

Statement NO: I

Annual Percentage of overhead charges levied on the labour.

Section.	1936-37	1937-38	1938-39	1939-40	1940-41	1941-42	1942-43	1943-44	1944-45	1945-46	1946-47	1947-48.
Hand Composition	168.76	168.39	172.79	180.31	177.73	162.19	218.86	228.40	218.86	228.40	255.42	218.17
Lino	192.22	181.40	184.00	199.09	232.39	242.70	246.49	286.37	246.49	286.37	317.87	379.30
Mono	281.61	291.94	276.51	272.78	306.69	299.98	288.38	344.65	288.38	344.65	307.88	443.44
Machine	245.42	226.64	201.01	176.86	199.24	218.67	261.84	266.66	261.84	265.66	274.97	263.56
Binding	118.77	112.09	99.43	95.63	107.96	117.33	172.39	182.46	172.39	182.46	195.96	190.17

Statement no: II

Years	Cost in Machine Section in Rs	Number of impressions	Rate charged for each 1000 impressions
1943-44	167142	1,038,25,000	1-9-10.
1944-45	197263	8,02,23,000	2-7-4
1945-46	251460	9,49,57,000	2-10-5
1946-47	274448	8,31,66,000	3-4-10
1947-48	320351	10,18,81,000	3-2-4

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X Printing work done for Central Government.

The printing order dockets of all jobs completed in the several job departments during a month are sent to the central computing section by the 1st week of next month. The dockets relating to jobs of the Central Government offices are sorted out separately and the charges in respect of each job are posted in a skeleton form of ledger under the headings 'Composing', 'machining', 'binding', 'cost of paper' and ' cost of binding'. A statement of charges is prepared from this skeleton form monthly and sent to the Controller of Printing for acceptance. After countersignature by the Controller of Printing one copy of the statement is sent to the Accountant-General for adjustment.

In working out the charges under the various headings mentioned above, the computing section is concerned only with the conversion of the hours assessed for composing work in respect of each job, into money value at the prescribed rates as indicated below*. The charges for binding labour and the cost of paper and binding materials plus 20% are furnished by the 'binding' and 'Stores' departments respectively. The remarks in paragraphs II & III above apply to this item of work also.

It is stated that the Head Computor doing this work examines the work-books of all departments every month to see that in respect of all completed jobs (items against which date of despatch has been noted), the Printing order dockets have been received by him for inclusion in the statement of charges sent to the Controller of Printing; and in token of this check he ticks the items in the work-book while checking the P.O.D's received. It is desirable that a column is provided in the work-book to note against each item the serial number of the corresponding item in the monthly statement sent to the Accountant-General for adjustment. This will facilitate check at any time whether a particular item has already been included for recovery or not.

XI Cost Recoverable items:

For printing work done for Government Commercial concerns and private bodies (such as those mentioned below) recovery of cost is made on cash basis - (and by means of cheques in the case of Government Commercial concerns):-

1. Madras Electricity systems, Court of Wards, Presidency Port Officer, Madras, Port Trust, Universities, Corporation of Madras, Municipalities, M.R.E. Board, Bar Council, Official Assignee, City Improvement Trust, Tobacco Marketing Committee, Tirupathi Devasthanam, etc.

The statement of charges in each case is prepared on the same lines as for Central Government offices, but the statements are prepared once in three months instead of monthly. The statements are sent to the Account section which enters the demand against each officer or private body in a 'Day Book' and prepares and sends a bill to the party concerned for ~~submitting~~ remitting the amount. The recovery of the amounts is watched through the Day Book and the cheque No. or chalan No. and date of credit is noted against each item. The outstandings given in Paragraph I above include the outstandings under this class of dues.

	Hand Composing (at Rs 50/- per month of 174 hrs)		Machine Composing (at Rs 80/- per month of 174 hrs)	
ordinary working hours	0-4-7	per hour.	0-7-4	per hour
O.T. 25%	0-5-9	do	0-9-2	do
do. 100%	0-9-2	do	0-14-8	do

XII. P.O.D. Computor.

This computor is attached to the Despatch section under the charge of the Head Despatcher. The Printing Order dockets for the consolidated indents of all standardised are prepared in this section.

The main items of work done by the P.O.D. computor are (1) to estimate the quantity of paper required to print the total number of copies of each of the forms, and to indicate where necessary the nature of binding to be adopted (i.e. in the case of forms supplied in books) and (2) to prepare statement of charges for the supply of standard forms to officers and private bodies from whom cost is recoverable.

Item 1 above is determined with reference to the size of the forms and the total number of copies to be printed.

The cost of standardised forms commonly used by all officers (including Government commercial concerns) and local bodies and other private bodies is given in a printed price list revised upto 1st June 1941. The cost of other standardised forms not included in the list is worked out with reference to the size of the forms, the number of copies supplied and the quantity of paper required to print those copies. A manuscript unattested table prescribing the rates for printing according to size and number of forms is maintained by the Computor for the purpose calculating the cost of forms not included in the printed price-list. This table is stated to have been prepared in 1930 or so.

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From an examination of the statement of charges for the quarter ending 31-12-1948 (i.e., October 1948 to December 1948) prepared in April 1949, it is noticed that the rates given in the manuscript table referred to at 'B' above have been adopted in respect of the forms for which price has been fixed in the printed list at 'A' above. A few items from the statements are extracted below, and the correct cost to be recovered according to the printed list at 'A' is also noted against each:

Invoice No: 1 (1)	Group or Serial No: of forms (2)	No: of copies or books supplied (3)	Size & description of paper used (4)	Printing Cost (5)	Binding cost (6)	Paper Cost (7)	Total (8)	Cost as per list (9)
2704 / 3-12-48	C.F. 61	8×50	1/4 pg D.F. 20	1-2-0	0-8-0	1-11-6	3-5-6	8-0-0
	" 61-A	5×25	-do-	0-5-7	0-3-10	0-8-6	1-1-11	1-14-0
	" 440	10×50	1/2 -do-	2-2-0	2-9-9	4-5-0	9-0-9	10-0-0
	T&A 11.B.	4×100	1/6 GF Cap 40	1-11-4	1-12-4	2-13-5	6-5-1	11-14-0

The cost actually recovered according to the statement is much less than the cost correctly recoverable according to column 9 above. Apparently the statements of cost have been prepared applying the manuscript table in all cases ignoring the printed price list altogether. The same mistake has been committed in the case of forms supplied to offices of the Electricity Departments and Irrigation projects. The statements of previous quarters and of the subsequent quarte should be examined again and the amounts short recovered should be claimed supplementally.

The instances of comparative rates given above clearly indicate that the rates adopted in the manuscript table for forms not included in the printed list also require immediate revision.

GOVERNMENT PRESS ENQUIRY COMMITTEE.
~~-Date of meeting--~~
...

Standardised forms.

Arrears in the printing of forms indented for 1949 (indents received from April 1948 to March 1949) as collected from the entries in the Work Book of S.F. Foreman ~~and~~ are as indicated below:-

Total number i.e., items of forms indented			5105
Number of items despatched or struck off.			1421
Number of items pending with the machine Section.			1734
-do- in Binding section.			4
Number of items pending with the composing section:			
With compositors	287	)	
Proof.	49	)	1567
Not given for composing	1231	)	
Pudukottah Press.	134	)	313
Penitentiary Press.	179	)	
Cancelled.	16		

[paragraphs 46-51 of O.M.]

Forms - Despatch Department.

The units of work constituting the Despatch section are given in the Appendix below. After the indents are consolidated in the Form Control Section, the consolidated indents are sent to the Head Despatcher. The indents are posted in a work Book under 3 columns 'Provincial', 'Cost recoverable', and 'Saleable' and a total struck against each form. Printing order Docket is prepared for the total requirements of each form and sent to the S.F. Foreman.

After the forms are printed they are received by a 'distributio clerk in the Despatch section. The actual despatch of the forms required by each officer is attended to by 11 sub-sections (items 3 to 13 in the Appendix) each consisting of 1 clerk and 1 despatcher The 'distribution' clerk distributes the number of forms required by each despatch unit to that unit. The despatch section has assigned a number to each of the offices to which the forms are despatched in that section. The same number is adopted in the consolidated indent also. The quantity of forms indented by each office is taken out from the stock given by the distribution clerk and placed in the rack in the respective numbers marked in the rack. The forms are not despatched as and when they are received from the distribution clerk. The forms received from day to day are sorted and placed in the rack in the space allotted for each office. When sufficient quantity accumulates for an office, which can be booked by Goods train, then the accumulated forms are packed and arranged to be despatched. As a result of this arrangement a particular form received printed from the machine section is actually despatched to several offices after a delay of one or two months and the same form is not despatched to all the offices simultaneous The dates of despatch of the forms have been examined in 2 sections and a note has been made in separate sheets of the dates on which some forms have actually been despatched to different offices. Although the arrangement at 'A' would be economical under normal conditions, it seems desirable that the forms now printed ~~and~~ are despatched then and there for some time till all the indents for 1948-50 are complied with so that the departmental officers may not be put to inconvenience for want of forms, especially as the indents for 1948-49 and 1947-48 were not fully complied with so far. Incidentally, while examining generally the stock of forms that are kept ready for despatch in each section, it was noticed that about 100 registers of Pension Payment Orders which are required only for use in Treasuries were indented for by the Superintending Engineer, Ramapadasagar and his subordinate officers and were kept

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kept ready for despatch in the 'Cost Recoverable' section. The clerk was instructed not to send those registers but to call for information from the indenting officers as to the purpose and authority for indenting the registers.

9 more of the despatch units and the section where the stock is maintained have to be examined. At least 3 more despatch units and the stock will be examined and a further report submitted on the working of the Despatch section.

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Appendix

Forms - Despatch Department.

Units.			Main duties.
1. Head Despatcher's section.			Maintains the 'Work book' for the consolidated indents received from the Forms Control section-prepares printing order dockets - maintains samples of all groups of forms.
2. Distribution clerk.			Distributes the forms received from the Machine and Binding sections to the different despatch units noted below- sends to the Jail Press, the forms printed in the Mint Press but to be despatched from the Jail Press.
3. Despatch Unit - A			Despatch of common forms in groups T&A C.F. etc and the Special forms standardised for the departments in particular - to the following Departments, P.W.D., Police & Judicial.
4.	-do-	B	-do- Medical and Registration.
5.	-do-	C	-do- Jail, Education, Excise and Prohibition.
6.	-do-	D	-do- Rationing, Forest, Commercial Tax, Board of Revenue (C.S.) Director of Public Health, some non-standardised forms, Chingleput District Gazette.
7.	-do-	E	-do- Survey, Factories, L.F.Accounts Veterinary, Agriculture, Public Health, Cooperation, Industries Fisheries, Steam Boilers, Translators, Livestock-Inspector of Municipal Councils & Local Boards
8.	-do-	F	-do- Collectors and their subordinate offices (Tamil districts)
9.	-do-	G	-do- Telugu districts.
10. I Despatcher			Despatch ofnon-standardised forms and standardised forms given by A to E above to local offices.
11. II Despatcher			Despatch of non-standardised forms to mofussil offices and also M.V.T.licences and P.W.D. & Electricity Department- standardised forms - District Gazettes other than Chingleput Gazette

12. Cost Recoverable - Forms Despatch.	Despatch of forms to Orissa Provin High ways- Electricity Departments and Irrigation projects.
13. Saleable forms.	Despatch to Local Boards, and municipalities and schools under the management of District Boards Panchayats and Municipal councils.
14. Weighment.	Weighing the parcles - Checking Railway Audit notes and arranging for despatch to the Railway statio
15. Booking.	Attending to the despatch of the parcels of goods at the respective Railway parcel and goods offices.
16. Stock	Maintains reserve stocks of all groups of forms.

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Forms despatch section (Note continued)

The registers in two more despatch units were examined. As observed in the previous note, the same form is despatched to different offices on varying dates, the delay in some cases ranging from one to two months. This is due to waiting for the accumulation of sufficient quantity for each office; as to be booked by Goods Train. This practice is common to all despatch units. It is desirable to avoid this delay at least this year as the indents for 1948-49 have not been fully complied with in many cases.

~~Under para 2 of the~~
The dates of despatch noted in the work-book, against each form does not thus represent the actual date of despatch to the different offices; but only the date on which the printed forms are distributed to the several despatch units by the distribution clerk.

Under para 3 of a Printing Manual, certain specified forms are to be printed in the Penitentiary Branch Press. This rule is not observed in practice now. Few ~~Two~~ forms from each group are now sent to the Penitentiary Branch as and when the Branch Press is found to have little or no work. The forms so printed in the Jail Press are again brought down to the Mint Press where they are arranged to be despatched. This causes unnecessary transport charges. It should be possible to list out the forms which can suitably be printed in the machines at the Jail Press and the indents for such forms should be sent to the Branch Press so that the forms may be despatched from the Branch itself instead of being sent over to the Central Press for despatch.

Reserve Stock in the despatch section: A reserve of 25% of the consolidated indent of the forms which are of frequent use in departmental offices is maintained in the despatch section; and a register showing the receipt, issue and balance of stock of the several forms is maintained ~~xx~~ separately for each group. A few items in this register were checked with the stock in the rack; and certain omissions and errors were noticed in maintaining this register e.g., 1. there was no entry in the Stock Register under C.P.405 while there was a stock of about 4000 forms in the rack 2. an issue of 5000 copies of T & A 31 was shown in the register as 'Receipts'. It is desirable that a few items in these registers are checked at random by the Head Despatcher ~~xx~~ with the actual stock in the rack.

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[Paras. 270-279 of O.M.]

Type store.

The Type-Store section maintains accounts for the quantity of used types given to the foundry and mono casting sections for being melted and recast into fresh types or metal suitable for use in the lino and mono sections and for the quantity of fresh types and metal issued to the different composing sections.

Separate accounts are maintained for the metals and types classified under the following 3 categories:-

1. Mono composing metal.
2. Lino metal.
3. Other old metals i.e., used t pes of different sizes; steno and electro types, mono types and mono metal).

Mono composing metal: The used mono type plates returned by the sections from day to day are weighed at the Type-store and issued the same day to the mono-casting section for being recast into plates for use by the mono composing section. Whenever the quantity of metal available in the mono casting section is insufficient to meet the daily out-turn of new matter, fresh metal is obtained from the general stores on indents prepared by the foreman of the mono-casting section. This quantity is also accounted for in the Book of the Type-store section. The plates used in composing fresh matter are weighed by the Foreman of the mono-casting sections before delivery of the composed matter to the job section concerned. Every evening the Foreman of the mono-casting section sends to the type-store, a statement showing the quantity of plates used on the several jobs during the day. The total weight of the plates so used and sent to the job sections is treated as fresh metal produced / out of the old metal sent by the Type store. While thus the quantity of the old plates received in Type store and delivered to the Casting section are actually weighed at the Type store the quantity of fresh metal produced every day is not verified by the Type-store, but the figure given by the foreman of the Casting section is entered in the Register as 'quantity produced'. On the last day of each month, however, the Type-store Foreman verifies the balance of old metal remaining with the casting section. The register maintained in the Type Store section thus shows (1) the quantity in weight of old metal received from the sections as well as fresh metal obtained from the general stores whenever necessary and issued for casting every day, (2) the weight of the metal used in composing fresh matter, as given by the foreman of the casting section and (3) the balance of old metal remaining with the casting section at the end of a month, as verified by the Type-Store Foreman. The difference between the total weight of the old metal issued, and the fresh metal produced and the balance in a month, is treated as 'dross or loss' during themonth. The dross accumulating every day is heaped up in an open space and no separate account is maintained for the 'dross' and the 'loss'.

The total quantity of production (in metal used in composing fresh matter every day) during the three years 1946-47 to 1948-49 and the dross or loss during the period are given below:

	Production.	Dross or loss.
1946-47	299309 lb.	3498 lb.
1947-48	258324 lb.	3215 lb.
1948-49	235688 lb.	2913 lb.

The quantity of new mono-metal purchased during the 3 years is as follows.

		Mil.
1946-47		5 tons.
1947-48	May.	5 tons.
	February '48.	2 tons 1950 lb.
1948-49	September	1 ton 784 lb.
	October '48.	

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Lino metal Book: The used 'Lino metal' received from the sections every day is weighed in the Type-store and entered in a rough note book and issued for being cast into new metal the same day. The total quantity issued every month is entered in the 'Lino Metal Book'. Some metal is realised from the dross once a month and included in the quantity of fresh metal produced. The new slug produced every day is weighed in

P.T.O.

in the type store and given to the Lino section. The resulting net loss is treated as dross or loss. The dross accumulating from the metal is also heaped up along with the dross obtained from the melting of mono-metal; and no separate account is therefore maintained for this dross. Fresh lino-metal obtained from the general stores whenever necessary is also accounted for in the Register maintained by the Type store.

The total production of new Lino-slug during the 3 years 1946-47 to 1948-49 and the total quantity of dross during the 3 years are given below:-

	Quantity of new slug produced.	Dross.
1946-47	11,67,904 lb.	10010 lb.
1947-48	11,340,80 lb.	11812 lb.
1948-49	12,17,251 lb.	10985 lb.

The new metal issued to sections is supported by indents signed by the foreman of the sections.

A quantity of 1362½ lb has been issued to Mono section in May 1948; but the indent for this quantity has been issued by the foreman of the mono-section on 9-7-1948 (indent No. 6508)

Other Types. (Types of Indian languages, ~~Steno~~ Stereo and electro ~~et~~ types, mono types and mono metal)

Old types received from the different job sections daily are weighed and entered as 'Receipts' in the Register of Old metals received and issued. The quantity issued to the foundry for melting and casting of new types is entered as 'Issues' in the Register. The quantity issued is based on the indents of different sections. The order for casting new types is signed by the Superintendent.

The quantity of new types received from the foundry is entered in a separate register as 'Receipts' and the new types issued to the sections on indents already pending compliance with the type-store are entered as issues in the Register.

Another register 'Work book for Stereo/Electro typing' is maintained to show the work order received daily from the sections for Stereo or Electro typing, the job No., no. of plates or mounts, date of delivery, weight etc. The total weight of the Stereo or electro metal produced in a year is worked out from this register.

A set of 2 registers is maintained for the foundry.

(i) a register of 'metal received and issued' to indicate the weight of old types received for recasting and the weight of new types issued to the type-store.

(ii) a monthly statement of 'Receipts', 'Issues' 'balance' and 'Dross or loss' is prepared from item (i) above and submitted to the Superintendent. An extract of the total out-turn of the year is worked out at the end of this register.

The total production and the dross and loss during the 3 years 1946-47 to 1948-49 are as show below:-

	New types produced.	Dross	Loss.
1946-47	96955 lb.	500 lb.	909 lb.
1947-48	111227 lb.	620 lb.	1228¾ lb.
1948-49	99274½ lb.		1483½ lb.

General: There is no scope for linking the quantity of new metal or types produced and issued from type store with the stock in the different sections as the metal once issued in the mono and Lino sections is again sent to type-store for re-casting and no detailed accounts are maintained in the job sections for the quantity of metal in use in each section. There is no collective record of the dross accumulated from old metals received from all the sections for re-casting. All the dross is put into a masonry tub and the whole quantity is cleaned once a year and the metal obtained from the dross is taken over to the stock in the general stores as 'Dross metal'. The quantity of dross cleaned from 5-4-49 to 6-6-49 is 17824 lb and the metal realised from this dross is 10731 lb.

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Stores Ledgers:

The enclosed statement prepared from the 'consumable articles' ledgers shows the quantities (with values) purchased and issued during the ten years 1938-39 to 1947-48 in respect of the articles noted below, the annual transactions whereof exceeded normally Rs.500/-

(a) Lino metal (b) Mono metal (c) Dross (d) mono spool paper (e) Electrical bulbs (f) Printing Ink- Black news (g) Printing Ink - Black ordinary. (h) Gum country (i) Glue country (j) Date mats (h) Commercial spirit (Spirit leaded and unleaded) (l) Wheat flour.

I (a) Lino metal (b) Mono metal (c) Dross: These are issued to the Lino and mono sections; but the Lino and mono sections do not maintain any account to show these issued quantities as receipts and to indicate therein when and how they were used. The responsibility for the custody of these materials cannot be fixed in the absence of these accounts.

II Item (c) Dross: There was no receipt of this material during the years 1941-42 and 1945-46. The reasons for the omission are not recorded in the Ledgers. The receipt during 1947-48 was 8922 lbs against 28,251 lbs in 1946-47. The reasons for the variations are not available.

III Item (d) Spool paper.: The cost was less than Rs.1-4-0 per lb in 1946-47. The purchase of this paper far in excess of requirements during the preceding years 1944-45 and 1945-46 at a cost exceeding Rs.1-4-0 and allowing the accumulation of large balances at the end of each of these years was unprofitable to Government.

IV. (e) Electrical Bulbs: Except during a few years, the whole quantity of bulbs purchased in a year is issued before the end of the year. This shows that issues are not made only when and to the extent actually required. In view of the fact that the sections to which these are issued do not maintain any subsidiary account of stock of these bulbs, it is necessary that the issue should be made only when and to the extent actually required for immediate use. The verification and destruction of all old replaced bulbs should necessarily be recorded by a Gazetted officer in the concerned stores Registers.

V. Purchase in excess of annual requirements: In the following years the articles noted against them have been purchased in excess of the year's requirements resulting in avoidable accumulation of stock and the consequent locking up of Govt. capital.

1942-43	Printing Ink Black ordinary, Glue country, Gum country.
1944-45	Date mats.
1943-44	Bulbs.
1946-47	Bulbs.
1947-48	Bulbs.

VI. Excess Consumption: Issues of quantities far in excess of the annual average consumption are notices in the following cases:

	Article.	Average.	Years in which excess is noted.
(a)	Wheat Flour.	7040 lbs	1944-45, 1940-41, 1939-40
(b)	Commercial spirit	439 gals.	1947-48

(c)	Date mats.	25,382 Nos.	1944-45, 1946-47, 1947-48.
(d)	Clue country	2,081 lbs.	1942-43 & 1947-48.
(e)	Gum country.	1,171 lbs.	1944-45, 1946-47, 1947-4
(f)	Bulbs.	944	1944-45 to 1947-48.

VII. These ledgers cannot be stated to form a complete set of accounts as the quantities shown as issued in these Ledgers are not brought on in Section Registers to vchih issued and as the final disposal of these articles under proper authority is nowhere watched and controlled.

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		Mono Metal a		Lino Metal b		Dross c		Spoot paper d		Bulbs e	
		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
1938-39	O.B	lbs 1930 3/4	523-11-9			lbs		lbs		No	
	R			T 16	7600-0-0	14305	250-4-0	6276	3370-9-9	800	932-11
	g	1930 3/4	523-11-9	T 16	7600-0-0	5732	99-5-0	5560½	2990-8-0	800	932-11
1939-40	OB					8573	150-15-0	7154	380-1-9	-	-
	R					15643	273-11-0	5604	3262-8-9	880	788-12-0
	g					6489	101-6-3	5865½	3401-6-9	880	788-12-0
1940-41	OB					17727	323-3-9	454	241-3-0	-	-
	R					13233	231-7-0	5728 ~~[illegible]~~	4086-9-0	759	768-10-0
	g					12500	231-9-11	5697½	3989-9-9	747	731-11-0
1941-42	OB					18460	323-0-10	4842	338-7-3	12	36-15-0
	R					-	-	5528	5202-4-0	864	783-14-0
	g					18460	323-0-10	5544½	5116-4-3	852	783-14-0
1942-43	OB							418	424-2-0	12	36-15-0
	R			lbs 1792		19997	349-14-0	3732	3693-15-0	660	650-4-3
	g			lbs 1792 ⊕		19997	349-14-0	3170½	2890-2-8	672	687-3-3
1943-44	OB							1029½	1227-4-4	-	-
	R			⊕	1062-9-8	8139	241-7-6	2901	4009-12-0	1507	1882-9-0
	g					-	-	3778½	5034-15-8	717	1158-14-[illegible]
1944-45	OB					8139	241-7-6	152	202-10-8	790	723-10-[illegible]
	R					8995	180-3-0	9250	13017-14-0	419	1150-9-3
	g					3872	100-13-4 ⊕	6310	8743-9-4	1042	1746-12-4
1945-46	OB					13262	320-13-2	3092	4476-15-4	167	127-7-3
	R							8479	11106-3-0	1014	1459-13-[illegible]
	g					13262	320-13-2	6920	9087-7-10	1181	1587-4-3
1946-47	OB					-	-	4850½	6495-10-6		
	R					28251	1129-9-0	5849	7046-0-6	2412	4483-5-0
	g					28251	1129-9-0	6800	8768-1-10	1188	2354-3-11
1947-48	OB					-	-	3699½	4773-9-2	1224	2129-1-1
	R	Tons 10	18033-0-0	Tons 10	14342-0-0	8922	356-10-0	2148	2440-11-0	1053	2144-1-0
	g	10	18033-0-0	T 10	14342-0-0	8922	356-10-0	5650	6989-11-3	1267	2902-3-4
								×1975	224-8-11	1010	1370-14-2
Approx Average Issue										944	

Includes Rs 46-14-0
representing value
of 1800 lbs found deficient

| | | |

		Wheat flour Quantity	Value
1938-39	OB		
	R	8444	547-13-7
	g	8444	547-13-7
1939-40	OB	–	–
	R	9996 lbs +2 mds	577-13-0
	g	9800 +2 mds	506-9-0
1940-41	OB	196	11-4-0
	R	10575	762-2-10
	g	9987	716-4-2
1941-42	OB	784	57-2-8
	R	6287	451-2-10
	g	7071	515-5-6
1942-43	OB	–	–
	R	8978	1853-9-2
	g	8978	1853-9-2
1943-44	OB		
	R	4377	1001-7-3
	g	4191	958-13-3
1944-45	OB	186	42-10-0
	R	9350 7/8	1808-12-9
	g	9340 7/8	1807-6-6
1945-46	OB	196	37-2-4
	R	7462 7/8	1665-13-3
	g	7658 7/8	1703-9-7
1946-47	OB	–	–
	R	3680	479-12-2
	g	3680	479-12-2
1947-48	OB		
	R	2380	155-4-0
	g	1260	82-4-0
		1120	73-0-0
Approx. Av Issue		7040	

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General - Tenders for articles which are not obtained through the Superintendent of Stationery or through authorised Govt. Departments.

Whereas para 106 of the office manual requires that tenders for the required quantity of printing and other stores for the year shall be invited in the last quarter of every year in the Fort. St. George Gazette and by sending circulars to all reputed dealers and contractors, it is noticed that for many of the consumable articles tenders were being called for during 1946-47 to 1948-49 only once in a quarter with the result that different prices were paid in the same year for the same articles. No agreements and securities were taken from the suppliers, with the result that there was no binding on them to supply the requirements at firm rates during the prescribed period. Even though such relaxations might have been necessary during the war, their continuance to this day is irregular. The following typical cases of irregular purchases are brought to notice.

(a) Brass sheets 1/8" thick purchased on 13-6-1947 from C.A. Galiakotwala & Co., Ltd., Madras for Rs.884-13-0 5 cwts

...

Even though the purchase has been ratified by the Government in G.O. No. 1472 Edn. dated 8th July 1947 it is noticed from the files that 1/16" thick plate was considered by the casting section to be suitable for the work. But the Superintendent ordered the supply of 1/8" thick plate without recording that 1/16" was unsuitable. If the quotation of another firm who offered to supply 1/16" thick at Rs.160/- per c.w.t. had been accepted, 2½ cwts. which would have given an equal area of sheets would have cost Rs.400/- only and there would have been a saving of Rs.484/-

(b) Belting Leather.: 100' of Belting Leather was purchased for Rs.212-8-0 from R. Krishmachari & Co on 21-3-1947 when Volkart Bros. were supplying at Rs. 147 per 100'. This quantity purchased at the end of the year 1946-47 was carried over to the next year without any portion of it being used. Out of ~~200'~~ this quantity only 37' was used till 4th August 1948 when a fresh stock of 200' was purchased from Messrs. Volkart Bros. for Rs. 278-13-0. Had the advance purchase in 1946-47 at the higher rate of Rs.212-8-0 per 100' being avoided and the requirements of 1947-48 been purchased from Messrs. Volkart & Brothers early in the year 1947-48 there would have been a saving of about Rs.72/-

(c) 1500 C. ft. of 'Kalpyne' wood costing Rs. 1269 was purchased on the orders referred to below from Messrs. Mercantile Timber Supply Co., without calling for quotations. The splitting up of the orders, while supplies were received at short intervals to avoid invitation of tenders was highly irregular. The Forest Utilisation Officer was not also addressed with regard to the requirements.

Order No. & date	Quantity	Value.
237 dated 29-7-1947	500 c. ft.	Rs.423-0-0
255 dated 8-8-1947	500 c. ft.	Rs.423-0-0
273 dated 14-8-1947	500 c. ft.	Rs.423-0-0

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Parts and spares of Machines etc.

The enclosed statement shows spare parts purchased during the 10 years 1938-39 to 1947-48 for the Lino, Mono and other machines. This also shows Types purchased during this period as well as materials for Lino and mono machines borne on 'Dead stock' and 'Petty Plant'.

In almost all these cases, the quantities purchased in a year have been issued to the concerned sections before the end of the year. The concerned sections have not maintained any detailed account showing when they were actually used and what became of the old parts replaced.

The most important point is that the expenditure under each head varies year after year. There appears to be no limit to which the expenditure on an item in a year should be restricted.

The Type metal received in the Stores section is passed to the composing sections direct from Stores and not through the Type stores section with the result that the accounts in the Type stores section do not take into account these types.

....

Year	Machine parts and spares: Luio – Machine parts	Machine parts and spares: mono composing mach parts	Machine parts and spares: mono keyboard mach parts	Machine parts and spares: Sundry Machine parts	Machine parts and spares: Sundry Printing Machine parts	On hand stocks: Luio	On hand stocks: Mono	Quantity in lbs	Value	Matrices and in course under print plant: Luio – No	Luio – Value	Mono – No	Mono – Value
1938-39	£314-6-7	1970-7-3	119-4-5	1240-15-11	546-10-0	66-3-0	2455-7-0	–	1523-9-0	8888	3415-3-3	1144	1349-5-0
1939-40	3397-3-8	1796-6-10	365-15-11	4094-2-1	652-3-0	–	537-10-0	£233¾(app)	634-1-0	9819	3174-7-2	741	980-4-9
1940-41	8730-9-3	1666-5-3	531-13-11	1996-12-0	2231-11-10	–	24-8-0	240(app)	1199-12-8	9104	3451-12-2	Sets 22 and 298	5696-2-6
1941-42	11317-15-1	3715-13-1	729-9-8	2665-1-7	805-15-8	–	9478-12-5	2709½	4460-0-0	–	–	–	–
1942-43	2710-7-1	2448-8-8	1179-8-7	1270-2-6	706-7-7	–	2 cwt 19 qr 10 lbs 9682-10-0 and 9680-0-4	5853-5	9964-15-0		2122-11-3		13-12-0
1943-44	3361-12-3	2353-11-7	1175-10-0	4134-6-7	741-15-1	–	508-12-0	706 14/16	1084-7-0	12118	4658-15-2	12	21-12-0
1944-45	3868-15-6	3006-15-0	237-15-0	9593-15-11	72-2-0	–	1366-12-0	282	114-0-0	16295	6402-15-11	11	19-4-0
1945-46	10873-12-7	3020-7-0	663-1-0	4773-9-0	2426-14-10	–	5007-5-1	–	–		–	1029	613-7-0
1946-47 (1)	9706-9-9 9276-3-9 430-1-0	1920-8-2		(1) 365-13-6 962-5-2 90-5-4 548-5-1 548-5-2 504-12-3	1529-5-11	–	–	502 13/16	1159-5-1				
1947-48	2942-12-6	4680-8-3	4677-5-4		758-5-8					2387	1819-1-6	–	

GOVERNMENT PRESS EXPERT COMMITTEE.

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Paper account.

The indent for paper required by the Press is prepared in Requisition forms in triplicate (which are machine numbered) and sent to the Superintendent of Stationery. The form provides columns for noting the quantity indented, quantity supplied against each item by the Superintendent of Stationery and quantity acknowledged by the Press. After acknowledgement, the original copy of the requisition is sent to the Superintendent of Stationery and the duplicate and triplicate copies are retained in the Press. The paper supplied by the Stationery Office during the three months August 1948 to October 1948 were checked from the requisitions with the entries in the 'Paper Received Book' and no discrepancies were noticed.

The same requisition forms are used for articles of stationery other than paper indented for from the Stationery Office. The forms used for this purpose and the indents for supply of paper to the Penitentiary Press are filed separately. It was checked that all the requisition forms used (bearing serial No. 1 to 100) were found in one or the other of the three files and no form was missing. The paper supplied to the Penitentiary press could not be checked with the quantity brought to account in the Press as the 'Paper Received Book' of the Penitentiary was not available in the Central Press.

Paper requisitioned but not available in the Stationery Office has been supplied from time to time by private companies at the instance of the Superintendent of Stationery. A manuscript receipt is given to the supplier by the Press (Storekeeper) at the time of receipt of the paper and a copy of the receipt signed by the Store-keeper is kept in the Press. As it is possible that copies of all the receipts issued may not be kept in the file, there is no authentic record to verify that the stock of paper supplied by the private companies has been completely brought to account. It is desirable that a statement is obtained from the Superintendent of Stationery periodically (at least once a quarter) for the quantity of paper supplied at his instance by private companies and this statement got verified with the entries in the 'Paper Received Book'.

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157 78

Paper purchased and used during 1938-39 to 1947-48.

...

The enclosed statement in four pages shows the items of paper purchased during the previous ten years. The following points are brought to notice.

I The kind of paper purchased and used in the Press varies year after year. Almost all paper is obtained only from the Superintendent of Stationery.

II Broadly, there are four varieties: (i) White printing unbleached and Buff paper (ii) Newsprint (iii) Lancashire Ledger etc. and (iv) Reels paper for Rotary machines. The following statement of consumption of each of these kinds in the ten years shows that the quantities of each variety consumed in each year are not uniform.

Year.	Variety (i) in thousands of reams.	Variety (ii) in thousands of reams.	Variety (iii) in thousands of reams.	Variety (iv) in thousands of reams.
1938-39	31	4	2	210
1939-40	46	5	3	440
1940-41	43	6	1	367
1941-42	48	4	3	333
1942-43	39	4	1	477
1943-44	36	1	2	215
1944-45	38	4	2	2
1945-46	53	-	4	2
1946-47	69	-	2	-
1947-48	64	-	-	3

The increase of issue in one variety is intended to meet the shortage of stock in other varieties, disclosing the fact that paper intended for one purpose was actually used for another purpose. For example, Printing paper etc.(Variety i) has been used during 1945-46 to 1947-48 instead of Newsprint. This variety was also used in 1944-45 to 47-48 in place of Reels. This should have resulted in waste of paper, waste of machine energy, machine labour and time.

III It is presumed from the facts revealed in the above statement that during 1943-44, 1944-45 and also 1947-48 greater quantities of Double foolscap and less quantities of Quad. varieties were used, indicating use of Double foolscap where quad. variety should have been used. This practice means consumption of avoidable excess machine energy and labour in machine section. Such changes in the variety of paper intended for use on the printing of a particular variety of document do not appear to be uncommon

...

IV. Excess purchases: The following are a few cases where the balances of stock left over at the end of the years noted against them were almost equal to the quantities used during the year.

Paper.	Year.	Consumption during the year -lbs.	Balance at the end of the year lbs.
Lancashire Ledger Double Foolscap 30 lbs.	1942-43.	142	117
White Printing F.C. 10 lbs.	1944-45	507	493
Printing Double F.C. 16 lbs.	1946-47	480	520
Unbleached Quad. 37 lbs. P.P.M.	1946-47	173	175

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(1)

Paper purchased and consumed during 1938-39 to 1947-48

Value is cost per Ream. OB is opening balance R is Receipt and I is quantity issued OB R & I are in reams.
Only those items costing more than Rs 5000/- are included in this statement.

	1938-39				1939-40				1940-41				1941-42				1942-43				1943-44				1944-45				1945-46				1946-47				1947-48			
	OB	R	I	Value	OB	R	I	Value	OB	R	I	Value	OB	R	I	Value	OB	R	I	Value	Value OB	R	I	Value	OB	R	I	Value	OB	R	I	Value	OB	R	I	Value	OB	R	I	Value
White Pkg Fe 10 lbs.																											507			4946	5016	4·1·0		1942	2140	4·5·0	225	4824	5049
Pkg Royal Fe 44 lbs.	101	2968	2803	3·2·0	266	2907	3033	4·10·0	140	2285	2425	4·10·0	–	455	4262	5·11·0	297			10283	10580						493	3·9·0	–	1000	493	3·9·0	493	4946	5016	3·9·0	423			
24 lbs	54	10371	10301	4·11·0	124	11960	11932	6·15·0	152	4598	4670	6·9·0	70	6	76		–															6·7·0 S.P.M.	–	1000	480	6·14·0	520	7113	7633
20 lbs.														9526																		9·6·0 S.P.M		1936	1936		–		
								5·13·0	–	5748	5804	5·7·0	144	9670	9346	7·2·0	324			2374	2637	7·2·0/61	7631	7394	7·2·0	298	432	6423	7·2·0	307	4087	4366	8·1·0	28	86	114	8·10·0	–	9294	9294
Bleached Quad Fe. 34 lbs (USA Damaged)																												15·1·0	–	888	792	15·8·0	96	660	756		–		
— do — 40 lbs (— do —)																												17·11·0	2144	2144	2144		–						
Proj Quad Fe. 32 lbs	–	178	151	6·4·0	27	1130	1157	9·4·0	–	3014	2886	8·12·0	128	1476	1477	11.60	127			7593	7052	11.60/618	1586	2204												13/12/-	–	4572	4572
48 lbs		1812	1753	9·6·0	59	2271	2226	13·4·0	104	654	760	13·2·0	–	409	385	17.08	24			360	384																			
40 lbs								11·9·0	–	1523	1463	10·10·0	60	263	1323	14.40	–			1567	1501	14.40/66	2972	3038																
36 lbs																						12·13·0/nil	1922	1922																
Proj Double Royal 50 lbs	17	1310	1243	9·10·0	34	1652	1720	14·7·0	16	1001	954	13·10·0	63	1255	1314		4																							
35 lbs								10·2·0	41	876	917	.	–	.	.																									
32 lbs																																								
																				900	–	932	878	11·6·0	54	1090	1144													
Proj 10 lbs Fe. 30 lbs.																																								
Proj Royal 22½ lbs PPM for 43.44 + Badami Royal 20 lbs APM. Purchased																						0·0·0/nil	1261	1194		67		(P.P.M)	8·1·0		1662	1613	8·1·0	49	1496	1545		–		
Bl. Fe. Royal 44 lbs (U.S.A damaged)																													8·1·0		1120	1120		–						
Bleached Fe Fe. 24 lbs (Scrips)																												19·4·0	194·0	525	514		11						
— do — 21 lbs (do)																																								
Unbl Proj Fe. 20 lbs PPM																												107·0	–	883	883									
Unbleached Fe Fe. 50 gr. APM																												10·0·0		450	394	8.15.0	56	1082	1138		–		
Gl Badami unbleached 55 lbs Fe																												8·12·0	–	11232	11232	7.14.0	56	1051	1051		–	7.14.0	3400	3400 3400.
— do — 40 lbs																												8·7·0	–	4296	4296					8·6·0 SPM		1240	1240		–		
20 lbs																												15·8·0/nil	285	2682	2676		6					14·13·0	–	777	797
18½ lbs APM																						18.50/nil	2377	2248	16·12·0	159	5293	5452												
18½ lbs MPM																						9·2·0/nil	5194	4072	8·6·0	1122	3000	4122	7·15·0		7322	7322	7·14·0	–	5850	5050	8/-	5	5800	5800
Unbl Quad Fe. 40 lbs P.P.M																												8·6·0	2015	2015	2015	7·15·0	–	1300	1300		–		
— do — 37 lbs MPM																												7·4·0		7255	7183	7·5·0	72	900	900		–		
— 50 — 38 lbs																												7·5·0		1500	1500	7·4·0	–	10404	10404		–		
— 10 — 40																						8·8·0/nil	3410	3410					7·10·0	–	6122	6122	7·00	–	4488	4488		–		
Unbleached Quad 37 lbs P.P.M																																								
Unbleached Gl Pkg 44 lbs PPM																						17·8·0/nil	1942	1942	17·8·0	–	2818	2818	7·12·0		1586	1586	SPM		3576	3576				
Fe Fe 21 lbs PPM																																								
Unbleached Gl R 46 lbs APM																						16·9·0/nil	3770	3770					7·5·0		2574	2574	7·5·0							
— 100 — 54 MPM																																								
— 50 — 41 lbs																																								
— 50 — 45 lbs MPM																						17·15·0/nil	1500	1500					15·1·0		1746	1746								
Unbl Fe. Fe. — 18½ lbs P.P.M.																																								
																												15·13·0	–	2748	2650	15·13·0	98	3848	3946		–		
																												14·9·0	–	4500	4500	14·13·0	–	348	173	14/12/-	175	2090	2265
																												15·4·0		450	450								
																						19·4·0/nil	341	272	19·00	69	1092	1161											
																									8·40	–	1480	1480											
																									21·1·0		861	696	18·30	165	226	391	–	–					
																									24·8·0		292	218		74									
																									18·9·0		730	730	16·2·0	–	550	550	16·2·0	–	570	570	16·0	–	1010	938
																													–	1524	1411		113	1694	1807				72
																						15·15·0/nil	765	592	15·15·0	345	6	351		–			17·15·0		650	517	20/12/-	133	741	880
																												7·4·0	–	7255	7183	7·4·0	72	5568	5640		–		

White Pkg Deving 21 lbs. → 9-1-0 1000 1000

American White Board Deving 14½ lbs ↓ 17-3-0 – 2006 2006

White Pkg Fe Deving 42 lbs 18/12/- – 950 950

Royal 27 lbs 11/10/- 1000 1000

Bl Fe 20 lbs. 8.3.0 2400 1836

Quad Fe 40 lbs { 16-6-0 / 18-2-0 } 2190 564 [1824] 1488

New Items pertaining to Feb 47 →

8

	1938-39				1939-40				1940-41				1941-42				1942-43				1943-44				1944-45				1945-46				1946-47				1947-48			
	Value	ons	R	I	Value	ons	R	I	Value	ons	R	I	Value	ons	R	I	Value	ons	R	R	Value	ons	R	I	Value	ons	R	I	Value	ons	R	I	Value	ons	R	I	Value	ons	R	I
Buff Pkg Quad Fc 16lb		188	8474	8609	2-5-0	53	6457	6232	2-5-0	280	4710	4990	-	-																										
— do — 40lb									114-0	673	1073	1042	1040	31	1980	2011																								
Buff Pkg Fc 16lb		+	1878	1634	2-7-0	244	6736	6752	4-4-0	228	6206	6434	5-4-0	-	1005	971																								
" " 24 TPM			3127	3127									3120		2952	2830																								
" " 20 TPM									5-5-0	25	4202	4230	5-5-0	6018	6093	5875																								
" " 24 TPM			1501	1190	3-11-0	311	6103	6294	6-6-0	120	5237	6457	5-6-0	-	6093	5875	5-6-0	218	4305	4513	-																			
Buff Pkg Quad Fc 32lb USA																																								
G Buff Quad Fc 32 40lb			1633	1576	4-4-0	57	1521	1578	9-0-0	-	1716	1685	8-3-0	25	3042	3037																								
48lb		10	1582	1592					10-10-0	-	2345	2345	10-4-0																											
Buff Quad Fc 32lb TPM			158	158	4-4-0	-	3994	3916	8-5-0	78	912	990																												
" " 48lb TPM			1589	1578	7-6-0	11	5414	5300	12-13-0	125	153	278																												
G Buff Quad Fc 40 (USA)													10-4-0	31	1980	2011																								
Buff Pkg Quad Fc 20lb USA													4-1-0	210	1834	2044																								
— do — 39lb Q.P.													4-5-0		6098	6098	4-5-0	8012	8012	8012																				
G Buff Pkg Fc (JB) 16lb													3-12-0	-	2952	2830	5-11-0	122	1684	1846																				
G Buff Pkg Fc 16lb																	7-1-0	-	4413	4383	8-12-0	110	4944	5054																
G Buff Pkg Fc 16lb PPM																																								
20lb PPM																																								
Semi Bl Quad Fc 32lb.													8-10-0	-	6169	6169	13-8-0		856	856																				
Quad Fc 32lb Badmi																																								
Semi Bl. Buff Fc 16																																								
White Pkg Bl Fc 20lb SPM																																								
Unbl Royal 22½lb MPM.																																								
Semi Bl M Fc 18½ TPM																																								
Unbleached Fc 12lb PPM																																								
Semi Bl Bl. Demy 42lb SPM.																																								
White cart Royal 60lb SPM.																																								
Pkg Bl Royal 41lb SPM																																								
Pkg Bl Royal 54lb SPM																																								
Bl Demy 42lb SPM																																								
Royal 20lb SPM																																								
27lb SPM																																								

Bleached Quad Fc 34lb 24/10/- 53 1950 2003
Buff Pkg Quad Fc 39lb. 20/13/- 495 495
— do — 38½ 20/9/- 631 631.
American Wt 25 Reg paper. 6-2/5/- 196 196
American Imp 28½lb 28/8/- 243 243

New kinds of paper used in 1947-48

	1938-39				1939-40				1940-41				1941-42			
	Value	ors	R	J	Value	ors	R	J	Value	ors	R	J	Value	ors	R	J
Brown Cart Royal 40lb			1013	1013	5.3.0	-	1007	962	9.3.0	45	1863	1928				
" " 34lb			1584	1581	4.6.0	3	1661	1640	7.13.0	24	2493	2466	7.10.0	1	965	966
" Army 28lbs			991	988	3.10.0	3	1591	1582	6.7.0	12	2372	2382		2		
" Bl Fe 24lb									5.8.0	16	2141	2135		22		
" Bl Crown 34lb (30lb from 42-43)									7.13.0	24	1445	1466		3		
Gl. Brown Bl. Fe. 20lb PPM													17.1.0	.	1005	667
B.C Army 16lbs									3.9.0	~~1933~~	~~1895~~		39.0	38	1933	1895
— Bl. 24lb									5.6.0	~~1770~~	~~1744~~		56.0	~~38~~	1770	1744
~~Bl. 24lb JBA~~													6.12.0		2375	2375
B.C. Royal 30lb																
B.C. Bl Fe 20lb.													4.8.0		1208	1182
Brown cart Royal 34lb JBA																

	1942-43				1943-44				1944-45				1945-46				1946-47			
	Value	ors	R	J	Value	ors	R	J	Value	ors	R	J	Value	ors	R	J	Value	ors	R	J
Brown Cart Royal 40lb																				
" " 34lb					34.00	32	125	97	34.00	60	588	648	13.5.0 1PPM	936	936	936		—		
" Army 28lbs																				
" Bl Fe 24lb																				
" Bl Crown 34lb (30lb from 42-43)																				
Gl. Brown Bl. Fe. 20lb PPM	11.6.0	.	932	861	11.6.0	71	952	1023	.	-	-	.	7.13.0	+	1320	1015		305		
B.C Army 16lbs																	7.9.00		920	906
— Bl. 24lb																				
~~Bl. 24lb JBA~~																				
B.C. Royal 30lb	17.10	448	~~350~~	~~17~~	17.10.0	98	1696	1698 P.P.M	7.10.96	304	400	—								
B.C. Bl Fe 20lb.			448	350					10.5.0	-	1530	1468	11.10.0	62	537	599	-	-	146 11/6.	100	550	546/4
Brown cart Royal 34lb JBA		46																		
													14.10.0	.	644	644	-		14/4 105	900 105		982/82

Reels. The quantities are expressed in lbs and the rates are for one cwt.

Rug Bl. Fe. 24lbs			95358	90098	21.15.0	5764	68994	73856		702	22089	123582										
16lbs	742	-	-		21.15.0	742	22547	23289	32.6.0	-	19782	76177		3605	37825	35341						
Jigger Buff Bl Fe. 24lbs PPM					17.12.0	2946	75851	73863	29.14.0	5790	-	57902										
— Bl 24lbs ~~JBA~~	558	34220	33208		17.12.0	1870	97131	94001		-	-											
— Bl — 20lbs										3470	-	43512	43512	30.10	-	78149	7364	3014.0	2555	22675	25240	-
— Bl — 16lbs	580	85720	82005		17.12.0	4215	50476	54691	31.10	-	4781	63473	3470	2431	—	2431	—	—	—	—	—	
— Bl — 16lbs JPM	-	5830	5830		17.12.0	-	118339	115239	31.10	600	66113	65678	3020	1735	166350	2431						
20lbs JBA													4890	2200	2363	2361	35.10	3300	2765	6265		
Rug Bl Fe. 20lbs													3000	-	47759	4357	34.10	3407	162255	120555	35107	119525
Bedcover Bl Fe 18½																						
Unbleached " 18½																						
Buffing Mats 18¾ lbs 17" wide																						

Rug Bl. Fe. 24lbs																						
16lbs																						
Jigger Buff Bl Fe. 24lbs PPM																						
— Bl 24lbs ~~JBA~~																						
— Bl — 20lbs																						
— Bl — 16lbs																						
— Bl — 16lbs JPM																						
20lbs JBA																						
Rug Bl Fe. 20lbs																						
Bedcover Bl Fe 18½																						
Unbleached " 18½																						
Buffing Mats 18¾ lbs 17" wide																						

Rug Bl. Fe. 24lbs																						
16lbs																						
Jigger Buff Bl Fe. 24lbs PPM																						
— Bl 24lbs ~~JBA~~																						
— Bl — 20lbs																						
— Bl — 16lbs																						
— Bl — 16lbs JPM																						
20lbs JBA																						
Rug Bl Fe. 20lbs																						
Bedcover Bl Fe 18½																						
Unbleached " 18½																						
Buffing Mats 18¾ lbs 17" wide																						

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(3)

	1938-39				1939-40				1940-41				41-42			
	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I
News Prg Dl Fe 32 lbs																
" 16 lb									3-10-0	–	3813	3813				
Demy 8 lb																
" Quad Fe 32 lbs		22	3066	3034	2-15-0	54	3566	3503	2-15-0	117	768	885				
34									~~3-10~~				4.13.0	10	4037	3999
Dl Royal 35 lbs		38	1003	944	3-3-0	97	1330	1389	7.12-0	38	1025	1009	5.4.0	107	1	108
37 lbs			~~1878~~	~~1634~~	~~2-7-0~~	~~244~~	~~6736~~	~~6732~~	~~4-4-0~~				5.4.0	-	1005	971
36 lbs																
Dl Demy 28 lbs																
Dl Elephant 38½ lbs																
Dl Demy 29 lbs																
L. Ledger Dl Fe 30 lbs		1	338	338	24.14.0	1	487	427	24.14.0	61	17	78	26.7.0	–	271	246
28 lbs																
" Royal 44 lbs		8	905	865	36.7.0	48	1416	1464	36.7.0	–	412	401	38.12.0	11	833	834
36 lbs																
Cream wove Dl Fe 24 lbs			687	551	5-5-0	136	1070	1206	23.6.0	–	131	131				
" Laid -do- P.P.M																
Blue laid Dl Fe 24 lbs													7.11.0	–	990	968
-do- 30 lbs													9.1.0	22	531	553
Azure laid Roy 44 lbs													14.1.0	83	668	747
Cr. Laid Dl Fe 18 lbs miles																
Cream wove Bond Quad Fe 32 lbs USA																

	1942-43				1943-44				1944-45				1945-46				1946-47				1947-48			
	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I	Value	OD	R	I
News Prg Dl Fe 32 lbs	10.13.0		4753	4753																				
" 16 lb																								
Demy 8 lb																					6.0.0	24	28.20	2572 / 332
" Quad Fe 32 lbs																								
34		48																						
Dl Royal 35 lbs		–																						
37 lbs		34																						
36 lbs									5.4.0	67	1054	1038		83										
Dl Demy 28 lbs					11.6.0		1447	1372	11.6.0	75	544	619												
Dl Elephant 38½ lbs									12.10.0	113	1513	1626												
Dl Demy 29 lbs									11.13.0	–	2355	2355												
L. Ledger Dl Fe 30 lbs	26.7.0	25	234	142	26.7.0	117	–	117	–	–														
28 lbs													33.9.0	~~1148~~	~~427~~ 1148	927	33.9.0	221	1102	1240		83		
" Royal 44 lbs	38.12.0	10	266	276	–	–																		
36 lbs	36.0.0	–	733	589	39.3.0	144	1001	1100	41.2.0	45	1768	1813	43.3.0	–	1202	1177	43/3/-	25	788	739		74		
Cream wove Dl Fe 24 lbs					6.14.0	49	792	841																
" Laid -do- P.P.M					9.4.0		594	407		187														
Blue laid Dl Fe 24 lbs	9.10.0	22	460	482																				
-do- 30 lbs																								
Azure laid Roy 44 lbs		4																						
Cr. Laid Dl Fe 18 lbs miles													9.8.0		1200	1200								
Cream wove Bond Quad Fe 32 lbs USA													22.2.0		1081	1081								

Stores - Ledgers.

Separate statements have been prepared for important items under (1) consumable stores (2) Teak wood and (3) Rubber stamp materials. and Binding materials for ten years from 1938-39 to 1947-48.

Consumable stores:

1. Lubricating oil: The quantity of lubricating oil consumed in 1947-48 is very heavy, as compared with the consumption during previous years. e.g., 1282 gallons in 1947-48; and the issue during the other years ranged from 466 to 853.

2. Packing ropes.: The issue in 1946-47 was 97,000 and in 1947-48 137300 while in previous years the issue ranged from 34000 to 89000.

Other items: No special comment.

Binding materials.

Cloth Binders (Calico) used during 1940-41 and 1947-48 exceeded 25000 yards while in other years the issue ranged from 4164 to 19316 yards.

Sheep skin: The quantity used was heaviest in 1940-41 viz., 23236 numbers both 'foolscap' and 'Royal' sizes put together.

Strawboards: The quantity consumed in 1939-40 1940-41, 1941-42 and in 1947-48 was heavy when compared to other years.

The quantity of materials issued from the general stores represents the total of the quantity of each material noted in the job-dockets. This quantity is assessed by the Binding Foreman and approved by the officer-in-charge. There is no detailed account in the Binding Section for the quantity actually consumed. When materials are issued for 20 jobs put together it is possible that some quantity may be saved. There is no account for this.

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Consumable Stores

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		Oil Lubricating		Oil Lubricating (SAE 90 Gear Heavy)		Packing/Rope		Cotton Tape (Benzol)		Tape Webbing Sewing Quality		Thread for sewing machines in rolls		Thread for sewing tubes		Thread Sewing Linen		Waste-cotton White		Electrical materials Replacement Cost	
		Qty gls	Value Rs	Qty gls	Value Rs	Qty lbs	Value Rs	Qty lbs	Value	Qty Rolls	Value Rs	Rolls	Rs	Tubes	Rs	Qty lbs	Rs	Qty lbs	Rs		Rs
1938-39	OB							130	33	307	668	168	141			36	131	54	10		
	R	506	505			34000	391	2525	625	314	605	573	757			107	472	5715	814		
	J	466	466			34000	391	2127	526	238	651	601	504			80	321	5769	824		
1939-40	OB	40	40			-	-	528	132	383	622	440	354			62	282	—	—		
	R	484	452			55200	748	2287	572	808	817	1001	956			145	762	6776	900		527
	J	517	485			-do-	-do-	2705	676	437	214	702	745			130	683	6552	870		
1940-41	OB	7	7			-	-	110	28	754	1225	744	605			78	361	224	30		
	R							3105	1358	318	317	310	542			103	1062	7504	1972		1445
	J					89000	1442	3002	1293	626	817	1038	1097			88	461	7626	1988		
1941-42	OB						-	213	93	446	725	16	50			93	962	52	14		
	R					57000	793	3332	823	330	887	2201	2144			155	1733	7870	1440		1487
	J					53400	744	3166	831	463	797 -444	1124	1100			177	2133	7504	1362 +45		
1942-43	OB	396	4			3600	49	379	95	313	509	1094	1094			71	582	418	76		
	R	876	1531 ~~1551~~			70500	1185	3030	956	300	375	1649	1497			48	960	6944	1750		202
	J	771	1610			71700	1194	3137	966	348	503	1770	1768			112	1430	7319	1645		
1943-44	OB	108	225			2400	40	272	85	265	381	973	823			7	92	43	11		
	R	691	1733			65600	1957	2550	1195	580	1332	2465	2292	5422	1895	15 Cops	4050	7728	1724		1060
	J	767	1927			68000	1991	2564	1159	389	871	1612	834	1647	368	7 MB + Cops	119	7771	1735		419
1944-45	OB	12	31	-	-	—	—	258	121	376	842	1856	2281	4375	1527	16 Cops	4023	—	—		641 -200
	R	562	1129	329	783			2830	1415	800	528	5	6	3972	2219	3	38	7952	1027		657
	J	469	1059	329	783	82400	2115	2987	1436	448	528	2000	2455	3390	1526	—	-	7102	9217 -95		941
1945-46	OB	45	101	-	-			101	50	728	842	1661	2042	4551	2290	152	404	8570	111		157
	R	182	345	781	1673	54000	1274	3530	1715	400	2596	—	—	4632	1898	4	227	6641	976		974
	J	227	446	608	1343	44500	999	3485	1692	517	667	2747	332	3957	1549	12	3260	6461	1012		421
1946-47	OB			173	330	9500	275	161	73	551	2721	1307	1205	5520	2569	144	3418	437	75		710 -8
	R			862	1609	91500	2478	2617	1217	150	225	1907	2539	5537 38	15	791	19772	6804	1474		352
	J			853	1597	97000	2644	2637	1327	367	1824	5[illegible]	629	3111	1457	22	50	7104	1520		548
1947-48	OB			182	342	4000	109	126	62	332	1129	2114	3605	2460	1127	913	2359	137	27		506
	R			1102	1609	181000	4413	2959	3528	684 -26	1321 -88	1200	2210	—	-	-	—	651 litre oil	1614 lb	@ transferred to Stores Duty	
	J	* taken as a opening bal in 1947-48		1282	2941	127200	3256	3085	3520	558	1336	1776	2615	620	292	95	2465	Lathe Superior			
				2	5	47700	1111	—		429	1026	214	3210	1780	835	514	4120				

Issue balance

Rubber Stamp materials.

	Dates		Rubber sheet	
	Qty Nos.	Value Rs.	Qty lbs	Value Rs.
1938-39 O.B	-	-		
R	976	2139	259	363
G	311	494	30	79
1939-40 O.B	665	1645	229	284
R	516	1251	-	-
G	951	2339	85	104
1940-41 O.B	230	557	144	180
R	1151	2931	28½	57
G	331	960	+1 Sheet 88½	133
1941-42 O.B	1050	2508 -149 (C)	1 Sheet 84	104
R			50	88
G	525	1250	90	115
1942-43 O.B	525	1129	44	77
R	1041	2402	42	119
G	632	17773 -162	66	115+
1943-44 O.B	502	178 A 2238 B	20	35 46
R	8845		185	891
1944-45 G	642	1625	191	827
1945-46 O.B	242 +24	6134 28	9	39
R	36	366	221	588
G	302	1057	76	219
1945-46 O.B			154	408
R	672	3947	208	464
G	331	2065	233	587
1946-47 O.B	341	1882	129	285
R	1452	6114	220	574
G	798	3558	190	446
1947-48 O.B	5709	31617	159	353
	(C) 286	277		
R	3012	16138	150	416
G	673	3491	220	548
Closing Balance	2098	15808	89	221

(A) Cost of date boxes remained
A. With date boxes
B. Without -do-
C. Transferred from the Sale with daship
Δ Rubber Stamps. Stock taken at Capricorn in 1947-48.

Binding materials.

	Cloth bindings		Calico White		Sheepskin foolscap		Sheepskin royal		Straw boards ½ lb to 5½ lb.	
	Qty Yds	Value Rs.	Qty Yds	Value Rs.	Qty Nos.	Value Rs.	Qty Nos	Value Rs	Qty Nos.	Value Rs.
1938-39 O.B	1255	377			584	707	97	135	3424	128
R	13894 310	6981 203			12146	4987	3036	3227	70460	7113
G	14572 310	7069 203			11915	5342	3133	3362	69743	6819
1939-40 O.B	577	288			815	352			4141	422
R	20186	7570			13600	7525	7500	14414	106218	9388
G	18138	6874			14415	7877	5244	16078	103950	9112
1940-41 O.B	2625	984					2256	4336	6409	708
R	30088	15324			14000	5747	6980	6545	122278	22711
G	25311	12506			14000	5747	9236	10881	123657	22586
1941-42 O.B	7402	3802							5030	853
R	13404	5879			16461	7027	5996	8488	96461	12640
G	16382	7724			16461	7027	5917	8420	96422	18027
1942-43 O.B	4474	1957					79	68	5069	466 +53 (C)
R	19835	13637			8782	4297	4389	6603	86199	32813
G	19316	12161			8781	4297	3218	4795	87241	32077
1943-44 O.B	4993	3433			1	-	1250	1876	3527	1255
R	4954	10343			7042	4779	4005	7229	46687	26237
G	7881	2578			6239	4226	4562	7891	44592	25498
1944-45 G	2066	6198			804	553	693	1214	5822	1994
1945-46 O.B	3309	9928			338	468	108	335	37261	22859
R	4164	12493			976	777	662	1159	37280	22590
G	1211	3633			166	244	139	390	6199	1863
1945-46 O.B	3278	9850							57659	12470
R	4646	12230			123	189	26	72	58628	13508
G	343	1253			43	61	113	318	4230	825
1946-47 O.B	22506	27165			1000	2282	200	600	25546	18545
R	8201	20476			725	1632	41	121	72250	17336
G	1156	3468	9530	4474	318	711	272	797	7526	2034
1947-48 O.B										
R	12941	38823	18403	9206	501	938	-	-	104619	22040
G	11308	33925	13837	6282	286	640	9	26	91958	21412
Closing Balance	2789	8366	14096	2398	533	1009	263	771	20189	2662

Teak	1938-39		1939-40		1940-41		1941-42		1942-43		1943-44		1944-45		1945-46		1946-47		1947-48	
	Length	Value							Ft	Rs	Ft	Rs	Ft	Rs	Ft	Rs	Ft	Rs	Ft	Rs
11"×1"			3	1	5	2	6	3	128	33	1176	293	1140	75						
Teak wood 12"×3/4"	23	9							9	9										
" 6"×2"	48	19							12	13										
-do-(Padauk)									625	326										
" 15"×1½"	84	35	44	17	-164 45	341 165	190 299	78	6	5										
" 2"×1½"	1827	81	1912	85	1561	97	1234	77	340	40	224	42	456	47	161	16	163	45	247	201
" 2"×1"															18	3	10	2		
" 2"×2"	342	38	190	20	373	37	157	16	97	20										
" 4"×1"	74	9	421	50	341 72	41	260	31	208 80	56 13	280 189	110 35	550	115	671	155	359	181	695	386
4"×3/4"×½"											482	271	568	152	737	202	587	389	432	344
" 5"×1"	20	3	157	24	283 18	7 43	204 149	32 13	129	47							26	13		
5"×1"×¾"																				
" 3"×1½"	416	52	318	40	118	13	131	18	75	16										
" 6"×1"	146	27	165	30	256	45	75	14	359	173	381	288	534 265	173 154	448 173	142 168	804	366	446 366	387
" 10"×½"	124	23	48	10	48	10	10	2	45	27			32	29			311	251		
" 9"×¾"	80	26	174	57	30	10			86	64	175	212	514	357	195	148	-	-	554	731
" 9"×3/4"					65	17														
" 12"×½"	314	88	340	91	95	25	55	15	17	12										
" 12"×1"	384	180	1731	811	209	100			5	6	254	363	225	155	91	57	327	324		
" 12"×2½"																			4	20
" 18"×1"	95	80	211	185	32	27	2	2												
" 3"×1"	814	72	804	71	139	12	350	33	247	44	299	61	624	97	150	19	466	160	537	218
" 3"×½"					75	1	6	-												
" 14"×1"	168	100				5	3													
" 13"×½"	74	23	132	38					8	7										
" 7"×3"	32	18															35	49		
" 5"×2"																				
" 4"×½"	18	3	8	1																
" 8"×½"																			3	6
" 6"×½"	57	13	3	1	13	3														
" 15"×1"	76	48	65	41	128	78														
" 4"×2"	120	24	-	-	80	16	152	32							625	430	35	36		
" 3"×2"	509	73	1900	267	129	18	354	58					110	29	31	8	70	18		
" 3"×3"	770	211	734	170	105	27	162	60	14	7			4	4	9	3	28	11		
5"×3"							30	12												
" 10"×¾"	5	1																		
" 9"×½"	72	12					57	10												
" 4"×3"	13	4					9	2											750 8	391
4"×4"					108	47							36	80			18	38		
" 7"×1"	36	9	173	42	197	46	118	27	76	43	139	129	610	271	449	185	580	535	784	301
							28	5												
" 7½"×½"																				
8"×1"	4	1	172	47	271	74	452	132	246	176	998	779	709	353	766	399	980	1036	387	581
" 14"×½"		-	220	61	55	19								106	37					
			148	51	55	19	22	8	78	78	28	34					52 8	72 19	779	1210
10"×1"																				
5"×4"			14	1	6	-														
4"×½"			34	21	34	18	20	10												
" 13"×1"			36	11			18	7												
8"×¼"																	225	110		
6"×½"×¾"			96	10	102	12	605 43	66	116	28										
" 16"×1"			12	8	13	9			8	12										
" 16"×½"			21	11	13	5														

Padauk

Government Press Enquiry Committee.

Paper Stock.

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An attempt was made on 20-6-1949 and on 21-6-1949 to if the balances of stock of the following varieties of pap shown in the books tallied with the actual balances of sto the Stores.

Book balances were not available for any of the items time of verification of the actual balances, as it was state the previous balances were not brought forward in certain c and that many entries of issues already made were not posted the various books of the stores. The Registers, which were many were initialled to prevent interpolations and the book as on the dates of verification were asked to be worked out produced for check. Out of the six items verified, the sec could give book balances for only three items after a delay three days. It is also to be noted that the transactions o these three items are few and far between. The book balance for the other three items were not produced for check. Such delays in making book balances of the stock available at the commencement of each day's transactions render check of stock impossible a d encourage manipulation in the post-entries in various books.

Unless the bin-card system is introduced for paper trans. actions or arrangements made to have the receipt and issue tra actions of paper recorded as and when they occur, the balances will not be susceptible of check and manipulation in the posti cannot be prevented. While checking the Registers for the correctness of the book balances furnished by the Paper store many unattested corrections were noticed. There was no scope to check the correctness of these unattested corrections. The Paper account should be maintained in a section independent of Store-section so that the book balances, with which the actuals in the stores should be checked might be furnished by a section other than the stores.

Date of verification.	Variety of paper selected for verification.	Actual stock.		
		Reams	Quires	Shee
20-6-1949	Quad F.c 40 lbs.	71½	-	365
20-6-1949	Azure blue 32 lbs T.P.M.	3	-	358
20-6-1949	Double Demy Art Paper 58 lbs.	45	10	313
20-6-1949	B.C.Royal.	5	0	409
21-6-1949	Double Demy 42 lbs.	64	0	116
21-6-1949	Royal 20½ lbs.		Nil.	

Paper in transit:
Paper was being unloaded from a lorry from the Stationery office. The planks and the iron straps intended to bind the bales of reams were found broken and cut in many cases; the wrappers in which the reams were meant to be kept in tact were found torn in some cases. This condition in which large quantities of paper are being receiv permits the easy removal of many sheets of paper from the ream bundles. In some cases ream bundles also could be easily removed On enquiry, it was elicited that acknowledgement for the quantity of paper in proper in-tact bales was recorded by a servant of the Press at the Stationery Office before the stock left the Station Office. In as much as the acknowledgment given was for bales in proper unbroken condition, the delivery of loose bundles of reams at the Press should have been objected to by the Press. There is

P.T.O.

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is no contiguous record to show the condition of all the bales as they were delivered at the end and the steps taken to remedy the defects whenever they were noticed. In the absence of this record, it cannot be stated that necessary action was taken by the servants of the Press to have the shortages et c. made good in all cases when they were detected.

Another serious defect in the receipt of paper in such a condition is that bales and reams received loose are not checked with the acknowledged invoice for correctness of quantity. Loose bundles of reams, from which many sheets might have been removed are issued as soon as they are received without counting the contents as if they contained the full quantity. The statement of the warehouseman admitting that this procedure is adopted in the Press as recorded by the the Deputy Superintendent I is enclosed. This procedure encourages pilfering while the paper is in transit and requires to be stopped immediately.

Round the Press Premises.

In the north-west corner of the Press building adjacent to the General Stores, rubbish is found heaped to such a height as to render the reaching of the top of the compound wall easy. Things removed from the Press can be easily delivered to persons in the street on the other side of the wall. Similar throwing appears to have been suspected or detected previously as the raising of the height of wall at this/by a clear 6 feet would /place indicate.

Apart from this heap serving as a ladder to reach the top of the wall, this would serve also as a safe place to hide stolen articles from the Press till they could be shifted outside the compound conveniently.

Waste paper and broken dealwood boxes and wooden crates are found heaped in various other places as well. These heaps also can similarly serve as places to hide stolen articles.

This condition of the Press premises, combined with (1) the defective system of stores received and used not being accounted for in the sections using them (ii) the necessity to run the office till and sometimes beyond 10 P.M. in the night and (iii) the non-provision of a residence to the present incumbent of the overseer's post encourages pilfering. Early action may have to be taken to improve the condition of the Press compound.

Local purchases.

The articles required for Bindery are generally obtained from or through the Superintendent of Stationery or the Textile Commissioner, Bombay. The only exception to this rule is the sheepskin. Even though purchases of these articles were made in 1946-47 and in 1947-48 after calling for quotations, the purchases were irregular as pointed out below.

Government Memo No. 35267 F.1 Edn. dated 7-7-1944 definitely ordered that the use of sheepskin should be restricted to special work till the prices of leather come down. The purchases of large quantities of skin and keeping large portions thereof as unutilised balances indicated below is in contravention to the Govt. order which stipulated that even the purchases for actual requirements should be restricted to special work only.

P.T.O.

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Variety of Skin	1946-47						1947-48							
	Opening balance		Purchase		Issue		Opening balance		Receipts		Issues		Closing balance	
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
Deep skin foolscap	42 11/12	61-3-7	1000	2281-4-0	723 1/4	1631-13-0	317 2/3	710-4-7	501	937-3-10	285 5/6	640 1/8	532 5/6	1008-12-9
Skin Royal	113 2/3	219-0-8	200	600-0-0	41 5/12	121-1-6	272 1/4	796-9-2	-	-	9	26-5-6	263 1/4	770-3-8

GOVERNMENT PRESS ENQUIRY COMMITTEE.

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Government Press:

Correspondence.

Distribution and disposal of letters.

The Office Manager opens all the letters and arranges for their distribution to the sections either through distribution registers maintained centrally by the Correspondence section or through the Assistant Superintendents in charge of the sections. The sections to which the letters are distributed for disposal and the subjects dealt with by them are briefly indicated below:

Section.	Subject dealt with.
1. Accounts section.	Checking and passing for payment suppliers' bills for stores purchased by the Press. 2. Checking the bills for printing at Private Presses. 3. Advertisements by private parties in Fort St. George Gazette. 4. Correspondence with the Treasuries and the Accountant-General on accounts matters.
~~2.-Headclerk's section.~~	
2. Head-clerk's section	Service questions. General correspondence.
3. Form Control section.	Consolidation of indents for standardised forms - Replies to reminders from Departmental officers for the supply of forms and other correspondence relating to standardised forms.
4. Despatch Manager's Section.	Indents for Rubber stamps and ink pads. Despatch of Fort.St.George Gazettes, Government publications, Press Communiques, Proceedings of the Legislative Assembly and Council, Administration reports , Madras Information and other pamphlets, Indian Law Reports and correspondence with parties on the supply of these publications.
5. Stores Section.	Correspondence relating to the Stores purchase.
6. Computing section.	Correspondence relating to acceptance of tenders for printing at private presses.
7. Job sections (Gasette)	All requisitions for.
(High Court)	Non-standardised forms, G.O's and notes from Secretariat, Proceefings of Heads of Departments and miscellaneous printing matter. Notifications in Fort St. George Gazette and District Gazette. Printing matter relating to High Court.

Ordinary letters and routine reminders relating to the sections 1 to 6 above are sent by the office Manager to the Correspondence section where they are entered in the distribution registers maintained separately for each section and distributed to the section heads or concerned clerks. But special reminders and D.O. letters from Departmental Officers on subjects dealt with in the 6 sections referred to above are sent by the Manager to the Superintendent first and then to the Assistant Superintendents in charge for information; and these letters are handed over by the Assistant Superintendents <u>direct to the concerned sections</u> for immediate action. <u>They do not therefore pass through the distribution registers</u> maintained centrally in the Correspondence section.

Letters intended for the job sections (item 7 above) are also sent by the Manager to the Gazetted officer in charge who after perusal of the Dak sends them direct to the sections concerned. These letters do not therefore pass through the registers in the correspondence section.

The registers and files of correspondence maintained in 4 important sections (items 1, 3, 4 and 7 at page 1) where large numbers of reminders or important letters are received were examined and the procedure followed and the state of work in each of these sections are indicated below:-

<u>1. Accounts Section</u>.

The number of letters received in this section on 11-4-49 was 22 and the total number received during the week 4 th to 9th APril 1949 was 119 or 20 letters per day on an average. No personal registers are maintained for watching the disposal of the letters. Two separate registers are maintained for noting (1) the bills presented by firms or contractors for stores supplied to the Press and (2) bills sent by departmental officers for printing at private presses. Similarly requisitions from private parties for advertisement in Fort St. George Gazette accompanied by remittance of the full cost of the advertisements are entered

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entered in a register and then transferred to the Gazette section for publication. Other letters are not registered in the section.

With reference to the entries in the distribution register written up in the correspondence section, the letters delivered to this section from 1st to 7th April 1949 were examined individually and it was found that action was taken on all letters requiring replies except 5 letters which were taken up for disposal that day (12-4-49).

The Companies' bills received from 5th to 11th April 1949 were yet to be posted in the register referred to at 'A' on page 2. These bills are sent to the Stores Department for certifying to the receipt of the so/tores, and when they are received back, they are noted in the Contingent Register ~~xx~~ and passed for payment by the Accountant-General. The number assigned to each bill in the Contingent Register is noted against the respective item in the register referred to above, to indicate the final action on the item. This register indicates that there is considerable delay in the disposal of the bills. 247 bills received between April 1948 and March 1949 are pending disposal. The delay is stated to be partly due to the delay in the Stores section in the return of the bills and partly to the shortage of hands in the Accounts section to attend to the prompt transmission of the bills to the Stores section.

Bills for printing at private presses entered in the register referred to at 'B' on page 2 are sent to the Computing section for correct assessment of the value of the work and when they are received back they are passed for payment of the amount admitted by the computing section, entered in the Contingent Register and returned to the departmental officers concerned for payment. The register indicates that 274 bills received between April 1948 and March 1949 are pending disposal.

Much difficulty is felt in tracing out references received and distributed to the section through the correspondence section. Certain routine correspondence are not required to be registered or numbered. But under this procedure there is no scope for the head of the section to watch whether action has been taken on all the papers received in the section. It seems desirable that all letters received should be noted in a register and serially numbered and the dis osals noted against each though the subject of each reference received need not be detailed. This register should be reviewed every week by the section head.

2. Forms Control section.

The annual indents for standardised forms received from all departmental officers are consolidated in thes section and the total number of copies of each form required for the whole province is intimated to the Head Despatcher. The latter prepares the Printing order docket for each form and sends it to the job section. The detailed distribution list sent by the indenting officers are given over to the despatch sections concerned so that the forms may be despatched direct to the officers concerned as soon as they are printed.

All original references relating to standardised forms and all reminders for the supply of forms are received in this section. Original indents and other ordinary references are received in the section through the Distribution Register maintained by the correspondence section and special reminders and D.O. letters re received directly from the Manager through the Assistant Superintendent. But all letters including reminders are entered in a personal register maintained for each clerk and the disposal of the letters watched through these registers.

The total number of letters received in the section from 1-1-49 to 31-3-49 is 5658; and the number received during the two weeks 4-4-49 to 16-4-49 is 751. Nearly 75% of these

these letters are reminders and the remaining 25% represent original indents or other references. From the disposals marked in the Personal registers it is noticed that about 1500 letters received from 1-1-49 to 31-3-49 and 260 letters during the two weeks ending 16-4-49 remain unanswered. The reminders are sent to the despatch section for furnishing information as to whether the forms indented have been despatched. ~~Registers~~ Replies are sent to the departmental officers by the Forms control section on the basis of the information given by the despatch section. Most of the unanswered reminders are pending with the despatch section or with the foreman of penitentiary press.

Letters disposed of in some of the seats were examined and the replies to reminders invariably state that the forms are not yet ready and special arrangements are being made for printing them and the delay is due to heavy pressure of work in the Press. In cases where the indents have been partly complied with reference is also given to the invoice numbers with which some of the forms included in the indent were sent.

The bulk of the correspondence in this section will automatically reduce itself to 1/3 of the present number if the forms indented for 1949-50 are printed and supplied without further delay. The arrears of 1948-49 and 1947-48 indents will also get cancelled thereby. It is explained by the foreman of the Special Forms section that the reasons for the delay in completing the work are (1) the lock up of Chases required for imposing the standing matter in the machine section (2) shortage of imposing staff and (3) pressure of forms work relating to S.S.L.C. Examination from October to March. The work of the machine section has yet to be examined. To ensure that (i) the workmen in the composing section turn out full work during the ordinary working hours and (ii) they do not get overtime by doing slack work during regular hours, it is necessary to examine the time-sheets of the

workmen for a month or two. (While examining 5 or 6 specimen time-sheets in the miscellaneous job section it was noticed in two cases that work done during the ordinary 7½ working hours was valued by the computor at 4½ hours work and that the same men worked overtime on the same day and earned overtime pay. This amounts to a manipulation of work to the personal advantage of the workmen resulting in a corresponding loss to the Government)

The number of time sheets in each section are about 1000 to 1200 a month. A detailed examination of the time sheets in one of the job sections will be taken up next week.

To clear off the present arrears in the Forms section, it has to be seen whether all the indents for 1949-50 (due from the departmental officers in 1948-49) have been consolidated and how many printing orders relating to those indents are pending with the composing section and whether the machine section cannot be required to clear off the forms work pending with that section and release the chases immediately for the use of the Composing section.

For the purpose of item (1) above the work-book for 1948-49 is being examined and details gathered under the following categories.

1. Total number of jobs (or forms) which have been indented.
2. Number of items yet to be composed or imposed.
3. Number of items pending with the overseer(machine section)

This list will be completed in a day or two to enable the Committee to indicate the action to be taken by the Job section and the machine section.

3. Job section (for non-standardised forms and miscellaneous printing work)

...

All the letters relating to the work of this section (requisitions for printing, interim references and reminders) are all received in the section direct after the dake is seen by the Assistant Superintendent in charge. The original requisitions alone are first noted by the foreman in a

a rough note-book and then entered in the respective pages of the work-book. A docket is then prepared for each ~~book~~ work and the jobs distributed to the compositors - priority being given to urgent requisitions. The job numbers given to each compositor are noted in a separate note-book. If jobs already given to the compositors are pending will all of them, requisitions which are not very urgent are detained with the foreman. When a compositor finishes the work given to him and has no work on hand, he is required to sign in a turn book when the jobs detained by the foreman are given to him. As observed at 'x' in pages 526 the time sheets of this section for a month have to be examined.

A separate note-book is maintained by the foreman from 26-1-49 (probably the date from which the Committee started functioning) to note the reminders received in the section. When a job is completed and despatched, a note is made in this note-book against the reminder entry as well as in the relevant column in the work-book. During the period 1st to 14th April 1949 the total number of jobs received was 91 of which 20 were completed and despatched and proofs sent for items by 16-4-49. 49 items were pending with the compositors and the remaining 13 were ~~pend~~ pending distribution.

It would seem desirable that all original requisitions are registered in the correspondence section and delivered to the job section through a distribution register. This will facilitate the check whether all the requisitions have been taken over by the job section in the work-book.

An arrear list up 25th January 1949 was prepared by the section and the state of arrears on this date in respect of those items is as follows:

P.T.O.

Year.	No. of items pending on 25th February'49.	Since Despatched.	Struck off and not yet bound/despd.	Pending with overseer.	Proof stage.
1946-47	2	(Departmental officer addressed for cancelling order)			
1947-48	95	5	2	-	5
1948-49	73	13	20	10	17
	170	18	22	10	22

The remarks at 'K' in page 7 (?) apply to this section also.

4. Despatch Manager's section.

This section is entrusted with the work of despatching copies of the following publications to the prescribed officers, M.L.A's & M.L.C's and private subscribers:
Fort St. George Gazette, Proceedings of the Legislature, Press Communiques, Administration Reports, Codes and Manuals and Rules and corrections thereto, Indian Law Reports, and pamphlets on Grow More Food, Controls, Rationing, Prohibition etc.

The list of subscribers and officers to whom the copies are to be supplied have to be kept corrected from time to time as and when changes in the addresses are intimated and the recovery of subscriptions watched wherever necessary.

The indents for Rubber stamps are received in this section; and after they are got manufactured in the Rubber stamp section, they are despatched to the officers concerned in this section.

All the letters received in this section are registered centrally by one clerk in Personal Registers maintained for each unit. The letters received in the despatch units referred to at 'K' in page 8 above mainly relate to change of addresses of M.L.A.'s or M.L.C's and subscribers, applications for admission as subscribers, complaints about the non-receipt of publications due to change of addresses or loss in transit etc.

In the Gazette unit, 25 letters received in February 1949 and 164 letters received in March 1949 were pending disposal according the Personal Register.(Total number of letters received in March 1949 was 331).

The 'Rubber Stamp' unit is in heavy arrears. The number

number of letters received in this seat from 1-4-49 to 16-4-49 is 274 of which 68 are regular indents for Rubber stamps; the remaining 206 represent merely reminders and some replies to interim references.

160 indents received between April 1948 and 2nd March'49 still remain to be manufactured and supplied. Including the indents sent to the job section subsequent/ to this date about 200 jobs are pending with the job-section and 45 in the manufacturing section. In the notes put up by the sections on the D.O. reminder of Tahsildar of Salem for the supply of the Rubber stamps indented for by him in January 1949(Job 677A dated 30th January 1949) it is stated that the work is held up for want of orals. It seems that more frequent supervision is necessary to see/ that the work does not suffer for want of materials. The delay in preparing the indents by the Rubber Stamp clerk may also be avoided by giving him temporary help if necessary. The delay in the job section in preparing the impressions may also be avoided by a weekly review of the job section work through the entries in the work book.

The suggestions at M in page 4 and N in page 7 are for consideration.

The items of work proposed at I and T in page 6 are for approval.

Publication Branch of the Government Press, Mount Road.

[Paragraphs 159-173 of D.M]

Strength and Distribution of work:

The Publication Depot is manned by 1 Superintendent, 1 Cashier, 1 sales clerk, 1 Accountant and 11 clerks attending to the duties indicated below. Four ware-housemen are also attached to the Depot to assist the staff in the Treasury and Despatch work.

Assistant to Sales clerk.	1
Register of Valuables clerk and assistant.	2
Day Book clerks.	2
Ledgers (Stock) clerks.	2
Free supply clerk.	1
Cash keeper's clerk.	1
Information clerk and assistant.	2
	11

An attendance register is maintained. This is not, however, attested by the Gazetted officer who goes to the Depot almost daily for supervision.

Date.	Cash Collections. Item Nos.	Cash Collections. Amount.	Postal collections. Item Nos.	Postal collections. Amount.	Non-credit items adjusted.	Total	Amount kept aside as non-receipt.	Remittance On	Remittance Amount
								6	
11-6-49	74	149-10-0		1-8-0	151-2-0	151-2-0	32-5-3		
13-6-49	98	255-3-9	102	469-2-3	46-0-0	678-6-0	78-5-3	1449	829-8-
14-6-49	84	123-5-0	72	491-0-0	75-7-0	538-14-0	153-12-3	15/6	538-14
15-6-1949	94	116-12-3	30	166-1-0	23-0-0	259-13-3	60-7-3		
16-6-49	104	190-10-6	41	299-3-3	12-5-0	487-8-9	43-4-3	17/6	737-6-
17-6-49	91	273-14-9	35	263-12-0	49-15-0	487-11-9	83-2-3	18/6	487-11
18-6-49	51	61-0-9				61-0-9	83-2-3		
20-6-49	98	108-5-3	88	618-9-0	67-1-0	659-13-3	117-4-3	21/6	720-14
21-6-49	108	372-7-9	66	540-5-6	84-12-0	828-1-3	202-0-0	22/6	828-1-
22-6-49	87	135-5-9	57	207-13-6	30-15-0	312-4-3	81-9-3		
23-6-49	120	134-11-6	37	220-1-0	47-12-0	307-0-6	112-7-3	24/6	619-4-
24-6-49	97	126-12-3	49	227-9-0	26-8-0	327-13-3	138-9-3		
25-6-49	49	62-10-9	57	352-11-6	34-0-0	381-6-3	126-2-3	27/6	709-3-

(a) The statement furnished above shows for 11-6-49 to 25-6-49 the number of parties served at the counter and the number of remitters of postal money orders for supply of books etc. The number of persons who are thus served daily at the counter and through the post ranges from 120 to 170.

(b) Custody of cash: The cash collected is kept in the chest and the key of the chest is in the custody of the cashier who has furnished a security of Rs.300/- only. The unremitted total cash at the end of day exceeded this amount of Rs.300/- on very many days. It is not desirable to allow the key of the chest to be in the sole custody of the cashier when the total cash at the end of the working day exceeds Rs.300/- the amount of his security. Double lock system may be introduced, the key of one lock being kept in the custody of the Publication Superintendent and the key of the other being allowed to be in the custody of the cashier. It may also be seen that the total daily cash balance does not exceed Rs.800/- the sum total of the securities deposited by the Publication Superintendent (Rs.500)and the Cashier (Rs.300)

(C) Verification of cash: The cash in the chest is not verified by the Gazetted officer on every occasion he attends the Branch. The verification is done only when a remittance is sent to the Treasury. The amounts verified on these occasions are not the full cash collected in the office upto the hour of actual verification. They are only amounts collected to the end of the previous day and marked for being remitted during the day. The proper procedure is to verify all the cash balances as per the Books of the office and should include all collections made during the day till the hour of verification.

(d) Non-credit items: Some of the amounts received through Postal money order could not be incorporated in the Cash Book of the office as and when the remittances are received. The main reasons for not crediting these sums to Government account are (i) want of particulars from the remitters regarding their requirements, (ii) non-availability in stock of the books etc. required by the remitters and (iii) the furnishing of defective particulars by the remitter. Money realised on these items is treated as 'Amanath' and kept outside Government account pending clearance by adjustment to credit of Government, after obtaining necessary particulars or by refunding the realised amounts when supplies cannot be made. The amount of cash so kept outside Government account on 25-6-49 was Rs.126-2-3 Please see column 8 of the statement furnished above. The details for this amount, furnished below, show that no attention was ever bestowed to clear these longstanding unaccounted sums. It is not sufficient to see that the present outstandings are cleared. It should also be seen in future that amounts realised and not immediately credited to Government are refunded to the remitters at the end of a definite period, say one month from the date of receipt, if they could not be credited to Government by supplying the requirements.

Year.	No. of items.	Amount outstanding.
1945-46.	1	0-4-0
1946-47	1	0-2-0
1947-48	14	6-7-6
1948-49	42	25-4-6
1949-50	56	124-14-0
		157-0-0
Deduct- Excess refunded to paties incorrectly or excess adjusted incorrectly(These should be adjusted)		30-14-0
Add Excess cash found under non-credit.		0- 0-3
		126-2-3

III Receipt Books.: Separate series of receipts are issued by the sales-clerk for the following classes of sales:

1. Indian Law Reports.
2. Central Publications.
3. Provincial
4. Sales to commission agents.
5. Cheques.

The clerk maintaining the Register of Valuables issues receipts for moneys received through Postal Money Order. It is noticed that receipts are not issued for all remittances without exception. It may be seen that receipts are issued

issued in future in all cases.

Blank receipt books are in the custody of a warehouseman (despatcher). A large stock of such Blank books is allwed to be with the sales clerk for use as and when necessary. There is at present no record to show how many Blank Books should be available as completed books. Since receipt Books are very important documents which could be utilised for collecting Govt. moneys and then misappropriating them if such books fall into unscrupulous hands, it is necessary(a) that such Blank Books are kept in the personal custody of the responsible head of the office (b) that ~~one~~ one receipt book is issued at a time and after taking back the completed receipt book (c) that all completed receipt books are checked with the cash accounted for and (d) that a register is maintained showing the number of Blank receipt Books Receipt Books in use and completed Receipt Books.

IV. Requisitions for Books: The following facts show that necessary care and attention is not bestowed while dealing with the requisitior for Publications.

(a) The publications are, in many cases, stated to be 'not available' when they are actually somewhere in the storeroom. The ledgers are not maintained up-to-date, the postings of several days' transactions being always in arrears. The publications are not arranged properly and the arrangement does not follow any system or order. Thus neither the Ledger Books, nor an inspection of storeroom can be relied on for the information regarding the availability or non-availability of a publication. This state of affairs helps the clerk to send a reply that the publication asked for is out of stock. Such irresponsible replies may be caused to be avoided in future, as such replies preclude economical disposal of Government publications, besides causing avoidable annoyance to the Public. A few cases of such irresponsible replies given on 2 days only (26-2-'49 and 15-3-'49) are furnished below:--

Date of receipt of requisition.	Date of Disposal	Document requisitioned	Actual Balance on 31--3--49	Paper balance on 31-2-1949
23-11-48	26--2--49	H.R.E. Act	1	19
18--2-49	26 2 49	M.Edn.Rules	Nil.	59
16-2-49	15 -3 -49	Customs TariffBd	11	11
28-2-49	15 -3 -49	G.Of India Act	-	11
1-3-49	15-3-49	Provincial Sales Tax Acts.	4	134
28-2-49	15-3-49	Village Officers Special Test syllabus.	2	5

(b) It is noticed that several requisitions for B.S.O. Volumes I to IV were received. The reply in all the se cases was the routi 'out of stock' even though a large stock of Vol. IV was available. The parties could have been informed of the availability of one of the four volumes of B.S.O. so that this stock might be sold to such of them as may require it. Further, when any publication appears in more than one volume, the sale should be by full sets and not by volumes so as to avoid accumulation of unwanted volumes in stock.

(c) Fundamental Rules is another such Book which appears to be required often by the Public; and 'out of stock' was the usual reply given in all such cases. Steps should have been taken to ask all agents to return the stock of this book from their stock if available, so that the required stock of this book might be maintained at the Depot. No such action was taken hitherto.

It is also desirable that a list of such books for which the demand is great is prepared and sent to the Superintendent

Superintendent for arranging the reprint of the Publications wherever necessary.

V. Complaints by the Public: A complaint book is kept at the counter for use by the Public with effect from 16th June 1949. Even though the Superintendent and his deputy are attending the depot frequently there is no record in the Book to show that the remarks were perused by them on any occasion. In future, the Gazetted officers should peruse the remarks and take suitable action on each complaint as otherwise the purpose of maintaining a complaint Book will not be achieved. The delay in the supply of books at the counter which is the main complaint, may be avoided by making necessary arrangememts.

The non-maintenance of such a book prior to 16-6-1949 shows that no attempt was made to study the complaints of the Public who are intended to be served by the Depot.

VI. Despatch of Books by Post: For books for which value is received by Postal money order, the clerk in charge of the Register of valuables passes on the requisition to the despatcher for compliance. The despatcher is stated to despatch the Books etc. to the remitter. No acknowledgment is obtained from the parties in token of their having received the books. As in the absence of such acknowledgments it is not possible to verify if the books have reached the concerned parties, it is necessary that such acknowledgements should be obtained in future.

In this connection, it is also noticed that there are many old items for which money has been received many months ago and credited to Governmwnt without the publications not being yet despatched to the concerned parties. The crediting of remittances to Government account when books cannot be supplied immediately is irregular and the practice should be put an end to.

VII. Sales to Commission Agents.: (a) There are about 34 agents in the mofussil and 13 agents in Madras to whom Publications are supplied on payment of cost minus 25% commission in certain cases. The supplies to Madras agents are made on cash payment and supplies to the mofussil agents are made per V.P.P. The list in the margin shows the outstandings of value yet realisable on parcels of Publications despatched during the last and previous official years.

Year.	Items	Amount of V.P.P due.
1946-47	1	Rs. 24-0-0
1947-48	1	4-2-0
1948-49		227-8-0

(b) Publications supplied to these agents are also taken back sometimes and the value originally collected from them refunded. The procedure adopted while taking back the books is defective in the following respects.

(i) It is not checked at any time by anybody if the books returned by the agents to this Branch for cash refund were at all originally supplied by the Branch. Unless this check is effectively exercised the books sold to private parties and used by them might also be returned to the Press through the agents for refund of cash value; which will be highly irregular.

(ii) No time limit is fixed for the return of unsold books. This would result in obsolete books also being taken back on payment; which will again lead to huge unprofitable outlay.

(iii) The value of refund claimed is not checked with the value paid by the agent at the time of purchase, as reference to original purchase (Invoice Number date etc. is not quoted by the agent not verified by the Branch Office) Wherever the cost of a returned publication has increased, the agent is likely to get a refund of an

an amount greater than what he originally paid as the refund is made at the current rate and not at the rate at which it was originally purchased. So long as these defects in procedure are not rectified, it is not possible to prevent avoidable over-payment and loss of Government money.

(c) The accounts of these agents ~~are~~ are maintained in a day Book and the transactions of any particular agent with his outstandings are not readily available. There are no means of easily checking if the concession of sale of commission basis to which agents only are entitled is not extended to non-agents by unscrupulous hands. An effective control over supplies and refunds to agents will be possible if personal ledger accounts are maintained in respect of each agent.

VIII Sales to Central Government Officers, Officers of other Provincial Governments and private bodies such as universities.

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The cost of books ~~are~~ supplied to Central Government offices is recovered by book adjustment. In respect of offices of other Provincial Governments and private bodies, the books required by them are sent in advance of payment. Bill of cost is sent with the books in all these cases; and the ~~men~~ recovery is watched through a Day Book. The entries in the Day Book show that there is abnormal dealay in effecting book adjustments in the case of Central Government offices as well as in the realisation of cost from other officers / or private bodies. The number of items in which recovery is pending is as follows:

1946-47	29 items.
1947-48	106 items.
1948-49	230 items.

Some of these items are for less than a rupee. The issue of reminder in all these cases involves a good deal of work. Much time and labour can be saved if it is made the rule that all supplies for less than Rs.60/- should be made on cash payment only. Sums of Rs.10/- and below may be required to be sent by the parties in advance: by means of postal orders and supplies costing more than Rs.10/- may be sent by V.P.P. This arrangement would avoid unnecessary correspondence and delay in effecting recoveries for books supplied.

IX Ledgers: The following are a few of the defects noticed in the maintenance of the Ledgers in this Branch.

(a) The actual balances ~~are~~ as verified on the first day of the official year are noted as opening balances of the year instead of the book balances at the end of the previous year. This is in violation of the instructions in para 166 of the office Manual. The correct procedure should be to bring forward in the new Ledgers only the Book balances, the differences between these and the actual stock balances being adjusted under proper sanction. The stock excess found should be shown as receipt during the year under proper authority and the stock found short should be shown similarly under issues under sanction to write-off by competent authority. The adoption of the present incorrect procedure evades the necessity to record sanctions to write off in the Ledgers.

(b) The ledgers are not posted up-to-date with the result that the correct book balances are not made available on any day. Unless day-to-day postings of Ledgers are insisted on and completed the purpose of maintaining the Ledgers viz., to ascertain the balances as per Ledgers on any occasion cannot be achieved.

(c) The postings in the Ledgers which are not free from errors are not checked by anybody. Such a check of these postings appears necessary in view of the numerous errors noticed. A cursory investigation of the discrepancies in the stock verification statements for 1948-49 disclosed many postings of incorrect receipts and issues, quantities and varieties posted as receipts being different from the quantities and varieties noted as having been received in the invoices, and similarly quantities of one variety

variety of Publications sold being posted as issue under a different ledger account.

(d) New books and publications are received from different departments in the Mint Press viz., Binding, Book, Gazette, (L.R. departments etc.) These departments use different invoice books and the invoices with which books are sent by any department do not bear consecutive numbers. The invoices are kept in a bundle in the Mount Road Office. Receipts are made out in respect of each invoice and the postings in the ledger are made with reference to these receipts. There is no certainty that the invoices with which the books are sent from the Mint Press and kept in the Mount Road Depot are exhaustive and no invoices are missing to ensure that all the books received are brought to account in the ledger. It is therefore necessary that all the books and publications intended to be sent from the Mint Press to the depot at Mount Rd. are despatched through a central despatch section in the Mint office who should use separate invoice books for the despatch of the books to Mount Road Branch.

IX Stock-taking: The annual stock taking for 1948-49 was done between 28th March 1949 and 2nd April 1949 by 81 members of the staff noted below.

	Clerks.	Warehousemen	Attenders.	Binders	Total.
Staff from Mount Rd. Branch.	13	4	8	-	25
Do- Central Press.	13	-	3	40	56
Total.	26	4	11	40	81

The wall books in which the stock-taking was recorded have not been completely posted in the stock-verification Registers. From the postings already made, a very few cases of abnormal shortages requiring immediate action are brought to notice - Please vide list appended to these notes. This list is not exhaustive and it is stated that the shortages noticed may not be real but may be due to (i) incorrect stock-taking and (ii) incorrect ledger balances.

Incorrect stock-taking might have resulted from the following defects:

(a) Same Publication is found stocked in various racks and is noted in more than one wall book by more than one set of stock verifiers.

(b) The stock verifiers posted for stock taking were not quite efficient and literate.

(c) Separate unaccounted stocks were kept by the sales-clerk Day Book clerk, despatcher etc.

Incorrect ledger balances might have resulted from the unchecked incorrect opening balances, receipts, issues and balances arrived at. All these defects will , it is stated be rectified by a re-check of the physical balances and ledgers before the stock verification registers are got ready for report. Such a recheck long after the event, will be beset with many efforts to manipulate etc. The proper course would be to remedy the defects in such a manner that they never recur so that the stock-taking and the stock verification report are correct on the day the stock-taking is completed. The very fact that orders on the stock taking for the years 1945-46, 1946-47, and 1947-48 have not yet been passed shows the condition in which stock-taking is done and reported on year after year.

The report for the year 1948-49 has to be prepared and the causes that might have led to the shortages (as finally arrived at) completely investigated so that these may not recur. The probable causes for the final shortages should be, as gathered from an inspection of the office, (i) the stock being kept in the Store-room in more than one place facilitating removal of books etc. wit out immediate detection (ii) the store-room having too many

many openings through which publications etc. could be passed on to outsiders and (iii) maintenance of a separate unaccounted stock with the clerks responsible for the issue of books at the counter and through Post as this will aid greater number of books being issued than those for which payment has been realised.

Another interesting feature in the stock-taking of 1948-49 is that in very many cases the actual balances on hand exceeded the Ledger balances. A few cases of very large variations are given below.

Folio.	Publication.	Ledger balance.	Actual balance
7/28	Rules under Madras Shop Act	15370	23379
-do-	Revised rules for award of E.S.L.C.	379	847
7/32	Physiology and Hygiene/ Eng-Malayalam.	233	1600
7/37	E.S.L.C.Tamil Text Books.	1523	4079

Dead stock: A list of books on which there had been no sales for the previous five years was prepared. Against Rs.3,52,418-7-2 the total value of whole stock on 31-3-48, the value of dead stock as per the list is Rs.21,868-14-5 which is almost 7% of the value of the stock. Many of these publications are superseded publications If, as instructed in para 168(a) of the office Manual, quarterly statements of such superseded publications had been prepared and submitted to the Superintendent for getting them written off and disposed of under proper authority, such accumulation of superseded/Publications would have been avoided. Such of the publications as have not been superseded but do not find a sale for a long period should also be listed out and action taken to dispose them by advertisement, by calling for tenders, or in any other suitable manner under orders of the Government. Early action has to be taken to dispose of all these items as accumulation of such un-wanted books in the stores (i) involves avoidable extra store accommodation and handling etc. charges (ii) renders picking of wanted Publications difficult and (iii) is likely to lead to their deterioration when they would fetch some value if sold earlier.

General: In view of the fact that the money value of the average Publication sold at this Branch is very insignificant and not commensurate with the cost of Establishment etc. which the running of this Depot involves, it is for consideration if the sale of all Petty and unimportant Publications should not be entirely assigned to some of the local commission agents.

List of a few abnormal shortages noticed during stock-taking in April 1949

Folio	Publication with cost per copy	Ledger Balance	Actual Balance	Shortage	Value
	B.S.O Vol I (3-0-0)	6	-	6	18-0-0
	B.S.O Vol II (3-0-0)	22	-	22	66-0-0
	B.S.O Vol III (3-0-0)	26	-	26	78-0-0
2/34	Madras Act XXXVII of 1947 (0-5-9)	3984	2642	1342	482-0-0
7/8	Estates Land Act (2-8-0)	1962	1828	134	335-0-0
-do-	Land holders Statement (3-8-0)	233	2	231	
-do-	II (3-8-0)	233	1	232	
-do-	III (3-8-0)	225	22	203	
-do-	IV (3-8-0)	219	10	209	
				875	3062-8-0
-do-	Oral evidence I (2-12-0)	235	14	221	
	II (2-12-0)	232	-	232	1245-12
	III (3-4-0)	231	1	453 230	747-8
	IV (3-0-0)	248	1	247	741-0
4/21	M.F.C. Vol II (2-8-0)	1202	247	955	2387-8
4/28	M.T.C. Vol II (3-6-0)	777	594	183	617-1
6/32	Report of Tamil University Commission (4-0-0)	144	-	144	576-
7/28	Rev. Syllabus for Ele. schools (0-4-0)	2054	144	1910	477-
-do-	-do- Tamil (0-4-0)	4896	2433	2463	615-
-do-	-do- (Telugu) (0-4-0)	8209	39	8170	2042-
7/33	Notes for Teachers on the syllabus for Ele. schools (0-3-0)	5826	730	5096	955-8
7/38	T.S.L.C. Telugu Text Book for Sec. Grow. (1-10-0)	1575	1008	567	921-6
7/9	Report of the Madras Estates Land Act Committee Part I Tamil (2-10-0)	1938	34	1904	4998

Electrical and mechanical Engineer.

This officer working under the Superintendent Government Press is in charge of the Electrical Section , the Mechanical section and the Carpentry. In view of the fact that, according to the G.O. sanctioning the post, this officer need possess a degree or a diploma only in ~~it~~ Electrical Engineering, in view of the fact that the machines in the Printing and Binding sections can as well be looked after by the officers in charge of these sections who are technically trained or qualified, and in view of the fact that the carpentry section can be placed in charge of any officer in the Press, it is for consideration if this Gazetted post along with the post of his assistant should not be abolished altogether. The erection and maintenance of Electric plant and installations may be entrusted to an officer of the Electrical Departmentment working directly under the Chief Engineer for Electricity. The following notes on these sections support this view.

Electrical section: This section attends to the maintenance of (i) the Lighting and fan arrangements (ii) motors attached to the machines (iii) heating crucibles etc. and (iv) the Power House. The non-gazetted strength of this section is (a) one Assistant to E & M.E. (b) one Chief Electrician (c) Four Assistant Electricians (d) six Junior Electricians

Even though para 413 of the office manual requires that the Engineer should see that the men under him give a good account of themselves and that the Engineer should, for this purpose, maintain the order book of the section, it is seen that neither this order book nor any other record similar to a Time Sheet has been maintained to prove that services of the men in this establishment were ~~are~~ properly utilised.

Stores received and utilised in this section fall under three categories (i) consumables (ii) spare parts and (iii) tools. Even though a large quantities of consumable articles and spares should have been obtained and used in this section year after year, no account was kept in this section till April 1949 when a Register was opened which contained the following remarks under the initials of the Permanent Engineer.

'All consumable spares, as far as possible, of the Electrical side are entered in this Book. As this work had to be rushed through there might be certain disparities in quantity which may be rectified as and when brought to notice'

XX XX
1-4-1949.

Most of the items appearing in the list of spares issued to this section 1940 and 1945 maintained by the Stores section do not appear in the register referred to above. There is no record to show when and on what machines these omitted items were fixed. Nor is a record maintained of the replaced parts removed from the machines. It is not therefore possible to admit that the spare parts were utilised at/on Government /all machines. If it should be assumed that they were so utilised even in the absence of these records, it has at least to be stated how the unserviceable parts were disposed of as they should fetch some value as scrap.

Mechanical section: This section attends to the erection and maintenance in proper condition of the machines in the Printing and Binding sections. The machines in the Lino and mono sections are looked after by the officers in charge of these sections. The strength of this section is (a) Four Head general mechanics (b) seven Junior mechanics and (c) a temporary establishment consisting of one Fitter maistry, one Blacksmith, one Fitter and one Turner.

Time-sheets: The time-sheets maintained for this section show the daily hours spent by each machineman on the work order issued. Most of the work orders are orders for the whole month such as (i) Repairing binding machines (ii) Repairing numbering machines (iii) Repairing Printing machines (iv) Turing work during the month etc. One or more mechanics are earmarked for each such work order. The time sheets do not show the number of machine repaired or other particulars of work attend to each day and the actual time taken. In the absence of such a record of each mechanic's daily outturn, it is not possible to say if he had given Productive hours only throughout and if his non-productive idle hours could not have been utilised elsewhere.

Stores (a) No Register of spares and consumables obtained for use in the section was maintained till 1-4-1949. The following remark is recorded by the permanent Engineer on 1-4-49 on the inside cover of a Register opened on that date.

"All consumable spare parts of the mechanical side as far as possible are entered in this book. As the work had to be gone through in a hurry without help it is possible there might be errors in respect of quantity which may be rectified as and when it comes to the notice"

****

1-4-1949.

The non-maintenance of an account for spares and consumables prior to 1-4-1949 when, especially, all the spares purchased by the stores are issued to the section long before they are required is highly irregular. The opening of a new Register with the above remarks is equally irregular. All stock should have been counted and taken over on the books without any such modifying clause. Large quantities of spares should have been consumed in this section and there is no account of the particulars of such consumption of the unserviceable spare parts replaced on such occasions.

(b)Another important point is that parts of the various machines sent mostly to private foundries for welding, repairs or manufacture. When manufactures of new parts are ordered, samples of such parts are invariably sent along with the order. Thus, parts of the machines or samples accompany orders for repairs on private Foundries. There is no account to show (s) what parts were sent for repairs (b) on what order the repairs were ordered (c) when they were sent (d) when they were received back and (e) in what condition they were received. There is no record wherefrom this information can be gathered. In the absence of this information, it is not possible to check if only parts requiring repairs were sent to the Foundry and if all the parts despatched were received back in proper time and condition. This defect affords ample scope for leakage of machine-spares.

(c) An inspection of the mechanical section disclosed accumulation of many lengths of new angle iron, rods etc., which are not borne on any stock account. Such a stocking of unaccounted raw materials will aid manipulation of indents and leakage of materials.

Carpentry Section: This section attends to all sundry repairs to the Furniture in the office, besides the manufacture of Furniture and months required by the Press. One Head carpenter and eight Junior carpenters are working in this section.

The carpenters are engaged on the various work orders issued by the various sections for the repair and manufacture of the Furniture etc. of the Press. The materials required for each work order are noted on the reverse of these orders. These entries are not attested by anybody to show who estimated the requirements and who actually checked and passed them.

The time taken for compliance of each work-order is not noted thereon. There is, thus, no data to prove the correctness of the entries in the Time sheets which indicate that the carpenters were engaged on certain work orders for certain periods. It cannot be proved by anybody that all the charged hours (Regular & overtime) of the carpenters were productive as there is no record of their daily out-turn.

There is no record of materials received in this section for compliance of work orders and utilised on them so that any articles that might have been obtained in excess might be accounted for separately. On an inspection of the carpentry section, a very large stock of timber is found stored. A perusal of the pending work orders showed that this stock of wood was only surplus. This view is also supported by the fact that for the manufacture of furniture in orders x256 dated 17-3-49, x255 and x254 dated 15-3-49, Teakwood from surplus stores was ordered to be used. The existence of surplus stock shows that greater quantities of materials are generally indented for than actually required.

With reference to para 315 of the office manual no work whether for repairs or manufacture shall be taken up in the carpentry section without an indent passed by the Superintendent. Many of the orders were passed only by ~~some~~ some officer other than the Superintendent. The following are a few cases where the counterfoils of work orders show that the work was taken up without the orders of any officer:24/20-4-49, 26/23-4-49, 40/29-4-49, 58/13-5-49, 71/18-5-49, 72/18-5-49, 76/19-5-49, 254/15-3-49.

An analysis of the pending orders of the Stores section for the manufacture of Furniture for which materials have been received in this section shows, as indicated below, long delays in the manufacture and repairs. As such delays are apt to encourage manipulation of indents, they should be avoided.

Month and year in which stores were issued.	No. of items.
1948	4
1/49	3
2/49	2
3/49	2
4/49	2
5/49	7
6/49	8
Total.	28

Types and Type-metal.

Theft of types and typemetal by Press employees

(a) Main cause for increase in cost of type:

The following statement prepared from the annual administration reports show that the cost per lb of types manufactured in Foundry goes on increasing rapidly year after year. The main factor that is found to contribute to this increase in cost is the shortage in the quantity produced at the Press foundry against the legitimate large quantity due; and the reason for this shortage in production can only be the leakage in the Foundry.

Type.	Average cost per lb of types manufactured in the Foundry. 1940-41	41-42	45-46	46-47	47-48
Foundry cast.	1-3-4	0-15-8	1-5-2	1-10-7	5-14-1
Mono cast	0-5-11	0-5-6	0-5-8	0-6-0	0-5-1
Mono leader rules	0-4-8	0-4-6	0-4-9	0-5-4	0-5-3
Electros.	3-9-7	5-6-11	15-0-4	4-3-2	6-9-6
Stereos.	0-8-1	0-6-11	0-7-7	0-8-11	0-6-6

(b) Reported theft of metal in 1945:

With reference to G.O. Ms. No. 383 Edn. dated 13-3-45 the stock of stores and paper at the Government Press and its branches were verified in April 1945. While submitting the report to Govt. in 36 Pdl dated 19-9-48 the Superintendent stated that the shortage of 1800 lbs of dross metal noticed in the stock-taking was due to several cases of theft of metal in the Government Press by the employees. As the metal was stated to cost 5 pies per lb. and as no orders were sought on the loss, the Govt. did not pass any remarks on this part of the report. The pricing of this metal at 5 pies per lb was incorrect in view of the facts (i) that it assumes dross to have no value at all and that the cost represents only the cost of extraction and not the cost of the metal in the dross and (ii) that this metal is used as efficiently as the new metal and along with it. The value of the new metal in 1946 was Re.1/- per lb and the value of metal stolen at this rate is Rs.1800/- The correct market value should have been reported and the sanction of Government for write-off obtained.

(c) Even at present, a case of theft of types is under police investigation; and two compositors of the Press involved in this case are under suspension.

Unless the stock of Type metal and types(various kinds) is immediately taken and each section handling this stock is made to maintain separate day-to-day account of this stock getting in and getting out of the section such persistent thefts cannot be prevented. The Heads of the sections should be made responsible for the custody and accounting of the stock in the sections and should periodically verify it with the book balances.

Even though paragraph 199 of the office manual requires that a list of all composed matter kept standing should be maintained and periodically checked, this is not done with the result that any matter ordered or marked as 'kept standing' might without detection or check, be meddled with and removed out of the Press. This is a case of failure to adhere to a rule in the Manual which might encourage theft.

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General Remarks.

Machinemen.:

One of the reasons advanced by the officer in charge of the Machine Section for the inordinate delay in recording the hours spent by the machinemen on each of the operations was their illiteracy. On actual verification it was found that almost all the men could sign their names and record their Register numbers. The signatures with the Register numbers obtained from them are found in the attached sheets. The explanation of the officer is not acceptable.

Bonus payments to compositors:

To ensure that the composing sections give a fair out-turn instead of the present miserable short outturn, the Government in G.O. No. Ms. 2886 Edn. dated 16-11-48 ordered that bonus may be paid to persons giving outturn in excess of the prescribed minimum, and that at these same rates recoveries may be effected from those whose outturn is hort of that minimum. Whereas bonus for excess work is being paid to the compositors with effect from 1-4-1948 no recoveries have till now been effe cted for short outturn. On the contrary the recoveries for 1948-49 have been recommended to be waived. In view of the fact that the bonus for April 1949 works to Rs.324-7-6 and the recoveries due work up to Rs.1555-13-10 for the same month, (the short outturn persisting in spite of the G.O.) it is absolutely necessary to give effect to the recovery as ordered if the purpose of the G.O. should be achieved.

Sanction to overtime work:

(a) A close scrutiny of the persons to whom overtime has been granted would disclose that overtime is granted even to persons whose outturn during regular hours is short of the minimum. This irregular grant encourages persons to do no work during regular hours so that they might work overtime or to show the out-turn during normal hours against overtime hours. This system should be put an end to. The following persons, for example, were granted overtime in April 1949 even though their monthly outturn during the regular hours was short of the minimum.

High Court Section.

No.	Name.	Recovery due for short outturn.	Overtime wages paid.
632	N.R.Kuppuswami.	10-9-6	1-13-0
790	M.B. Balakrishnan	10-2-0	3-3-0

(b) The following information gathered from the annual administration reports show that the ratio between the overtime wages and the regular time wages paid to labourers in the composing and machine sections is increasing year after year. This increasing tendency for grant of overtime requires to be investigated and put an end to.

Year.	Total impressions.	Composing section. Payment for regular hours.	Composing section. Payment for over-time work	Machine section. Payment for regular hours.	Machine section. Over-time
1945-46	113,395,275	2,45,275	36203	60,033	8735
1946-47	101,729,859	2,60,126	38298	59,847	13345
1947-48	115,735,251	2,59,420	49754	64026	24102

Leave Account of Press Employees.

There are a large number of absentees every day in all the departments. A statement showing the number of absentees in the several departments during April 1949 is placed below. On most of the days the number of absentees exceeded 250 against the total strength of 1946 i.e, nearly 1/8 of the staff.

The workmen avail themselves of the leave they earn (at 1/11 of duty periods) at short intervals i.e., immediately they earn one day's leave, they avail of it and supplement it by 'leave without pay'. The credit in their leave accounts never exceeds one or two days. A statement showing the total periods of leave taken by some of the workmen in the different departments during 1948 is placed below. On an average, an employee avails of 45 days' leave, in a year, besides the 20 days' casual leave admissible. As the total of 65 days is spread over 52 weeks, the employee absents himself for about 2½ days in a fortnight. The total absence works out to 25% of the working days in a year as indicated below.

Sundays and Saturdays 52 x 1½	-	78
Government Hoilidays.		28
		106
Number of working days. 365 minus 106	-	259
Percentage of absence to the working days.		25%

Under para 20 A (f) of the Office Manual leave for 1 day may be granted by the Assistant Superintendent, the Deputy Superintendent may grant leave for 2 days and any leave exceeding 2 days requires the sanction of the Superintendent. But by an office order dated 10-5-1949 the Deputy Superintendent has been authorised to sanction leave upto 10 days.

An examination of the leave memoranda received in May 1949 shows that invariably leave is applied for on grounds of sickness (e.g. fever, stomach-ache, diahorrea etc.) Leave on grounds of private affairs is generally applied for in advance. In cases of sick leave, they either send reports on the day of absence or apply for sanction of the leave on the day they join duty. This procedure is authorised by para 24(a) of the Office Manual. This rule also stipulates that absences without leave which are not converted at once into authorised kinds of leave will not afterwards be altered. The leave accounts show that there had been many cases of absences without leave during 1947-48 (The leave register for 1948-49 has not been posted from the attendance registers) Under the rules, absence without leave constitutes break of service entailing forgeiture of part service for purposes of leave and increments. But it has been the practice in the Press to treat 'absence' as 'leave without pay' and to count prior periods for purposes of leave account and increments. This is irregular. If the rules are strictly enforced, the employees may be made to minimise their absence.

In cases where the men have been absent for long periods (as indicated by the leave register) it is stated that either their names have been struck off the rolls or they have resigned In once case (R.K. Natesan, Binder) the absence was for one month from 1-12-1948 and his name was kept on the rolls. The employee was allowed to join duty without any formal order of reinstatement. Another binder, T. Punyakoti was absent for a long time from 15-6-1948 and it is understood that he has recently been reappointed in a temporary post.

P.T.O.

The entries in the service books have not been brought up-to-date and the verification of services has not been done after 31-3-45 and in some cases after 31-3-44.

Register of Valuables:

The amount outstanding as 'amanath' in this register on 28-6-1949 when the cash book was last closed was Rs.1663. This amount includes items of June 1948 onwards which have not been finally credited to Government or refunded to the parties. Old items should be cleared by a periodical (say monthly) review of the register.

Absentees Rich for the month of April 1949.

Department	Strength	1	2	4	5	6	7	8	9	11	12	14	16	18	19	20	21	22	23	25	26	27	28	29	30
Accounts, Computing, Attenders, Peons etc.	94	10	9	11	9	10	11	13	12	11	12	11	12	13	12	14	15	22	16	15	14	13	14	15	14
Time keepers, N.H.R. etc.	64	8	7	15	13	9	13	12	10	16	13	14	15	16	15	16	14	15	13	12	13	14	12	13	15
Press and Machine	292	32	30	52	56	51	43	35	32	45	32	70	35	58	48	42	43	38	31	41	37	35	37	38	42
Reading	226	23	24	38	45	35	39	34	23	33	25	61	25	38	33	30	35	34	25	34	26	29	31	24	32
Binding	301	20	15	60	56	43	45	33	25	45	32	53	31	55	46	35	36	35	24	36	45	46	43	45	43
Superising	84	5	2	5	9	5	6	4	5	3	4	8	5	6	5	6	5	6	4	5	6	5	6	7	6
Despatching	103	11	12	18	17	15	16	12	13	23	18	28	15	16	18	17	15	16	13	14	15	14	13	14	12
Type Foundry	46	4	3	3	4	5	4	5	4	5	4	7	6	5	6	5	6	5	4	6	5	6	5	6	6
Mechanical, Electrical and Carpentry	57	5	5	4	5	6	7	6	5	6	5	7	6	6	5	6	7	6	5	7	6	5	6	5	6
Book.	52	3	3	13	9	6	4	3	4	9	5	12	3	5	8	9	7	11	6	10	8	6	6	6	10
F.a.	75	7	7	18	15	12	13	11	10	11	13	15	8	6	12	11	15	16	11	11	12	16	14	12	10
S.F	23	1	1	3	3	2	2	1	1	1	3	2	–	2	3	3	2	1	1	4	3	3	3	3	6
Gaz	52	1	2	6	6	4	3	2	2	6	7	8	2	3	6	5	10	8	5	5	5	7	8	8	6
Publics	45	3	3	6	5	5	5	3	1	3	4	10	4	6	2	3	6	5	5	3	2	5	4	6	5
High Court	182	3	4	18	11	9	11	12	10	11	12	10	9	13	11	11	7	8	4	8	10	11	11	14	6
F and P	35	1	2	2	6	3	2	–	2	4	3	5	–	2	7	5	3	5	2	2	3	2	2	4	2
Job.	45	2	5	3	2	2	3	1	2	3	3	5	4	4	2	5	6	7	5	9	8	6	6	7	5
Rino	56	10	7	9	10	11	10	12	11	9	7	12	7	7	8	6	8	8	7	8	11	9	9	11	10
Mono	19	1	1	3	3	2	2	3	2	1	1	3	1	2	2	2	3	3	3	2	4	2	2	2	2
Confidential	22	–	–	1	2	2	2	1	1	–	–	–	–	1	2	2	1	2	2	3	3	4	4	3	5
Apprentices	18	3	4	3	3	5	5	4	4	5	4	6	5	6	5	7	6	7	6	7	5	6	5	6	7
Menials	105	6	5	10	13	11	12	10	8	18	2	15	9	11	12	15	13	14	10	13	12	13	11	12	14
Total	1946	159	151	301	302	253	258	217	187	264	9	362	202	281	268	255	263	278	202	255	253	257	252	256	264

Time Keeper
D.S.I
Superintendent.

A. Leave account of Govt. press employees

for the period 1st January to 31st December '48

Serial no.	No. and Name.	Total Periods of leave taken	No. of spells of leave	Remarks
	Composing Dept. (Hand and Machine)			
1.	5. S. Kannan.	L.F.P. 20 days.	20	
		L.H.P. 8 "	2	
		L.W.P. 28 "	9	
		56 "	31.	
2.	424. S. Prabhakarathan	L.F.P. 23½ "	13	
		L.H.P. 9 "	1	
		L.W.P. 20½ "	14	
		absence. 2 "	2	
		55	30	
3.	311. S.K. Nathamuni	L.F.P. 21½ days	22	
		L.H.P. 15 "	3	
		L.W.P. 4 "	4	
		40½ days	29	
4.	52 F.S. Roy.	L.F.P. 30½ days	17	
		L.W.P. 14½ "	8	
		45	25	
5.	352 P.A. Govindaswami	L.F.P. 20½ days	21	
		L.H.P. 46 "	5	
		L.W.P. ½ "	1	
		67 "	27	
6.	254 Chengalvaraya Chetti	L.F.P. 26½ days	17	
		L.W.P. 21 "	6	
		47½ "	23.	
7.	364. A. Tiruvengadam	L.F.P. 23 days	23	
		L.H.P. 12 "	2	
		L.W.P. 9 "	7	
		absence. 1	2	
		45 "	34	
8.	305 A. Subramanian	L.F.P. 18½ days	15	
		L.H.P. 40 "	3	
		L.W.P. 26 "	13	
		84½ "	[illegible]	

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Composing Dept. Contd.

Sl. No.	Number and name	Total periods of leave taken		No. of spells of leave	Remarks
9	142 P. Murugiah Reddy	L.J.P.	19 days	7	
		L.H.P.	47	6	
			66 "	13	
10	203 S.R. Thanthiah	L.J.P.	35 days	22	
		L.H.P.	5 "	1	
		L.W.P.	20 "	10	
			60 "	33	
11	337 P. Krishnamurthy	L.J.P.	30½ days	16	
		L.H.P.	23 "	2	
		L.W.P.	13 "	5	
			66½ "	23	
	Press and Machine Dept				
12	983 S. Nadarajan	L.J.P.	25½ days	23	
		L.H.P.	14 "	2	
		L.W.P.	1½ "	2	
			41 days	27	
13	463 K. Doraiswami	L.J.P.	50 days	17	
		L.H.P.	51 "	8	
			101 "	25	
14	583 A. Natesan	L.J.P.	14 days	12	
		L.H.P.	17 "	2	
		L.W.P.	8 "	5	
			39 "	19	
15	554 C.M. Govindaswami	L.J.P.	18 days	14	
		L.H.P.	64 "	2	
		L.W.P.	4 "	4	
			86 "	20	

Serial no.	Number and name	Total periods of leave taken		No. of spells of leave	Remarks
	Type Casting				
16	926 C. Doraiswami	L.J.P.	15 days	15	
		L.H.P.	60 "	1	
		L.W.P.	43½ "	11	
			118½ "	27	
17	884 L. Ponnuswami	L.J.P.	24 days	26	
		L.H.P.	6 "	1	
		L.W.P.	1½ "	3	
			31½ "	30	
	Binding Dept				
18	1144 N. Rangarathan	L.J.P.	27 days	26	
		L.W.P.	22 "	19	
			49 "	45	
19	738 P. Ramanugaswamy	L.J.P.	22 days	24	
		L.W.P.	19½ "	17	
			41½ "	41	
20	740 T.N. Ramalingam	L.J.P.	20½ days	18	
		L.W.P.	25½ "	21	
			46 "	39	
21	836 T.V. Ramanujam	L.J.P.	22 days	22	
		L.H.P.	14 "	1	
		L.W.P.	11 "	8	
			47 "	31	
22	1143 E. Parthasarathi	L.J.P.	29 days	20	
		L.H.P.	17 "	4	
		L.W.P.	3 "	4	
			49 "	28	
23	718 T. Archunan	L.J.P.	33 days	23	
		L.H.P.	17 "	1	
		L.W.P.	2½ "	4	
			52½ "	28	

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Reading Dept

Sl. No.	No and Name.	Total Periods of leave taken	No. of Spells of leave.	Remarks.
24.	423 C. Rameswarmi Naicker (Reader)	L.J.P. 37 days. L.H.P. 97 " L.W.P. 2 "	12 1 (27.3.48 to 1.7.48) 1	
		136 "	14	
25.	426 S.K. Srinivasa Iyengar (Reader)	L.J.P. 24 days L.H.P. 11 " L.W.P. 4 "	18 1 2	
		39 "	21	
26.	364 K. Bhupathi (Copy holder)	L.J.P. 24 days L.H.P. 33 "	17 3	
		57 "	20	
27.	376 Md. Azimuddin	L.J.P. 20 " L.H.P. 23 " L.W.P. 15 "	19 2 9	
		58 "	30.	

B. Absentees without leave in 1947

		No. of days of absence	No. of occassions
No. 818. R. Tiruvengadam	(Binder)	17½ days	10 occassions.
124. M. Devaraj.		23½ "	17 "
E.R. 179	R. Thoppaswamy (press & machines)	27½ "	17 " "
403.	K. Doraiswamy (Press & machines)	33½ "	15 "
443	Chakrapani (electrician)	35 "	9 "
319	K. Ramanadhan (Reading)	15½ "	10 "
29	P. [illegible] Reddy (Reading)	19	2 "
210.	A. Subramaniam	8½ "	4 "
E.R. 4H	M. Govinda Pandian V.E. Pandu — Ramaya	18 "	4 "
E.R. 13	N. Rathnam	15 days in Mar '47. 1 days	4 occassions.

C2 95

1923.

D.O. Madras Collector's Office,
Dated the 3rd January 1950.

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My dear Lobo Prabhu,

Sub: Government Press - Reorganisation of

Ref: G.O. Ms. 4438 Public (Special) dated 17-12-49.

I entered on my duties as Special Officer for the re-organisation of the Government Press, Madras, this day fore-noon.

Yours sincerely,

V.V. Sharmanan

3.1.50.

To
Sri.J.M.Lobo Pranhu I.C.S.,
Secretary to Government,
Education & Public Health Dept.,
Fort St. George.

EPH
C2

May be added to the main file.

4/1/50.

3.1.50

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SECRETARY TO GOVERNMENT ... 4 - JAN 1950 ... CATION AND PUBLIC ...

Madras

HEAD QUARTERS:

Date: 3rd January 1950, Forenoon

Special Officer for the re-organization of the Govt. Press (Additional ...

Order under which ~~to ... is made~~: G.O. Ms. 4438 Public (Special) ... additional charge is taken

For use in audit office. Entered in A/R. Entered in L/Acct. Entered in H/S. Leave salary Certificate issued Auditor: A.A.O.	RELIEVED OFFICER. 1. Name and intitials (Block letters). i) If proceeding on leave: a) Duration of leave. b) Address during leave. c) Place at which salary is to be drawn. or ii) If on transfer post: a) Station to which transferred. 5. Signature. 4. Official designation holding in addition ...
For use in audit office. Entered in A/R. Entered in L/ACCT. Entered in H/S Joining time admissible. Joining time taken. Pay slip issued. Auditor. A.A.O.	RELIEVING OFFICER. 5. Name and int... (Block letters). 6. i) whether return in from ... ve. ii) If so, ... place at ... orders of pong were recei... iii) If not from what post, Stati... transferred. c) Date relief at ... oldation.

V. Subramanian 3.1.5

7. Signature.
If only holding charge in add... to 3/1/50 ...

a) Official designation of relieving ...
b) Name of the Officer posted if known.

To The Chief Secretary to Government, Public (Spl...
To the Accountant General, Madras.
To The Secretary to Government, Revenue Department.
Copy to the Secretary, Board of Revenue, Madras.
To The Secretary, Econ & P. M. Dept. ...

EPH
C2

May be added to the main ...

6/1/50

5/1/50

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