EDUCATION, 1950 DEPARTMENT.

MS. SERIES.

G.O. NO. 1805 Edn.

DATED. 16. 6. 1950.

Sub Economy in Stationery - further instructions issued

FOURTH ASSISTANT (CENTRAL) TO GOVT. OF INDIA
16 JAN
DELHI

GOVERNMENT OF INDIA
MINISTRY OF WORKS MINES AND POWER.

No.A354 Dated New Delhi, the 14th January 1950.

3974

OFFICE MEMORANDUM

Subject:- Economy in Stationery.

In view of the imposition of a 10% reduction in the budget grants of the S&P Department, the need for the utmost economy in that Department which was always keenly felt, has now become imperative. Steps have already been taken to bring about economy in printing. The object of the present reference is to urge the Ministry of Finance etc. to economise in the use of stationery stores including paper. The Stationery and Printing Department is a service Department. Except for the overhead charges, expenditure is incurred on the collective demands placed by the various Ministries and offices subordinate to them on the Stationery Office. Economy in expenditure on the Stationery and Printing Department can be effected only if the demands from the indentors are reduced, and this can be achieved only with the full and whole hearted co-operation of all the Ministries and offices concerned.

2. To achieve such economy it is essential that the Ministries and offices receiving stationery stores from the Government of India Stationery Office, should reduce their requirements by atleast 10% , both in respect of the remaining portion of the current year and for 1950-51, and also refrain from demanding expensive articles where cheaper substitutes can serve the purpose. The present need for economy demands curtailment of our needs almost on the basis of the measures a-dopted during the war. While it is not intended to impose in full the restrictions imposed during the war it is necessary that the following restrictions should apply till such time as the financial position permits of their relaxation:-

(1) All Ministries and offices of the Govt. of India should reduce their demands for stationery to the barest minimum, and in any event by 10%.

2/----

DS / Cr / KBL

DEPUTY SECRET
23 JAN 1950
EDUCATION AND PUBLIC HEALTH DEPT

(2) The economy instructions contained in the pamphlet entitled "Compilation of the More Important Paper Economy Instructions" should be strictly followed. (Copies of the Compilation are available with the Ministries; if not copies can be obtained from the Controller of Printing and Stationery, India.)

(3) All indentors should accept articles of such quality as are available and can be supplied by the Stationery Office, and should not insist on high quality goods.

5344

(4) Owing to the restriction on imports from U.S.A. and the expected increase in prices of typewriters and other office equipment (consequent on the devaluation of rupee in terms of dollars), new typewriters should be indented for only when absolutely essential. Wherever possible, old machines should be rebuilt to obtain the fullest service from them. New typewriters will in future be issued only on a certificate from an officer not below the rank of a Deputy Secretary in the Ministry or from the Head of the Office concerned, as the case may be, to the effect that he has personally satisfied himself that a new typewriter is absolutely essential for the proper working of the Ministry or Office concerned.

3. The Deputy Controller of Stationery is being authorised to reduce the monetary allotments of all non-paying Ministries and Offices by 10%. It is hoped that Ministries and Offices thereunder will kindly draw up all future indents for stationery on that basis.

M.P.Pai 10.1.50

(M.P.Pai)
Joint Secretary to the Govt.of India.

To

All Ministries of the Govt.of India etc.

Copy forwarded to all local administrations etc.

it should be economised if we can impose similar economy

Sardari Lall

(Sardari Lall Vij)
Assistant Secretary to the Govt.of India.

DS(J)

From E. P. H U.O.

No 5344-E3/50-1 Edn dt 18.2.50. & PH(E2)

cannot be accepted May be lodged

Letter/Rly No 5344-E/50-3 Edn dt 17.3.50. Edn (E)

To

The Controller of Printing & Stationery, India
New Delhi

Sir,

I am directed to request that two copies of the pamphlet entitled "Compilation of the More Important Paper Economy Instructions" may be supplied to this Govt. at an early date.

Yours faithfully

17/3/50

17.3.50

EDUCATION
20 JAN 1950

available with the Ministries, if not

Education (E)

5/21/4

Letter/Ref No 5344 E/50-4 Education dt 21-4-"50.

10

The Controller of Printing & Stationery, India
1500 rm 21/4 New Delhi

Sir,

p-34 Ref :- Letter No. 5344 E/50-3 Edn dt 17.3."50.

I invite a reply to the

I am directed to refer to this

p-34 Govt letter read above and to request that ~~the reply to it may be expedited~~. enquiries

when a reply is received

Sd
18/4/50.

Yours faithfully.

Sd/-
20/4/50

Office of the
Controller of Printing & Stationery, India

—

No.89/PS/50 Dated New Delhi, the ~~March, 1950.~~ 2574/50

To

9750

The Secretary to the Govt. of Madras,
Education Department,
Fort St. George. MADRAS.

Subject:- Supply of paper economy circulars.

Ref:- Letter no. 5944/50-3 Edn. dt. 17-3-50.

Sir,

~~Copy~~ 2 copies of the pamphlet entitled "compilation of more important paper economy Instructions" ~~is~~ are sent herewith as desired.

Yours faithfully,

Shambu Ram 23/3/50

Shambu Ram,
for Controller of Printing & Stationery, India

GR*/23/3

Education (E) Deptt.

Sub: Economy in Stationery - Further instructions Issued.

**

From the Govt.of India(Ministry of works, Mines and Power) No.4354 dated 14-1-1950.

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Order/Ms. 1805 Edn. d/ 16/6/50

In view of the need for economy in the use of paper and Stationery, the Govt. have examined the measures adopted by the Govt.of India and the Govt.issue the following instructions:-

To achieve such economy it is essential that the heads of offices receiving stationery stores from the Govt.Stationery Office, should reduce their requirements by atleast 10%, beginning from the current year 1950-51, and also refrain from demanding expensive articles where cheaper substitutes can serve the purpose. The present need for economy demands curtailmer of the needs almost on the basis of the measures adopt during the war. While it is not intended to impose in full the restrictions imposed during the war it is nec sary that the following restrictions should apply til such time as the financial position permits of their relaxation:-

(a) All heads of offices should reduce their demands for stationery to the barest minimum & in a

(b) The attention of the heads of offices an deptts. is invited to the instructions issued from to time on the economy in the use of paper and stat during the war period and those instructions shoul strictly followed.

(1) G.O.2445 Edn. dated 26-12-1940.
(2) G.O.116 Edn. dated 24-1- 1941.
(3) G.O.470 Edn. dated 29-3- 1941.
(4) G.O.301 Edn. dated 20-2--1942.
(5) Memo No.41070 B/42-1 dated 25-11-1942
(6) G.O. 1688 Edn. dated 25-11-42.

(c) All indentors should accept articl

...quality as are available and can be supplied by the Stationery office, and should not insist on high quality goods.

(d) Owing to the restriction on imports from the U.S.A. and the expected increase in prices of typewriters and other office equipment(consequent on the devaluation of rupee in terms of dollars), new typewriters should be indented for only when absolutely essential. Wherever possible, old machines should be rebuilt to obtain the fullest service from them. New typewriters will in future be issued only on a certificate from an officer not below the rank of a Deputy Secretary in the Secretariat or from the Head of the Office concerned, as the case may be, to the effect that he has personally satisfied himself that a new typewriter is absolutely essential for the proper working of the Office concerned.

2. Individual economies may be trifling but the sum of these economies will be considerable. The Government trust that everyone of their employees will adopt these austerity measures to achieve the end in view.

To
The Sundt.of Stationery.
All Deptts.of Sctt.
All Heads of Deptt.

From the Secy, Ministry of Works, Mines & Power
Sub:- Economy in Stationery.

E & P.H. DEPTT.(C2)

The Govt. of India have issued instructions to their deptts. to reduce the requirements of Stationery atleast by 10% both in respect of the current year and for 1950-51 and also refrain from demanding expensive articles where cheaper substitutes can serve the purpose. In particular the following restrictions have been applied till such time as the financial position permits their relaxation.

(1) All Ministeries and Offices of the Govt. of India should reduce their demands for stationery to the barest minimum, and in any event by 10%.

(2) The economy instructions contained in the pamph entitled "Compilation of the More Important Paper Economy Instructions" should be strictly followed.(~~Copies of the Compilation are available with the Ministries, if not~~ copies can be obtained from the Controller of Printing and Stationery India,)

(3) All indentors should accept articles of such quality as are available and can be supplied by the Stationer Office, and should not insist on high quality goods.

(4) Owing to the restriction on imports from U.S.A and the expected increase in prices of typewriters and other Office equipment(~~xxxxxxx~~ consequent on the devaluation of r in terms of dollars), new typewriters should be indented fo only when absolutely essential. Wherever possible, old ma shoud be rebuilt to obtain the fullest service from them. New typewriters in future be issued only on a certificate an officer not below the rank of a Deputy Secretary in the Ministry or from the Head of the Office concerned, as the may be , to the effect that he has personally satisfied hi that a new typewriter is absolutely essential for the pro working of the Ministry or office concerned.

The Secy. has noted as follows in respect of these Instructions issued by the Govt. of India.

"It should be examined if we can impose sm economy".

3 A copy of the instruction has already been communicated to the Supdt. of Stationery but no definite instructions have been given. For orders whether the general instructions on the lines of Govt. of India may be issued to the Departments of the Sectt. and Heads of Deptts. for information and observance. The remarks of Public and Finance may be invited.

A
24-2-50

24-2-50

Secy: 25/2 Pub (Gen) Fin

Pub (Ser. C) Dept

S&PH-2004 5344/50-1

ASSISTANT SECRETARY TO GOVERNMENT 744 27FEB1950 27/2/50 CHIEF SECRETARIAT

The letter from the Govt. of India in the c.f. and the notes of Estt-II on pp 1-2 above may be perused. ~~no special remarks seem called for.~~ 'A' above may be agreed to in this Deptt and the file passed on to Finance.

22.2.50 27.2.50

28.2.50

Cf/fin

Public Services Br
ans. 7uu/50-1
2-3-50.

Fin (Estt B)

ASSISTANT SECRETARY TO GOVT. 2 MAR 1950 14662

Please see the letter from the Govt of India on pp 1-2 cf. The instructions issued therein have been issued by the Govt of India in view of the present need for economy in expenditure on stationery. The proposal of the deptt at A above to issue general instructions on the lines of Govt of India may be agreed to in this deptt as

4/3/50

the need for effecting economy in expr on Stationery exists here also.

7.3.50

8/3/50

Edn. (E)

Fin. no. 14662/EB-1
8.3.50.

ASSISTANT SECRETARY 9 MAR 1950 1447 EDUCATION DEPARTMENT

Before issuing general instructions on the model of Govt. of India lines, a ~~copy~~ ~~a copy~~ two copies of the Compilation of the new Instructions Paper Economy in stationery may be obtained for perusal. A draft letter is submitted.

A 1-2 cf

JD 16.3.50

Put up for Supdt. Stationery if he wishes. But he need not submit it after the receipt of completion reference to p-3cf

DSM 17/3/50

app. Doone

B

(as) who checks the Stationery indents of Depts. issued by the Deputy Stationery.

17/3.

p-3cf

p-5cf (X)

1-1 cf Vol I

The Controller of Printing and Stationery has not replied to the letter on page 3cf. He may perhaps be reminded. A draft letter is submitted.

As regards B above, a Deputy Collecter is appointed annually to check the stock of Stationery stores --vide G.O. —— (X). The Superintendent of stationery is responsible for the stocking and issue of stationery with reference to the requirements of departments.

T.D.

p-5cf

Issued as letter/ref. No.5344 E 50-4 Edn. dated
From the Controller and Stationery

No.89/PS/50 dated 25-4-1950.

The file relates to the issue of certain nstructions to the Heads of departments to economise tationery, similar to those issued by the Govt.of India. t may be mentioned in this connection that during the war eriod this deptt. issued instructions now and then at he instance of the Govt.of India as to the necessity f observance of economy in the use of the Stationery and aper. Attention ~~is~~ in this connection is invited to more mportant instructions issued in the past in the following orders ~~of Govt~~.

(1) G.O.2445 Edn. dated 26-12-1940.
(2) G.O.116 Edn. dated 24-1-1944.
(3) G.O. 470 Edn. dated 29-3-1941.
(4) G.O. 301 Edn. dated 20-2-1942.
(5) Memo No. 41070 B/42 - 1 dated 25-11-1942.
(6) G.O. 1688 Edn. dated 25-11-42.

The ~~pamphlets~~ pamphlet containing "more important economy instructions " contains mostly the instructions dy conveyed to the heads of deptts. and it seems enough the attention of the Heads of deptts. ~~are~~ is drawn to structions issued by the Govt. which have not yet been abrogated.

A draft order is submitted for approval.

24/5/50.

16/6.

COMPILATION OF THE

MORE IMPORTANT PAPER ECONOMY INSTRUCTIONS

BY

The Paper Economy Officer, India, Labour Department, Home Department, War Resources Committee of Council and Department of Supply.

ISSUED BY

THE PAPER ECONOMY OFFICER, INDIA.
Office of the Controller of Printing and Stationery, India, New Delhi.

NEW DELHI: PRINTED BY THE MANAGER
GOVERNMENT OF INDIA PRESS: 1945

5. In order to enable the undersigned to gauge the effect of the various instructions issued in this direction from time to time, it is requested that a copy of the office order(s), if any, issued by Departments/offices, in which the above instructions are embodied, may kindly be furnished to this office at an early date.

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(5) Memo. No. 62/18/40-P., dated the 23rd June 1941, from the C. P. & S. I., to all concerned.

Reference Memo. No. 62/18/40-P., dated the 18th March 1941 (No. 3 *ante*), regarding the revision of the standard form No. S.Y. 240 The form does not contain sufficient blank columns for all forms or articles of Stationery ordinarily issued on any occasion. With a view to provide for larger number of blank entries where they may be required a form of flyleaf containing blank columns only has been standardised with the distinguishing No. S. Y. 240(a). The flyleaf may be used to interleave the stock and Distribution Register (Form No. S. Y. 240) according to the requirements of each office.

2. The form No. S Y. 240(a) is obtainable on indent from the Manager, Forms Press, Calcutta, in the manner indicated in rule 2 of the Rules for Printing and Binding, 1935 edition.

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(6) Memo. No. 4/8/41-Spl., dated the 14th July 1941, from the C. P. & S. I., New Delhi, to all Departments of the Government of India, etc.

The following defects were noted in the course of inspections of offices and examination of files.

2. They are being circulated in the hope that the heads of departments concerned will take prompt steps to remove them.

3. There is definitely a paper shortage in India. The undersigned hopes that economy measures already circulated will be strictly observed in the Government departments and that the necessity of enforcing a general cut at the Central Stationery Office on the demands of paper made by the departments will not arise.

(i) Azure-laid note sheets are still being used extensively in several departments in preference to the cheaper semi-bleached routine note sheets.

(ii) Expensive D. O. note papers are frequently being used where ordinary white printing, 16 lbs., foolscap, or halved into quarto, would be good enough.

(iii) Correspondence on smaller sized paper is still being pasted on foolscap folio size.

(iv) Economy labels on envelopes are not being used as much as they should be.

(v) Sealing wax in confidential correspondence is being used for closing the envelopes as well.

(vi) Gum is being used instead of water for closing gummed envelopes.

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(7) Extracts from Memo. No. 4/13/41--Spl., dated the 22nd September 1941, from the C. P. & S. I., New Delhi, to all Departments of Government of India, etc.

Reference item III (iii) of the instructions, *vide* Office Memo. from the Department of Labour No. A354, dated the 19th June 1940 (No. 27 *post*).

2 Besides obsolete forms there is usually in every office a variety of otherwise waste paper which can also be used for drafts or for rough calculations, etc., e.g., old statements, chalans tenders, registers which are only partially consumed, unwanted notes, reports or "spare copies" printed or typed on one side of the paper only.

3. Paper of this description is often discarded as waste. It is requested that nothing be discarded unless absolutely unfit for use.

4. It often happens that such papers are stored in out of the way places and lost sight of unless specially unearthed. A careful search for this purpose should accordingly be made of all store and lumber rooms.

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(8) Extracts from Memo. No. 4/14/41-Spl., dated the 8th November 1941, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

The number of copies sometimes demanded in requisitions for duplicating work seems in excess of requirements.

2. As the paper position in India is getting increasingly difficult, only the barest minimum number of copies should be asked for when sending work to the Central Duplicating Section. With a view to eliminating as far as possible extravagant demands for such work, the requisitions for more than 100 copies per stencil sent to the Central Duplicating Section should in every case be signed by an officer not below the status of an Under Secretary who should certify that he has satisfied himself of the absolute necessity of the number demanded.

In the case of subordinate offices such requisitions may, however, be signed and certified to by the Head of the office if he is at his headquarters and by the next senior officer present if he is not.

3 Requisitions for 100 copies or less per stencil may be signed and certified to by any gazetted officer.

4. The Central Duplicating Section has been instructed to return requisitions which do not comply with the above.

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(9) Memo. No. 4/15/41-Spl., dated the 27th November 1941, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

Reference paras. 3-A (10 and 11) of the Office Memo. from the Government of India, Department of Labour, No. A354, dated the 18th October 1941 (No. 28 *post*), on the subject of economy in the use of paper.

2. In many of the printing requisitions received in this office printed pages of books, amendment slips, etc., intended for re-printing are pasted on unused note sheets or on sheets of unused white paper. This is wasteful as obsolete forms or the blank sides of used sheets or printed pages would, in most cases, suffice.

3. In view of the pressing need to economise in the use of paper, the misuse of paper in this manner is unpardonable particularly as it can be avoided.

4. It is also observed that letters and similar communications are frequently typed on full sheets of paper where only half sheets would have sufficed and that azure-laid note paper is used when semi-bleached would have been adequate.

5. In the circumstances, it is strongly recommended that violation of the paper economy instructions and avoidable waste of paper be treated as a breach of discipline. A departmental circular to this effect may kindly be issued. Clerks, stenographers and all other persons concerned should be warned accordingly and advised to bear the need for paper economy in mind every time they touch a sheet of paper.

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(10) Extracts from Memo. No. 4/7/41-Spl., dated the 28th November 1941, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

Reference para. 3-A (12) of the Office Memo. from the Government of India, Department of Labour, No. A354, dated the 18th October 1941 (No. 28 *post*), on the subject of economy in the use of paper.

2. The telegram delivery envelope, No. T. I. 56, is at present discarded as waste paper as it is too flimsy for communications sent by post, etc. The envelope can, however, be used repeatedly provided it is opened carefully and returned in good condition to the Telegraph office.

3. For the present, however, it is proposed to confine the conservation of these envelopes and their return to the Posts and Telegraphs Department only to those on which *addresses are printed*.

4. It is requested, therefore, that large offices, *i.e.*, those receiving six or more telegrams a day should collect all such envelopes on which the address is printed and deliver them, in packets of 25 or more to the telegraph peon on his rounds. The saving accruing in smaller offices would not be commensurate, with the labour involved.

5. To facilitate opening the envelope without mutilating it the Director-General, Posts and Telegraphs, is considering a method of fastening other than the present practice of eyeletting.

(11) Memo. No. 4/1/42-Spl., dated the 7th February 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

The latest forecast made of the paper situation in India reveals a further deterioration due largely to the increase in Government demands. A large deficit is anticipated in the ensuing year and it is, therefore, essential for Government consumption to be reduced wherever possible.

2. The consumption of paper in civil standard forms is substantial. With a view to reducing this consumption the Government of India have temporarily augmented the staff of the Paper Economy Organisation for the scrutiny of all civil standard forms prior to reprinting in 1942-43.

3. Lists of forms showing the present sanctioned sizes and qualities of papers as well as the proposed sizes and qualities will shortly be referred to the controlling offices and departments for approval or remarks. Their whole-hearted co-operation in the revision is earnestly requested.

4. When considering the proposals of the Paper Economy Organisation, the seriousness of the paper situation and the urgent need for economy should be kept prominently in view. In the present emergency, peace time standards of consumption, convenience and necessity have got to be lowered. The smallest possible sizes should consequently be the objective when reviewing the standard forms controlled.

5. The quality of paper utilised is also an important factor. The more expensive qualities, *e.g.*, Azure-laids, Cream-woves, etc., take longer to manufacture and consequently production is slowed down. The least expensive paper necessary should therefore, be selected or approved.

6. It may be mentioned in this connection that the Indian paper mills are unable to procure an adequate quantity of bleach. Unbleached or badami paper should be accepted wherever possible.

7. A final point which needs to be emphasised is the urgency of the revision. As the forms under review will have to be re-printed shortly all references on the subject may kindly be given priority.

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(12) Memo. No. 4/2/42-Spl., dated the 13th March 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

To permit of half size sheets being used in greater quantities for duplicated work, stencils should be cut as indicated below.

2. When the matter extends to half a page or less the stencil sheet should be cut in the usual manner across the width.

3. The matter should be repeated on the stencil sheet as many times as it can be accommodated in the sheet.

4. When the matter is more than half a page but not more than one page, and may be duplicated on both sides of the paper, the stencil should be cut in two sections across the length as indicated in the sample attached.

5. Where the whole stencil sheet can be inserted without folding or cutting into the typewriter there should be no difficulty in inserting the length of the sheet. The following details should be observed:—

(a) Before using the stencil the middle line across the width should be marked distinctly by a fold dividing the sheet into halves.

(b) Suitable but narrow margin should be allowed all round the typed matter.

(c) Single spacing should be used wherever possible.

(d) When duplicating the stencil a number of blank sheets equal to half the number of copies required should be run through the machine. The sheets should then be reversed and run through the machine a second time making sure that the matter on the right hand half of the duplicated sheet goes to the back of its left hand portion. The sheets should finally be cut at the middle across the width. Each half would then be a complete document.

6. In the case of Remington brief size typewriters generally in use, the length of the stencil sheet has to be folded before it can be inserted in the machine. Suitable folds would be TOP 3" including the perforated head. BOTTOM $1\frac{3}{4}$".

7. To ensure that the perforations do not spoil the stencilled letters a strip of paper should be inserted in the fold at the top. Thereafter instructions (a), (b) and (c) of para. 5 above should be followed.

8. & 9. *Deleted. See revised instructions in para.* 15 *of circular No.* 64/*WPE*/44, *dated* 30*th March* 1944 (No. 21 *post*)".

OFFICE OF THE CONTROLLER OF PRINTING AND STATIONERY, INDIA, GOVERNMENT OF INDIA.

No. Dated New Delhi, the 1942

To

The

SUBJECT :—*Printing of*

SIR,

I have the honour to forward herewith a requisition No. , dated the from the for printing the above noted publication.

2. A copy of the publication is forwarded here. with. It may kindly be printed and supplied in accordance with the instructions given in the enclosed requisition.

The following papers may be used for printing the publication.

For text—
For cover—

4. An indent for the requisite paper may be forwarded direct to the Deputy Controller, Stationery, Central Stationery Office, Calcutta, and a copy endorsed to this office for information.

5. The cost of the work is debitable to the Head- and should/should not be included in the monthly statement of claims submitted to this office.

6. This office may kindly be informed when the work has been completed.

7. The copy of the publication sent herewith as well as the blocks used for the work should be sent direct to the when the work is completed.

I have the honour to be,

SIR,

Your most obedient servant,

Assistant Controller, Printing.

No. , DATED NEW DELHI, THE 1942.

Copy forwarded for information to the :—

(i) Manager of Publications, Central Publication Branch, Delhi, together with the duplicate portion of the requisition referred to above.

(ii) Deputy Controller, Stationery, Central Stationery Office, Calcutta. The cost of paper etc., supplied in connection with the requisition referred to paragraph 1 above is debitable to the head.

(iii) Accountant General.

Assistant Controller, Printing.

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(13) Memo. No. 4/4/42-Spl., dated the 25th April 1942, from the C. P. & S. I. New Delhi, to all the Departments of Government of India, etc.

With a view to alleviating the paper shortage, the following further arrangements will be introduced with immediate effect:—

2. *Azure-laid paper.*—No further supplies of this paper, including azure-laid note pads, will be made to offices and departments. Offices may utilise what they have in stock.

3. This paper and similar superior qualities like cream-laid, cream-wove, etc., are often used for printing registers, certain forms like licenses, certificates, etc. This practice will also be discontinued. Matter hitherto printed on azure-laid will be printed on white printing in future.

4. *Semi-bleached paper.*—The use of this paper will also be discontinued entirely except for the manufacture of note pads. All items (forms, books, pamphlets, etc.) hitherto printed on semi-bleached paper will be printed in future on badami.

5. All forms hitherto printed on white will also be printed on badami as a rule. Where badami is considered unsuitable and white essential, a specific request to this effect should be made giving grounds.

6. The printing on badami of books, reports, pamphlets, etc., hitherto done on white paper is being considered separately.

7. *Printing of files.*—With the exception of cases leading to legislation and those the printing of which is absolutely necessary, the printing of current notes and correspondence on departmental files and of recorded proceedings will be discontinued entirely with immediate effect for the duration of the war.

(14) Extracts from Memo. No. 4/4/42-Spl., dated the 22nd May 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

Reference para. 6 of this Office Memo. No. 4/4/42-Spl., dated the 25th April 1942 (No. 13 *ante*), regarding the more extensive use of badami or unbleached paper. It will require sometime to scrutinise all items of miscellaneous work of civil offices.

2. Pending the scrutiny, the Government of India Presses will use badami or unbleached paper as a rule. If, therefore, any report, publication, despatch, etc., must be printed on white paper, a remark to that effect should be given in the requisition. Brief reasons should also be given and the department must be prepared for delays.

3. White paper should be requested only when absolutely necessary. It is realised that a change over to badami or unbleached may detract from the value of the publication or other document, but in an emergency like the present such sacrifices must be accepted as inevitable.

4. *Stencilling.*—It is observed from copies of duplicated circulars received in this office that the recent instructions *vide* Memo. No. 4/2/442-Spl., dated the 13th March 1942 (No. 12 *ante*), regarding duplicating on both sides of half sheets of paper are not being followed.

5. To enable heads of departments to check up and control the number of copies to be duplicated and the undersigned to estimate the quantity of paper used, all stencils (whether duplicated departmentally or in this office) should in future have at the bottom left hand corner of the last page in the manner of this memo. an "imprint" showing the number of copies ordered and the date, thus:—"250—15-5-42", the date being that on which the stencil is cut.

6. Stencils received in the Central Duplicating Section without the imprint are liable to be returned.

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(15) Memo. No. 4/11/42-Spl., dated the 11th July 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

There has been a further deterioration in the paper situation as a result of still greater consumption in connection with the war and difficulties experienced by Indian manufacturers.

2. *Avoidance of the size foolscap folio.*—The size foolscap folio for book work generally results in comparatively broad margins unless printed in double columns. Double column is unsuitable for book work and for such matters, therefore, a different size should be specified in requisitions. Royal 8vo. is the size in which most Governments publications are printed and is recommended.

3. Miscellaneous printing work like pamphlets, etc., if it is desirable to have in foolscap folio size may be printed in that size but in double column. Single column printing in foolscap folio should be requested in exceptional cases.

4. *Use of small type.*—Many items of work are at present printed in pica or 12 point type. A smaller size is adequate and the Government of India Presses are being instructed to avoid the use of 12 point type wherever possible.

5. *Stencilling.*—In continuation of this Office Memo. No. 4/4/42-Spl., dated the 13th March 1942, (No. 12 *ante*) Departments are informed that there is another method of cutting stencils for duplication on both sides of a half sheet. It may kindly be cut in the centre.

6. Insert the stencil in the usual manner for cutting the full sheet but cut the stencil to within three quarters of an inch of the middle line. Take out the stencil and replace in the typewriter by inserting the bottom end. Cut down to not more than three quarters of an inch from the middle line.

7. *Semi-absorbent paper.*—Semi-absorbent paper should be used exclusively for work to be duplicated on both sides of paper. For work done on one side only, badami or unbleached is adequate.

(16) Memo. No. 44/74/42-A. & F., dated the 14th July 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

Import difficulties on account of the War and the expanded needs of the Central Government and the Defence Services have resulted in an acute shortage of typewriters in the country. The situation demands a greater effort on the part of all officers and departments to manage their work with the barest minimum number of machines possible.

2. At present, typing work in the departments is, as a rule, done only during the normal office hours. To cope with any increase in work, additional typewriters are asked for. Machines like typewriters can, however, be easily worked for 12 hours or more in a day, if properly taken care of. If, therefore, the staff employed on typing work were divided into two batches with separate sets of working hours, thus forming what might be termed a 'double shift' arrangement, half the number of machines normally required would serve the purpose. Typewriters with stenographers would, of course, have to be excluded.

3. As supplies of these machines may not keep pace with the ever increasing demands it is considered that departments and offices should be prepared to adopt the expedient suggested above. On the basis of a 6½ hour day, the following hours of attendance for the divided staff would seem feasible:—

First batch—7 A.M. to 1-30 P.M. Second batch—1-30 P.M. to 8 P.M.

It would continue to be possible under this arrangement to have immediate and urgent work attended to promptly during the normal office hours (say, 10 A.M. to 4-30 P.M.), ordinary work being undertaken before and after.

4. All offices or departments having a strength of 4 or more men in the typing branch should, it is suggested, examine what saving in the number of machines used by them could be effected by adopting the expedient. In offices where at present no separate typing branch exists, the advisability of forming such a unit to give effect to the double shift scheme should be considered. Machines in branches other than the Typing Branch or Central Registry involve a certain amount of waste. Therefore, the more typing work is centralised in the Typing Branch, the greater will be the advantage accruing from the proposed arrangement.

5. It is not suggested at this stage that every office or department should put the arrangement into effect forthwith. It must, however, be borne in mind that shortage of typewriters on the one hand and the desperate needs of the Defence Services on the other make it very difficult for the Central Stationery Office to supply new machines to indenting departments in sufficient numbers. If, therefore, an office or department requires additional typewriters to cope with an increase of work or for replacing worn-out machines, it should endeavour to meet the situation by introducing a double shift in the manner suggested in paragraph 3 above before indenting for new machines.

6. If owing to a further increase in demands, or a fall in imports, the situation deteriorates, it may become necessary to insist on the adoption of the double shift arrangement by all departments and offices and their surrender of the surplus machines for supply elsewhere.

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(17) Memo. No. 36/WPE/42, dated the 12th December 1942, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

The paper position in India is rapidly worsening due to unprecedented Government demands. In emphasising the urgent need of adhering to all the paper economy instructions so far issued, it is requested that the following points may also be taken note of and brought into effect.

2. *Use of Slates for Rough Work.*—An appreciable quantity of paper is consumed in rough work, drafts, calculations, temporary notes, etc. For such use slates afford a suitable substitute for paper. Slates should, therefore, be taken into use by all persons who normally consume a substantial amount of paper on rough work.

3. Slates and slate pencils are shown at items 327 and 328 of the Central Stationery Office Price List, 1942-43. The requisite number may be indented for direct from the **Deputy Controller, Stationery, Central Stationery Office, Calcutta, in the usual manner.**

4. *Discontinuance of Desk Calendar Case.*—In view of the scarcity of binding materials it has been decided to discontinue the manufacture and supply of the Desk Calendar Case (S. 143) for the duration of the war. The refills (S. 144) and the "Almanac" (S. 145) (which is pasted on the back of Desk Calendar Case) will also not be printed and supplied. No indents for these items should, therefore, be placed on the Manager, Central Forms Store, Calcutta.

5. *Quarterly Statements of Stationery Consumption.*—Inspectors of Stationery have been appointed to inspect Central Government offices (Civil and Military), check consumption of forms and stationery and suggest methods of economy, etc. The quarterly Statement of stationery consumption required in para. 3 of this Office Memo. No. 1/1/41-Spl., dated the 16th October 1941, should therefore no longer be furnished to this office.

6. *Use of Obsolete Forms, etc.*—In continuation of this Office Memo. No. 4/13/41-Spl. dated the 22nd September 1941 (No. 7 *ante*), and para. 3 (10) of Labour Departments office Memo. No. A354, dated the 18th October 1941 (No. 28 *post*), departments and offices are informed that obsolete forms, etc., which are blank on one side should in future be used wherever possible. A 50 per cent. cut on the supply of indents for writing paper for noting, drafting, etc., has been imposed. It is, therefore, suggested that old records should be weeded out and all usable sheets with blank sides retrieved.

7. When using obsolete forms or one-side-used sheets it is better to turn the sheet upside down so that the obsolete matter on the reverse is inverted. The used left hand page will then never distract attention.

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(18) Memo. No. 14/1/43-C.D.S., dated the 10th April 1943, from the C. P. & S. I., New Delhi, to all the Departments of Government of India, etc.

As a paper economy measure it has been decided, on the recommendation of the War Resources Committee of Council, to substitute duplicating by printing wherever possible. Duplicating requires stencils which are imported and are fast becoming rare.

2. It is proposed at the outset to print all jobs of which 100 or more copies are required. For these no stencils should be cut. The "copy" for all work of urgent nature should be sent in advance during office hours allowing at least 18 hours' time to enable this office to make necessary arrangements for printing and delivery within the time required. Form S. 99-C., should be used for these jobs but the word "Printing" should be written boldly on the top right-hand corner.

3. It will be realised that printing will take more time than duplicating. Our efforts will be frustrated if avoidable delay is permitted in the early stages of action on a file and we are forced in the final stages to yield to duplicating on the ground of urgency. We have entirely to depend on the co-operation of departments to make this particular paper economy measure a success.

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(19) Memo. No. 172/W.P.E./43, dated the 15th September 1943, as amended by Memo. No. 172/W.P.E./43, dated the 23rd October 1943, from the C. P. & S. I., to all the Departments of Government of India.

The shortage of paper and other stationery articles continues unabated. The necessity for observing the utmost possible economy in consumption is therefore as great as ever.

2. *Post Copies of Telegrams.*—The sending of post copies of telegrams as a matter of course should be discontinued. The branch officer should decide in each case whether a post copy is necessary. Numbers and quantities are less liable to mutilation if transmitted

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in words and not figures. Great accuracy can be secured by repeating the pivotal word, *e.g.*, "classification not repeat not possible" or adding the double of a number, *e.g.*, "send twenty-three half of forty-six motors".

3. *Revival of Typewriter Ribbons and Carbon Paper.*—The Deputy Controller, Stationery, Calcutta, has issued a circular dated the 27th May 1943, on how to revive used typewriter ribbons and carbon paper. These instructions should be strictly adhered to as there is a serious shortage of these articles.

4. *Preparation of Monthly Statement of Paper Consumption.*—To watch the office consumption of paper a monthly statement giving figures of different varieties of paper used during the previous months may be prepared by each office. The officer-in-charge of stationery should carefully scrutinise the statement and ascertain whether all possible efforts are being made to minimise consumption, and, if not take steps to ensure that greater economy is exercised. As such statements are intended to exercise control within the department or office itself, they should not be sent to this office.

5. *Discontinuance of Slip Pads (S.-70).*—The supply of slip pads or blocks (S.-70) except for use by H. Ms., Secretaries, Additional Secretaries and Joint Secretaries has been discontinued for the duration of the war. Slates (obtainable on indent on the Central Stationery Office) will replace slip pads in part. Old papers, obsolete forms, etc., should be cut up and made into slip blocks by office duftries. Of-cuts of various sizes are also obtainable for the purpose on request from the Managers of the Government of India Presses, New Delhi, Simla and Calcutta and from the Central Duplicating Section of this office.

6. *Discontinuance of the Printing of Letter Heads, etc.*—As a measure of economy in paper and printing it has been decided to discontinue for the duration of the war the printing of the details mentioned in Rule 10 (c) of the Rules for Printing and Binding (1935 Edition) on official correspondence paper. No demands for printed letter heads should, therefore, be made on the Central Stationery Office, Calcutta, neither will paper be sent to Government or local Presses for letter heads to be printed.

7. Any case requiring special consideration should be referred to this office through the administrative department of the Government of India concerned.

8. *Printing of Spare Copies of Gazette Notifications.*—Instances which have come to notice suggest that spare copies of Gazette of India notifications are frequently asked for in larger numbers than are actually required. In the interest of paper economy it is essential that departments issuing Gazette notifications should curtail their distribution lists of spare copies of such notifications to the barest minimum. These lists should be scrutinised from time to time for this purpose. Departments and offices receiving spare copies should also carefully examine in each case whether the spare copy supplied was really necessary, and if not, forthwith inform the issuing department accordingly for future guidance.

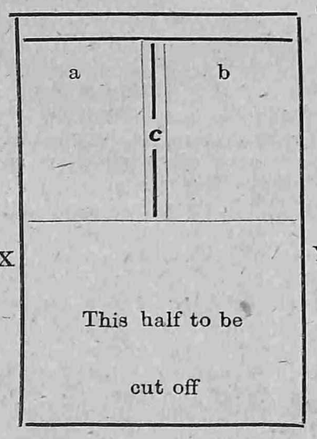
9. *Stencilling.*—Attention is invited to this office circular Memo. No. 14/1/43-C.D.S., dated the 10th April 1943 (No. 18 *ante*), offices resort to "duplicating" even when the number of copies required is very small. Copies should be reproduced by "duplicating" only when the number required is not less than sixteen. Fewer copies should be typed. For copies between 16 and 49 the matter should invariably be duplicated and not printed. Between 50 and 100, we would be prepared to print if a clear week's time is allowed to us.

10. (As substituted by O. M. No. 172/WPE/43, dated 23rd October 1943). Summarized the position will be as follows:—(i) For copies numbering 100 and over, *print as a rule*, but duplicate if copies required in less than 48 hours: (ii) For 50 to 99 copies, if the matter extends to 10 or more foolscap folio pages, single spacing, quarter margin, *print as a rule*, but duplicate if copies required in less than 6 days: (iii) If the matter covers less than 10 such pages, *duplicate as a rule*, but print if copies required in not less than 6 days: (iv) For 16 to 49 copies, *duplicate invariably*: and (v) For less than 16 copies, type.

11. Spare copies of stencilled letters, etc., should be reduced to the very minimum. The tendency should be to underestimate rather than overestimate as the wax can be retained and extra copies taken off if required.

12. In continuation of this office circular No. 4/11/42-Spl., dated 11th July 1942 (No. 15 *ante*), and in modification of paras. 2 and 3 of this office Memo. No. 4/2/42-Spl., dated 13th March 1942 (No. 12 *ante*), offices are informed that where the matter does not exceed half a foolscap folio page it is quite easy to cut the stencil in such a way that the duplicated matter will be accommodated in Foolscap 8vo. ($6\frac{3}{4}'' \times 4\frac{1}{4}''$) sized sheet on both sides.

13. (1) Cut the waxed sheet into two equal halves along the line XY and leave the bottom half for later use by fixing it on to the perforated head of a used stencil you no longer require. You thus save half a stencil. Divide the top half into two equal parts as at (a) and (b) of diagram.



(2) Cut first page at (a) commencing from top left in usual way (from point 4 to 36 across and from point 2 to 36 down). Cut rest at (b) commencing from top left in usual way [from point 44 to 76 across and down as in (a) above.] This will allow a gutter of $\frac{3}{4}''$ as at (c). The stencil should not be cut beyond these limits.

N.B.—The point numbers have reference to the backing sheet of Gestetner stencils.

(3) Stick, half a used note sheet or any other useless paper at the bottom of the typed wax before fixing it on the duplicator. The idea is to restore the waxed sheet to its original size so that the impression roller of the machine may be kept free of ink.

(4) When duplicating the stencil, a number of blank foolscap folio sheets of paper equal to a quarter of the number of copies required should be taken and cut into half, *i.e.*, foolscape 4to size. The foolscape 4to sheets should then be run through the machine. The sheets should next be reversed and run through the machine a second time making sure-that the matter on the right hand half of the duplicated sheet goes to the back of the left hand portion. The sheet should finally be cut at the middle. Each half will be a complete document.

14. *Use of Pencil Holders.*—As a measure of economy in the use of pencils, tin holders are being introduced to hold stumps. New pencils should be issued on return of those old stumps which are too small for the holders. The Deputy Controller, Stationery, is making arrangements to supply these pencil holders. They will be issued to indentors on request. Stumps may be received back and stored till the holders arrive.

15. The issue of pencils should be made strictly according to the scale in Appendix F to the Rules for the Supply and Use of Stationery Stores, never more than one pencil every three months.

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(20) Memo. No. 49/WSP/43, dated 5th January 1944, from the C. P. & S. I., to all the Departments of Government of India.

Owing to the shortage of pins in the country, only a small proportion of this article will be supplied to indentors in future by the Central Stationery Office, Calcutta. For the rest, Cactus and Acacia Arabica thorns (commonly known as kikar or babul) should be utilised by the offices as they have proved a good substitute for pins.

2. The Deputy Controller, Stationery, Calcutta, has completed arrangements for the supply of these thorns to indentors in Bengal, Bihar, Orissa and Assam. Indents from these four provinces may be placed on the Central Stationery Office in the usual manner.

3. Civil offices in other provinces and offices of the Central military administration located in New Delhi will make their own local purchases of thorns from office contingencies

4. A list of suppliers of babul and cactus thorns and the rates tendered by them are as under (as amended by Memo. No. 64/W.P.E./44, dated 30th March 1944):—

S. No.	Name and address of the firm	Rate per thousand	Remarks
	Babul Thorns		
	DELHI, PUNJAB AND U. P.	Rs. A. P.	
1	M/s. I. A. Bundewala (Regd.), Manufactures and Government Contractors, Sadar Bazar, Pan Mandi, Delhi.	0 8 0	Free delivery to indentors in Delhi and New Delhi. Postage extra for indentors outside Delhi and New Delhi.
2	M/s. Mool Chand & Sons, 795-A Masjid Khajoor, Delhi.	0 10 0	Do.
3	M/s. Khattar & Co., Manufacturers' Representatives, Contractors and General Order Suppliers, 7 Darya Ganj, Delhi.	0 11 6	Do.
4	M/s. Joseph Sons & Co., Government Contractors and Order Suppliers, H. O. Sadar Bazar, Delhi.	0 12 0	Do.
5	M/s. Brij Lal & Co., Prabhunagar, Sonepat .	0 9 0	Do.
6	M/s. R. L. Chodha & Sons, Government Contractors and General Merchants Pathankot.	0 13 9	Do.
7	M/s. K. C. Ruby & Co., Government Railway and Army Contractors, Naurangabad G. T. Road, Aligarh (U. P.)	0 10 0	Free delivery to indentors in Aligarh. Postage extra for indentors outside Aligarh.
8	Rana and Co., Oriental College of Commerce, Anarkali, Lahore.	0 8 0	Free delivery to indentors in Delhi and New Delhi. Postage extra for indentors outside Delhi and New Delhi.
9	The "V" Pin Factory, Blunt Square, Lucknow	0 8 0	..
10	Manak Trading Company, 57 Abdul Aziz Road, Karol Bagh, New Delhi.	0 8 0	..
	C. P. AND MADRAS.		
11	M/s. Bhagat & Co., Gokulpeth, Nagpur .	0 10 0	Free delivery to indentors in Nagpur Postage extra for indentors outside Nagpur.
12	Mrs. Vivian Bose, Civil Lines, Nagpurr .	0 12 0	Do.
13	Sri Thanthoni Company, Army Contractors, 328, Thambu Chetty Street, G. T. Madras.	0 14 0	Free delivery to indentors in Madras. Postage extra for indentors outside Madras.
14	M/s. Rama & Co., Merchants, Contractors and Commission Agents, Dikshitha Street Fort, Trivandrum (South India).	0 12 0	Free delivery to indentors in Trivandrum Postage extra for indentors outside Trivandrum.
	Cactus Thorns		
1	The Dewan, Puddukkottai State, Madras.	0 8 0	..

Note:—The above list is not exhaustive. Supplies may be purchased from any other supplier at equal or more favourable rates.

5. In ordering Acacia Arabica thorns the following specifications should be quoted:—

The thorns should be of the white variety, clean, straight, dry and with unbroken points. They should not be less than $1\frac{1}{4}''$ and more than $1\frac{1}{2}''$ in length.

6. Orders should ordinarily be placed on the lowest tenderers. If the indentors' demands on the lowest tenderer are delayed, they may cancel the order and place one on another tenderer whose rate may be higher.

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(21) Memo. No. 64/WPE/44, dated 30th March 1944, from C. P. & S. I., to all the Departments of Government of India.

The following further economy measures are to be adopted by departments and offices of the Government of India.

2. **Duplicating.** (a). An economy in both paper and effort can be made in many cases by delaying the circulation of non-urgent material until it can be used to fill up space on the urgent circular:

(b) Departments and offices must reduce the number of "duplicated" copies of instructions to the smallest possible quantities by instituting systems whereby each administrative unit shall receive one copy only and circulate it, rather than sections of that unit each receiving a copy. There must be no reduplicating of duplicated or printed matter.

(c) Stencils should be cut in the smallest type possible. The most economical size is the Elite type (12 letters to the inch). In offices where typewriters with this type are available and the volume of duplicating work is considerable, such machines should be set apart, as far as possible, for cutting stencils. Offices having no small type machines (*i.e.* Elite or Pica) should get into touch, with this office with a view to securing such a typewriter against a new demand or in replacement of a large type machine.

(d) It should be noted that where tabulated matter in single-line spacing throughout would be difficult to read, the introduction of blank line space at regualr intervals (say, after every fifth line) will be of great assistance. This style has practical advantages over unrelieved double-line spacing.

(e) Departments and offices in possession of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with due allowance for 'Spoils' not exceeding 2 per cent. of copies duplicated or one sheet of paper per stencil. Spoiled sheets of absorbent or semi-absorbent duplicating paper should be used for testing inking at the commencement of runs. Such sheets may for that purpose be used several times and they may also be used for blotting-off stencils prior to storage.

3. **Correspondence.** (a) For use in the case of short letters e.g., in F'cap 8vo ($6\frac{3}{4}'' \times 4\frac{1}{4}''$) departments and offices should consider horizontal typing. This has advantages from the typing stand-point, makes far easier reading and if the printed or typed heading is arranged on not more than 2 lines, is at least as economical as the more usual vertical form.

(b) Dispense with covering letters for remittances etc., where the contents explain themselves.

(c) The following further measures are recommended for general adoption:—

(i) The use of spare space on office memoranda and circulars to emphasize economy instructions.

(ii) Endorsing "See Paper Economy Instructions" on documents which do not observe these instructions so that others using the file would notice the comment.

4. **Acknowledgments.** The routine acknowledgments of incoming letters etc., should in general be confined to communications containing valuable documents (*e.g.*, deeds, agreements, etc.) or statutory or other notices, the receipt of which it is necessary for the sender to establish. Important letters, replies to which are likely to be delayed, should be acknowledged only on instructions from officers concerned.

5. **Submission of Reports.** It is often possible to extend the period of submission of periodical returns, e.g., daily into weekly, or monthly into quarterly, returns. This should be done wherever possible.

6. **Misdirected Letters.** Some offices ask the writer to communicate again with the proper department or office. Time and paper are saved by passing on such letters.

7. **Envelopes.** (a) To reduce further the consumption of smalll envelopes, departments and offices should use a suitable paper fastening machine for such letters, circulars, etc., as can be sent "postally folded". The machine is obtainable from the Central Stationery Office, Calcutta, on indent in the usual manner. Its use will dispense entirely with envelopes in appropriate cases.

(b) In the case of communications to the public where envelopes would ordinarily be enclosed for replies, send instead an economy label with the office address written on it. An instruction as follows may be added to the economy label:—"Use this label with the envelope in which it is sent".

(c) All in-coming envelopes received without economy labels must be opened carefully by slitting along an edge. For re-use, an economy label should be pasted over the old address; and turned over the open edge of the envelope to be gummed down.

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8. **Wrapping or Packing Material.** A good deal of such material is consumed in offices and departments in sending out parcels or packages. These should be handled and opened carefully at the receiving end so as to cause the minimum damage to the wrapping or packing paper, string, etc., which should be stored away in the despatch room for future use.

9. *and* 10. *Deleted. The information has been incorporated in para.* 4 *of serial No.* 20 *ante.*

11. **Pencils.** (a). Arrangements have been made for the supply of pencil holders to indenting officers. They will be obtainable from the next financial year on indent from the Deputy Controller, Stationery, Calcutta, in the usual manner. The issue of pencils in future should be made on the scale of 2 pencils per head per annum. The annual indent on the Central Stationery Office for pencils should be curtailed accordingly.

(b) Pencils should be mended carefully by means of a knife. Pencil sharpening machines cause unnecessary wastage. A sharp point is wasteful and generally unnecessary; the lead should, therefore, be cut as little as possible to show a minimum usable amount of lead only.

12. **Anticipating Additional Demands for Paper or Printing.** Whenever a fresh scheme or new departmental procedure is likely to call for any considerable quantity of printing or paper, the Controller of Printing and Stationery, India, should be consulted at as early a stage as possible so that such preliminary planning as can be done may be arranged.

13. **Salvaging Useable Articles from Files to be Recorded.** When files, proceedings, etc., are being recorded, care should be taken to salvage tags, pins, flaps, etc., and to return them to the stationery clerk for re-issue.

14. **Use of cut up sheets of Carbons and Typing Paper.** Instances have frequently come to notice of larger sheets of paper having been used for official correspondence where smaller sizes should have been utilized in accordance with para. 3A(5) of the Labour Department's O.M. No. A354, dated the 18th October 1941 (No. 28 *post*) (*cf.* also para. 3(a) above and para. 15 below). One reason for this perhaps is the supply of typewriting paper and carbons in F'cap folio size only and the ready access of typists to this size. To minimize this waste, departments and offices should see that a reasonable proportion of typing paper and carbons in the typing branch is available to the typist in half and quarter sizes at all times. Each typist should have with him at least two half and two quarter sheets of ordinary carbon paper.

15. **Note Sheets.** In supersession of the instructions contained in paras. 8 and 9 of this office circular memo. No. 4/2/41-Spl., dated the 13th March 1942 (No. 12 *ante*) departments and offices are advised that for notes and unofficial correspondence full sized sheets should be used in all cases. Salvaged paper blank one side should, however, be used in preference to clean sheets. For official correspondence, the smallest size of paper should continue to be used as laid down in para. 3A(5) of Labour Department's O. M. No. A354, dated the 18th October 1941 (No. 28 *post*).

16. **Welcoming Suggestions for Paper Economy.** The undersigned will welcome suggestions on paper economy.

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(22) Memo. No. 99/WPE/44, dated 3rd July 1944 from the C. P. & S. I., to all the Departments of Government of India.

Abolition of Form S-80 Alphabetical Letter Flags. As a measure of paper economy, it has been decided to discontinue the printing of form S-80 (letter flags) for the duration of the War. No indent should, therefore, be placed on the Central Forms Store,

Calcutta, for these forms. In lieu, unlettered paper slips or off-cuts will be supplied by the Manager, Central Forms Store, Calcutta, on request. The letters 'A', 'B' etc. should be written by the users themselves.

2. **Improper Use of Form S-87. Economy Slip.** Form No. S-87, economy slip is frequently used improperly. The following are instances of incorrect use:—

(a) the slip is sealed on one or both sides of the flap of the envelope in such a way that it cannot be opened without tearing the flap or body of the envelope or both,

(b) the slip is gummed all over instead of only at each end, or only at top and bottom, with the same result, and

(c) the flap of the envelope is gummed down and the economy slip stuck over, for appearances only.

3. One explanation of improper use is that peons and duftries who actually handle the slips are often unaware of the correct method of using them. It should, therefore, be the duty of the despatcher to explain the proper method carefully to the inferior staff who handle the *dak*.

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(23) Memo. No. 133/WPS/44, dated 10th August 1944 from C. P. & S. I. to all the Departments of Government of India.

20 per cent. Cut on Supplies of Paper. The undersigned has the honour to say that the paper industry in the country has suffered a serious set-back on the introduction of coal rationing with effect from 1st November 1943. A shortage of essential raw materials like bamboo and grass is also being experienced by some of the principal paper making concerns on account of operational necessities in the producing areas. Every possible effort is being made to maintain production at as high a level as possible but it is feared that the fall will be in the neighbourhood of 20 per cent.

2. In the circumstances it has been decided to impose a cut of 20 per cent. on supplies of paper and other items of stationery made of paper to Central Government departments and offices with immediate effect.

3. The cut will be imposed by the Central Stationery Office, Calcutta, on the annual indents for stationery submitted by the departments, etc. The annual indents will in the first instance be scrutinised in accordance with the scales laid down for supply of stationery to officers and staff and the paper economy instructions (including cuts imposed on supplies) issued so far. On the quantity so arrived at, a cut of 20 per cent. will be levied by the Central Stationery Office. South-East Asia Command (4,000 tons) and departments and offices which have been allotted a quota of paper by the War Resources Committee of Council will be exempted from this cut for the present. The 4,000 tons of map litho paper for the Survey of India will also be exempt from the cut.

4. Any supply of paper over and above the quantity supplied by the Central Stationery Office in accordance with paragraph 3 above, will require the sanction of the Controller of Printing and Stationery, India. Each request will be considered on its merits.

5. All concerned may please be informed accordingly.

6. **Statutory publications in the Official Gazettes.** In the interest of paper economy, Rule 81-F, of the Defence of India Rules has been amended. The amended rule is reproduced below:—

"81-F.—The Central Government or any Provincial Government may, if it considers it necessary so to do for conserving supplies of paper, by notified order relax, modify or suspend any obligation to publish any memoranda or lists in the official Gazette which has been imposed upon it or any officer or authority subordinate to it by a law for the time being in force."

7. It is requested that the departments of the Government of India may kindly examine the matter published by them regularly in the Gazette of India as a statutory

obligation. This office may be informed of the results of the examination indicating what matter will, in future, be omitted from publication under the powers conferred by the amendment to Rule 81-F.

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(24) Memo. No. 63/5/44-P., dated 15th December 1944 from the C. P. & S. I., to all the Departments of Government of India.

Departments and offices of the Government of India have been asked from time to time to exercise strict economy in the use of paper. The requirements of the Defence Services are still heavy and urgent. They are likely to be higher when the war in the west ends and the war in the east is pursued with full vigour. Import takes time and local production has shown no substantial increase. Paper economy should now receive even greater attention than before.

2. Experience has shown that maximum paper economy in printing is often missed because the 'copy' or manuscript is not prepared with sufficient care and thought. The following instructions are, therefore, issued for the guidance of all who send work for printing

PREPARATION OF 'COPY'

3. **Books, Pamphlets, Etc.**—Some hints for preparing 'copy' for the press have been given in rules 16-19 and 21-24 of, and Appendix III to, the Rules for Printing and Binding (1935 edition). These rules, etc., were, however, based on peace-time requirements and must be regarded as suitably modified by the economy instructions contained in this Memo. or in circulars on paper economy, etc., issued from time to time. A copy of this office Memo. No. 63/2/44-P., dated the 26th May 1944, issued for the guidance of the Government of India Presses and other Presses doing printing work for the Central Government is also appended for information. The following are some further points to be borne in mind when preparing the 'copy'.

(i) The **'copy'** should always be prepared **on both sides of paper.** Make sure the **'copy'** is in final form before asking for proofs. Successive corrections are expensive and delay the work.

(ii) **Matter set up in tabular style** occupies more space than if set in ordinary narrative form, and tabular statements should, therefore, be kept down to a minimum. Where tables are unavoidable, they should be condensed and combined as far as practicable to make the best use of the paper. Columns should be kept within the narrowest limits of width, using, if necessary, abbreviated column headings in place of long descriptions. For *pro formas* appearing within text column headings only should be given, closed up as much as possible. In most cases, however, mere description of straight-forward column headings in the manner shown below will be enough:—

Column 1. S. No., 2. Name, 3. Address, 4. Age, 5. Occupation, 6. ....., etc., etc.,

(iii) **Blank portions** of pages, complete blank pages and leaves, title pages, wide **margins** on top, bottom and sides, **marginal notes and references** should be avoided even in the 'copy' or manuscript. Articles, Chapters, Appendices, etc., should all be arranged 'run-on', *i.e.*, one immediately after the other and not commencing on a fresh page each time. **Indentions** should be kept as narrow as possible.

(iv) **Lists.**—Matter in the nature of a **list** should be arranged in double or treble column to make the maximum use of the available space (vide specimen "A").

(v) **Plans, diagrams, etc.,** should be drawn up in the smallest size practicable and standard sizes (Crown, Royal, Demy, F'cap or their sub-divisions) should be adopted, where size to size reproduction is essential. The size chosen should be such that it will fit in with the size of the publication in which it is to be included. As a rule, however, the question of size may be left to the press, any special feature being mentioned in the printing requisition for its guidance. **Scale diagrams** should be avoided as far as possible as they render reproduction in a suitably reduced size difficult and thus militate against paper economy and saving in cost of blocks. The mention of the actual size of the original can in many cases serve the purpose of a scale diagram.

4. **Forms.** (1) **General.**—(i) Work from precise information on the way the form will be used with specimens of used forms if they are available. Space is often wasted on indeterminate entries such as "Remarks" or in providing larger spaces for entries than is required in practice. It is more economical for entries to run on to a second form in some cases rather than to design the form to fit the longest set of entries. The "Remarks" column in many cases is superfluous and can be replaced by notes or entries at the foot of the form.

(ii) Design each form so that **both sides of paper** will be usefully utilised.

(iii) It is usually more economical (and much clearer) to provide headed **"panels"** or **"boxes"** for entries rather than "spaces" in the middle of a descriptive text.

(iv) **Working Instructions.**—Reduce to a minimum the amount of working instructions which are printed on forms. The instructions for using forms within the office can usually be circulated separately.

(2) **Margins.**—The blank space between the printing and the edges of the paper should be reduced to a minimum and in most cases should not exceed ¼". This margin can sometimes be reduced to 1/8". In particular a wasteful margin is often left at the top of a form. The margin which the printer requires should be regarded as part of the space available for entries. Do not enclose the form in a printed "frame".

(3) **Titles or Headings.**—(a) Two or more items will be typed and printed on the same line, e.g., Code—Title of form—No. of form. (b) The titles of loose leaf forms should be printed in the binding margin.

(4) **Column dimensions.**—(a) The depth of column headings should be reduced to the minimum and the same column used where possible for more than one item, *e.g.*, Part No. / Description (b) The **width of a column** should be determined not by the heading (which can be abbreivated or hyphenated) but by the maximum width of the entries (e.g., the entry 9,999 can be accommodated within a column ½" wide). Where narrow columns require very long heading, the layout as given in specimen "E (a)" attached may be practicable. (c) **Additional space** for a total at the foot of a column can sometimes be taken from an adjoining code or item column, *vide* specimen "E (b)". (d) Irregular (and wasteful) line spacing is caused by "staggering" main and sub-headings in an item which should be avoided, *vide* specimen "E (c)".

(5) **Lines.**—(a) In tabular statements, the use of a dotted line (e.g., for a total) immediately above an unbroken line is unnecessary. (b) Include as many entries as possible along the same line, *e.g.*, (i) at the top of the paper, a heading on the left, main title in the middle and the form No. on the right (ii) in a questionnaire, such answers as "Yes" or "No", a date, a town, etc. (iii) Date and signature and (iv) short footnotes.

(6) Standard enquiries and replies of a brief nature will be typed and printed in panels side by side.

(7) With **questionnaire forms** (confidential report forms, for example) indicate precisely (in inches) the amount of space to be allotted for each answer. This space can often be increased by narrowing the column containing the printed questions; the governing factor in these cases should be the shortest question which can and not the longest question which must be broken up into more lines of type. Additional space can often be obtained for a particular item requiring a long answer by printing the question across the whole width of the form and omitting the column ruling.

(8) The printing of a time series should be in the form given in specimen "F".

(9) **Dispensing with envelopes.**—Wherever possible forms which are to be transmitted through the post should be folded and secured by a gummed patch for despatch without the use of envelopes. Larger forms should be designed for folding and packing in. In cases of doubt the Paper Economy Officer should be consulted regarding the method of folding.

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ECONOMY IN PRINTING

5. **Publications, Pamphlets, etc.**—(i) **Covers** should be dispensed with wherever possible. If they are essential the grounds therefore should be stated. In such cases, the inside will be used for printing "contents", "index" or other suitable matter.

(ii) **Plates.**—The practice of asking for insertion of **half-tone** or **coloured plates** to face or adjoin particular pages of the text is to be discouraged. Such plates can go at the end of the publication and be printed on both sides of the paper. If any 'Explanations' or 'Notes' are to be printed, which cannot be included in or around the plates themselves, they can be printed in continuation of the text or body of the book after the manner of an appendix, etc.

(iii) The **number of copies** ordered should be limited strictly to the minimum requirements and the provision of spares for storage should be eliminated.

(iv) **Tables of figures.**—These should be printed in single spacing. Where the type used is small, a blank line left after each 5 lines will avoid eye strain.

(v) **Punched copies** with loose leaf binding should not be asked for except where this style would definitely make for efficiency and paper economy in the long run. Punching reduces the effective width of the page and thus militates against paper economy.

(vi) **Circular letters.**—In the case of circular letters, etc., economy can be effected by printing the No., address etc., at the top of letter heads and the subscription at the end in 'run-on' style instead of one item below the other (specimens "B" and "C").

(vii) **Addressees.**—A long list of addressees or endorsees of a letter or office memorandum should be avoided by using instead terms like "To all concerned", "To all recipients of Circular No. .....dated.....". The actual list should be with the Despatcher to be followed faithfully. Where for special reasons, the recipients must be mentioned, their names should be arranged in 'run-on' style and not one below another. In the case of addressees or endorsees belonging to a similar class, appreciable economy can be achieved by using such arrangement as given in specimen "D".

(viii) When bringing out a new publication, especially a periodical one, this office may be consulted with regard to its size, style, type, cover, etc., at the earliest possible stage so that technical considerations may be taken into account from the very beginning. Rush jobs prove wasteful because the most economical set up cannot be provided at short notice.

6. **Form Work.**...(i) **Classification.**—All forms should be classified into the categories "Essential", "Desirable" and "Non-essential" as required by the Department of Labour Memo. No. A755, dated the 30th April 1942, if this has not already been done. Only "Essential" forms should be printed. Each form should be examined before reprinting to see if it can be abolished or reduced in size.

(ii) **Size.**—The practice of asking for F'cap folio size (8½" × 13½") or bigger forms, as a matter of course, should be discontinued. There are several sizes smaller than F'cap folio, *e.g.*, a form printed in F'cap folio (13½" × 8½") might be reduced to Crown Quarto (7½" × 10") or Royal 8vo. (6½" × 10"). A list of sizes is given in rule 1 of the Rules for Printing and Binding, 1935 edition. Other sizes can be suggested by this office. In each case the smallest workable size should be adopted on the basis of actual requirements. It is not the intention that economy should be effected by unduly cramping the space for entries. When forms are reduced, a reasonable (and often unchanged) amount of writing space can be provided by careful re-design as explained above under the heading "Preparation of 'Copy' ".

(iii) **Lines.**—(a) The maximum distance between the lines for entries in the usual "list" form should be ¼" (The first line below column heading should be printed at this same distance). Usually the number of lines should be 5 to an inch. (b) When it is known that the form will be completed by typewriter, "single spacing" for typewriting (*i.e.*, 6 lines to the inch) should be used. (In some cases cross ruling, except for occasional guide-lines, will not be necessary for typewritten entries.)

(iv) **Other devices for economy.**—The following points should also be considered for adoption wherever possible: (a) The **overprinting** on the back of any substantial stock of existing one-sided forms that can be used on both sides. (b) **Alternative smaller sizes** should be used side by side with existing sizes, *e.g.*, in cases where a form may have in some cases only a few entries and in others a large number. (c) The possible cutting in half and printing on the back of (certain domestic) forms which now exist printed on one side. (d) **Printing in colours.** Order printing in black ink only except for very special reasons to be recorded in the indent. Dyes are scarce and printing in coloured inks retards output. (e) **Printing on coloured paper** should not be asked for as its manufacture has been discontinued for the duration of the War.

(v) **Reprints.**—It has been observed that **demands for the reprinting of departmental forms** which have already been in use and which could well be estimated in advance are made on this office under conditions of extreme urgency. Departments are urged particularly in cases where their demands for these stock requirements entail considerable amount of printing and paper to watch very closely the consumption of forms and to maintain sufficient reserves under a datum lines so that replenishments are asked for well in advance of immediate need.

(vi) **Normal time for form printing.**—Attention is also invited to rule 5 of the Rules for Printing and Binding (1935 edition). Form work, except in the case of sudden and unforeseen requirements is not treated as 'urgent' or 'immediate' and at least two months' time should normally be allowed to our busy presses for the compliance of indents.

7. **Conclusion.**—Departments are requested not to exaggerate urgency of their printing work. Needless expenditure and inconvenience (as well as delay to really immediate work) can often be avoided if "true" delivery dates are given. Attention in this connection is also invited to this office Memo. No. 63/5/43-P, dated the 9th March 1944.

8. **Non-observance of Instructions.**—Departments and offices are informed that future indents or requisitions for printing will be expected to conform to the instructions contained in this Memo. If scrutiny, however, reveals a disregard of the instructions, the requisition or indent will be liable to be returned for necessary revision and the responsibility for any delay caused thereby will rest with the indentor.

SPECIMEN "A"

1. Hide	5. Paper and paper products	8. Hardware
2. Glass	6. Cloth	9. Machinery including spare parts
3. Leather	7. Cutlery	10. ————
4. Woodware		

SPECIMEN "B"

The Right Way

No. 37895/XI-C/44.
To: Messrs. Ramlal Balmukund,
Govt. Contractors, P.O. Box No. 8,
Connaught Circus, New Delhi.

Office of the Controller of Rubber,
Directorate General of Supply,
Deptt. of Supply, Govt. of India,
New Delhi, the 1944.

The Wrong Way

No. 37895/XI-C/44.
Office of the Controller of Rubber,
Directorate General of Supply,
Department of Supply,
Government of India,
New Delhi, the 1944.

To
Messrs. Ramlal Balmukund,
Government Contractors,
P. O. Box No. 8,
Connaught Circus,
New Delhi.

SPECIMEN "C"

The Right Way

I have the honour to be, Sir,
Your most obedient servant,
X. Y. Z. Lt. Col. (Phone 2765)
Deputy Secretary

The Wrong Way

I have the honour to be,
Sir,
Your most obedient servant,
X. Y. Z.
Lt. Col.
Deputy Secretary to the Govt. of India.
(Phone No. 2765).

SPECIMEN "D"

(1) **Either**

The Chief Secretaries to the Govts. of Bengal, Bihar, Assam.....and Chief Commissioners of Delhi, Coorg.....

Or

The Chief Secys. to all Provincial Govts. (except....) and all Chief Commissioners.

(2) Headquarters,
All Districts, All Divisions, All L of C Areas,
Army Group SEAC, 52 Infantry Brigade,.....
The Commandant,
Staff College, Intelligence School, Infantry Schools,
I. M. A., Dehra Dun,.....
The Officer Commanding,
Assam Regiment, Mahar Regiment, All I.A.C. Training Centres,
All Engineering Training Centres,.....

SPECIMEN "E"

(a)

Heading 5
Heading 4
Heading 3
Heading 2
Heading 1
6 Heading
7 Heading
8 Heading
9Hdieang
10 Heading

(b)

X				
Y				
Z				
Total Rs.				

(c)

The Right Way

MACHINE SHOP (including PRESS WORK) — Turners, Setters, Fitters — (3 lines)

The Wrong Way

MACHINE SHOP (including PRESS WORK) — Turners, Setters, Fitters — (5 lines)

SPECIMEN "F"

The Right Way

9 A.M.	10	11	12 noon	1 p. m.	2

The Wrong Way

From 9 a. m. to 10 a. m.	From 10 a. m. to 11 a. m.	From 11 a. m. to 12 noon	From 12 noon to 1 p. m.	From 1 p. m. to 2 p. m.	From 2 p. m. to 3 p. m.

Memo. No. 63/2/44-P., dated the 26th May 1944, from C. P. & S. I., to the Government of India Presses, regarding Paper economy in printing.

In supersession of para. 2 of this Office Memorandum No. 63/5/42-P, dated the 17th March 1943, the following instructions are laid down for the guidance of the presses:—(i) **Text.**—The dimensions of appearing matter and the size of type to be used for different sizes of paper should be as in the table annexed to this memo.(ii) **Preliminaries** (such as Preface, Introduction, Foreword, etc.) and **Quotations** within text.—To be set up in one or two sizes smaller than text. (This instruction may be relaxed in cases where the quantity of matter to be set up by mechanical composition—particularly by Mono—is so small that strict adherence to the instructions would retard output.) (iii) **Sub-paras.**—From second line onwards to run full measure. In the matter of indentation the Government of India Presses may continue to follow the existing practice. (iv) **Marginal notes and references** to go inside text. (v) **Chapters, Parts, Appendices, Footnotes,** etc., to run on, separating spaces for the first three items being limited to 4 Pica ems. (vi) **Double Column Printing** should be adopted in preference to single wide column in the case of F'cap folio and other sizes down to Crown 4to and Super Royal 8vo. The space separating two columns to be one Pica em. (vii) **Tabular and Statement portion of Text matter** (Forms, statements, etc.) to be closed to the fullest extent. (viii) **Headings only to be shown for specimen forms.** (ix) **List of Government agents** for sale of publications to be deleted and the space thus released to be suitably utilized. (x) For paper bound books no **Covers** to be supplied a special case is made out. Cover page and contents to run on with text. (xi) **Type matter not to be spaced out** either by leads or by means of type or slugs with smaller faces cast on larger body. (This instruction may be relaxed where authorised by the Controller.) (xii) **Both sides of paper** to be utilised, as far as possible, except where a case is made out for printing on one side only, *e.g.*, in the case of correction lists, Forms in duplicate or triplicate, etc. (xiii) **Illustrations** to be printed on both sides of paper if the quality of paper is suitable for such printing, except where the illustrations must face the relevant text matter and the reverse cannot be usefully utilised. (xiv) Matter containing one item and one figure column and like nature to be set in **Double column** where possible. (xv) Any work not covered by the economy instructions to be looked into with a view to attaining the maximum **Paper Economy.** Deviation from the above instructions would be permissible if acceptable to the Department whose work is being executed and if by doing so it is possible to effect greater economy of paper.

ANNEXURE

Sub-division of the standard size	Foolscap (13½″ × 17″)		Crown (15″ × 20″)		Demy (17½″ × 22½″)		Long Royal (20″ × 26″)		Large Super Royal (20¾″ × 28½″)	
	Dimensions of appearing matter	Size of type	Dimensions of appearing matter	Size of type	Dimensions of appearing matter	Size of type	Dimensions of appearing matter	Size of type	Dimensions of appear-matter	Size of type
Folio	42 × 72 Pica ems.	10 pt. in double column; 11 pt. in full measure.	N O T		I N				U S E	
Quarto	32 × 42 Pica ems.	10 pt.	36 × 52 Pica ems.	10 pt.	44 × 58 Pica ems.	10 pt. in double column; 11 pt. in full measure.	48 × 66 Pica ems	10 pt. in double column; 12 pt. in full measure.	56 × 72 Pica ems	10 pt. in double column; 12 pt. in full measure.
Octavo	20 × 32 Pica ems.	8 pt.	24 × 38 Pica ems.	8 pt.	26 × 44 Pica ems.	8 pt.	30 × 50 Pica ems.	10 pt.	34 × 52 Pica ems	10 pt.

NOTES.—(1) The above sizes of type are intended for book work or similar matter. For tabular work suitably smaller sizes may be used according to nature of work.

(2) Dimensions larger than those given above for appearing matter may be adopted where this involves no practical difficulty in the press and does not detract from the usefulness of the printed work.

(3) In the case of monotypes, in view of their smaller face, types 1 point larger than those mentioned above may be used, where desirable.

(4) Where type of the size required in accordance with this table is not available, the next larger type in stock may be used.

(5) For smaller sub-divisions, *i.e.*, 12 mo., 16 mo., etc., suitably small dimensions for appearing matter and type based on the above table should be used aiming at maximum paper economy attainable.

(6) The Managers of the Government of India Presses may, at their discretion, allow in exceptional cases smaller dimensions of appearing matter and larger type than prescribed above, where considered necessary to meet special requirements.

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(25) Memo. No. 18/(W) PS/45, dated 23rd March 1945 from C. P. & S. I., to all the Departments of Government of India.

With the receipt of paper from America about 20 per cent. of Government books and publications can now be printed on white paper.

2. Where printing on white paper is considered essential (it is admitted that printing on white is always desirable) the Department or office should say so, giving grounds, on the requisition forwarding the work. The grounds would obviate further correspondence between this office and the indentor. White paper should not be demanded for forms.

3. The press will use white paper for printing when available. Otherwise unbleached will be used. If unbleached paper cannot in any circumstances be accepted, this fact should also be stated on the requisition. The Press will, in such a case, hold up printing till it is able to secure white paper.

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(26) Memo. No. 31/WPE/45, dated 31st March 1945 from C. P. & S. I. to all the Departments of Government of India.

Envelopes.—There is evidence that the instructions regarding the use and reuse of envelopes are not being strictly observed. A reference is invited to para. 4 of this circular memo. No. 4/6/41-Spl., dated the 9th June 1941 (No. 4 *ante*). New envelopes should be used sparingly.

2. Incoming envelopes from Government Departments, etc. (as well as from the public) should be opened carefully by slitting the envelopes along the narrow edge. Envelopes sealed with economy labels should be opened by carefully tearing the label only. The envelopes should then be re-used with economy labels.

3. Envelopes which can no longer be used as such may be slit open tagged together and used for rough notes, messages, etc., in lieu of slip blocks.

4. A considerable saving in envelopes and postage stamps can be effected by:

(1) Enclosing letters to one address in one envelope.
(2) Messenger service.
(3) More frequent use of post cards.
(4) Using the book post for circulars, etc.

5. Economy labels (S. 87) should also be used on all inland parcels. When doing so the conditions in clause 81 of the P. & T. Guide should be complied with.

6. **Discontinuance of the supply of certain Stationery articles.** As a measure of economy it has been decided to discontinue the supply of the following articles of stationery:—

(i) paper cutters, (ii) wooden blotters, (iii) paper clips, (iv) glass paper weights, (v) pin cushions, and (vi) rubber rollers.

7. No indents for these articles should, therefore, be placed on the Deputy Controller, Stationery, Calcutta.

8. A 50 per cent. cut has been imposed on future supplies of tape. The annual indent on the Central Stationery Office for tape should be curtailed accordingly.

(27) Extracts from Instructions appended to O. M. No. A.-354, dated the 19th June 1940, from Department of Labour, to all Departments of Government of India, etc.

(i) All indents for paper or items manufactured from paper should be carefully scrutinised by an officer not below the rank or status of an Assistant Secretary to Government. Superintendents of offices should be responsible for the economic use of all stocks at present held.

(ii) All notes—whether routine or regular—should be recorded on both sides of the note sheets. Letters should also be typed on both sides of the sheet except where the paper used is so thin as to make typing on both sides impracticable.

(iii) Double spaced typing should be avoided. All notes should be typed with single spacing. Letters which are likely to extend to more than one page should also be typed with single spacing.

(iv) (a) Paper of as few varieties as possible should be used. The use of Cream-woves, Cream-laids, Azure-laids, Supercalendered papers, manillas, etc., etc., should be restricted to the absolute minimum. Demands for Coloured Printings and Kraft paper should only be made in special circumstances. Brown Wrapping should replace the use of Kraft.

(b) The use of any kind of thick paper for correspondence should be avoided, and the smallest possible sheet consistent with the dignity and requirements of the communication should be used.

(c) Drafts of letters should be kept as office copies and carbon copies should only be made where the draft has been so extensively altered as to make it necessary to have a clean copy.

Whenever possible the carbon copy of a letter should be typed upon the back of the letter to which it is a reply, thus saving a sheet of copying paper and precluding any risk of the duplicate becoming detached from the original.

(v) All non-confidential correspondence delivered between departments in the same area should be sent loose and not in envelopes. The use of narrow paper slips to bind several sheets of correspondence for despatch in local areas should be adopted. Such cuttings can be obtained from the Government of India Presses on request and collection.

(vi) The Central Stationery Office at Calcutta should review the demands made by Government of India Secretariat departments and offices over a period of 3 years, *i.e.*, 1936-37, 1937-38, and 1938-39, and calculate the average of all paper items demanded for these three years. They will then supply against future demands 20 per cent. less than the quantities so arrived at. Any issue above these quantities will require the sanction of the Controller of Printing and Stationery, India.

(vii) At present items of stationery are issued monthly on the basis of model indents appearing in Appendix F, to the Stationery Rules. In future each clerk should be asked to put down his actual requirements every month or at stated intervals in the form intended for the purpose and the Superintendent of the Branch should satisfy himself that the demands are justified before their issue is authorised. Stationery items, particularly items of paper, should on no account be entrusted to the care of Record Suppliers, Duftries, menials, etc., or issued by them on request. The work should be entrusted to an official not below the rank of a senior clerk. Superintendents should be responsible for this procedure.

(viii) Whenever possible buff coloured paper should be used in preference to white. White paper takes longer to manufacture.

(ix) In the Central Duplicating Section semi-absorbent white Double Foolscap 24 lbs. and semi-bleached Double Foolscap 24 lbs. paper are used at present. Semi-absorbent paper is used in the case of circulars, etc., which are duplicated on both sides of the paper. Double Foolscap 24 lbs. white paper is used in cases where duplication on such paper is specially required by any department, otherwise semi-bleached paper is used. In future white Printing Double Foolscap 24 lbs. paper will be used only in cases where copies are to be supplied to non-Government bodies.

III. *Forms.*

(i) All indents for standard and special forms should be scrutinised by an officer not below the rank or status of Under Secretary (or Assistant Secretary in the case of the Defence Department), and should be signed by such officer with a certificate to the effect that he has satisfied himself of the absolute necessity of the quantities of forms demanded. A thorough check of stocks in hand should be made before indents are prepared and such stocks must be taken into account when calculating annual demands. No new forms (other than Military Standard Forms) whatever should be introduced without a reference to the Controller of Printing and Stationery, India. This will enable him to take the necessary action to suggest a standard form which might be used for the purpose.

(ii) The Manager of the Forms Store, Calcutta, will bring to the notice of the Controller of Printing and Stationery, India any cases of unusual demands for standardized forms, particularly such forms as file boards, file covers, writing pads, etc., etc., for any action the Controller may consider necessary.

(iii) Obsolete forms and special forms which are blank on one side should not be wasted. They should be used for drafting purposes while obsolete skeleton form should be used for rough work.

(iv) Damaged file boards, where possible, should be repaired by office duftries.

(v) File covers (cloth hinged) of disposed and obsolete cases should be re-utilised by pasting a slip over the previous title, or by turning the cover round to bring the blank inside pages into use.

(vi) Brown paper, wrappers, etc., should be carefully opened and the materials retained for further use.

IV. *General.*

(i) All communications which have issued or may be issued in future by the Controller of Printing and Stationery, India, concerning economy in the use of paper, etc., should be seen personally by all Gazetted Officers of each individual office. The Superintendents should be made responsible for the observance of this rule.

(ii) The Controller of Printing and Stationery, India, should pay periodical surprise visits to the larger offices of the Government of India Secretariat and other large offices with a view to satisfying himself that all stationery items, particularly all paper and items manufactured from paper, are properly stored, that proper arrangements exist for issue and that demands are scrutinised by a responsible officer. He will bring to the notice of the head of the department any procedure which he considers is not in keeping with the economy campaign.

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(28) Office Memo. No. A.-354, dated the 18th October 1941, from the Department of Labour, to all the Departments of Government of India, etc.

The estimated present consumption of all sorts of paper in India is 120,000 tons. Imports are now very small in quantity and cannot be increased; production of all mills in India (even if their capacity is strained to the utmost) cannot exceed 100,000 tons. A shortage of approximately 30,000 tons will consequently occur unless vigorous steps are taken to restrict consumption.

2. Commerce Department are taking steps to institute an economy drive among the general public, but it is necessary that this economy drive should be supplemented by a vigorous economy campaign, in Government offices. Consumption in Government offices (Central and Provincial) amounts to about one-sixth of the total consumption in India, and a reduction of at least 5,000 tons in Governmental consumption must be aimed at, and that in spite of the inevitable increase in the size of Governmental Departments. The necessity of reaching this necessary "Economy target" means that each individual officer and clerk must make efforts to reduce his normal consumption by about 40 per cent. Such reduction cannot be achieved without the utmost economy in the use of paper.

3. There are two main classes of paper economy.

A. Economy which can be exercised by the the officer, assistant, clerk, typist or despatcher with regard to his individual consumption, various suggestions have been made in previous circulars and these are repeated.

(i) All notes (whether regular or routine) and all correspondence (both drafts and fair copies) should be written on both sides of the paper, and all cyclostyled papers should be recorded on both sides of paper.

NOTE.—It has been noticed that some Departments are very lax in this respect and, in particular, that many Departments use only one side of the paper for cyclostyled papers.

(2) As far as possible, buff routine sheets should be used in preference to azure-laid note sheets, which take longer to manufacture.

(3) Notes should be as far as possible brief, and space on note sheets can be saved by recording, at any rate, short notes in single spacing.

(4) Drafts themselves should be kept as office copies and carbon copies should only be made when the draft has been so extensively altered as to make it necessary to have a

clean copy. In the case of endorsements forwarding a single document, the endorsement, whenever space permits, should be typed on the document itself, either at the end of the main text or on the reverse.

(5) Fair copies of letters should be typed on the smallest size of paper consistent with the volume of matter to be included. Short letters should never be typed on foolscap folio paper.

(6) For demi-official correspondence suitable light weight paper should generally be used, and particular care should be taken that the despatcher realises that unnecessarily large or heavy envelopes are not used.

(7) All non-confidential correspondence delivered to Departments in the same building should be sent loose and not in envelopes.

(8) Envelopes containing non-confidential documents should be fastened down with economy labels (S. 87) in such a manner as to allow them to be used again and again.

(9) Envelopes of the smallest size and cheapest quality (S. E. 1, S. E. 2 and S. E. 5) should be used consistent with the requirements.

(10) Obsolete forms and papers and waste paper of which one side only has been used should be utilised for rough work or drafting purposes.

(11) Small forms (S. 9, S. 10 and S. 49), should not be pasted on larger sheets for filing purposes.

(12) Packing paper, wrappers, etc., of parcels received should be opened very carefully and the material retained for re-use.

(13) Blotting paper should be retained in use as long as serviceable and should not be changed at regular intervals as a matter of course.

B. Paper saving in bulk.—Methods by which such bulk savings can be secured are given below and it will be recognised that such savings may amount to an appreciable weight of paper:—

(a) It has been customary to circulate to all officers copies of nearly all documents even though it is probable that many of the officers to whom the papers are circulated will not be likely ever to require to refer to the paper. It may now be necessary to abandon this practice and to circulate documents only to those to whom they may be of material use. Under Secretaries and Assistant Secretaries must in present circumstances be instructed to examine carefully the necessity of such wide circulation and to reduce the number of copies of their departmental circulars which they order and their indents on other departments.

(b) It might be found possible to reduce for the period of the war the size of annual reports or other printed papers. For instance, it might be found possible to print, only a few copies of a complete report with complete statistics, etc., and to reduce the size of those reports issued to the members of the public and other persons on the distribution list who might be only, to a small extent, interested in some part of the report or statistics. It might also be found possible to reduce for the period of the war the size of print in various parts of the report.

(c) In view of the relatively large distribution lists of most publications brevity in drafting, avoidance of graphs, diagrams, etc., which are not absolutely essential, and the utilisation of ordinary and not special papers may result in considerable saving.

(d) It might be found possible to discontinue for the period of the war some reports, such for instance, as quinquennial reports, or it might be found possible to issue certain periodical publications with less frequency than usual.

4. If these measures are to be effective the constant vigilance of all officers is necessary and it is essential that they should continually impress on their officers that effective measures must be taken to reduce the consumption of paper, if India's war effort is not to be hampered in the near future by a shortage of paper.

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(29) Office Memo. No. A.-354, dated the 24th November 1941, from the Department of Labour, to all the Departments of Government of India, etc.

Reference paragraph 2 of the Memo. No. 1/13/41-Spl., dated the 22nd September 1941 (No. 7 *ante*), from the Paper Economy Officer, concerning the use of partially consumed forms, etc., and of blank side of unwanted notes, etc., for purposes of drafts or rough

calculations. In amplification of this suggestion and as a further expedient for securing economy in the consumption of paper, the following device is brought to the notice of the various Departments.

2. In accordance with the procedure obtaining in the Secretariat, certain files are to be destroyed in 1941-42, in which the note sheets must have been written on one side only. Certain of these files which may be highly confidential should continue to be destroyed by being burnt. It is suggested that the blank sides of the note sheets on files other than confidential, might be used for rough drafts. It is also suggested that such note sheets may be cut into smaller pieces so as to obviate the possibility of information from old notes reaching quarters where it might prove embarrassing to Government.

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(30) Office Memo. No. A.-354, dated the 18th December 1941, from the Department of Labour, to all the Departments of Government of India, etc.

In view of the deterioration which has since taken place in the paper position in India, it is considered essential that fair copies of letters should invariably be typed with single spacing, thus allowing the smallest size of paper to be used. In this connection attention is also invited to para. 3A(5) of Office Memo. No. A.-354, dated the 18th October 1941 (No. 28 *ante*).

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(31) Office Memo. No. A.-354, dated the 30th October 1942, from the Department of Labour, to all the Departments of Government of India, etc.

The manufacture of blotting paper has to depend a good deal on imported wood pulp. As imports of such pulp are difficult now, it is essential to effect economy in the consumption of blotting paper. It has, therefore been decided to impose with immediate effect a 33⅓ per cent. cut in the demands of all Central Government Offices for blotting paper for the duration of the war. The Deputy Controller of Stationery is being instructed to cut down accordingly the demands for blotting paper from the indents for the current year which so far have not complied with by the Stationery Office.

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(32) Memo. No. A.-354, dated the 20th February 1943, from the Department of Labour, to all Department of the Government of India, etc.

The following defects have been noticed as of frequent occurrence:—

(1) *Envelopes.*—In many cases envelopes both large and small are used with flaps stuck down and often provided with economy labels as well. There is no reason to gum down a flap simply because it contains a secret document: a sealed economy label can be made just as secure. Attention is drawn to the procedure described in P. E. O.'s Memo. No. 41/1/40-Spl., dated the 31st July 1940.

NOTE.—This defect occurs most frequently in the case of D. Os. and U. Os. from senior officers of many Departments and of many communications from Branches of War Department.

(2) *General circulars.*—Circulars are still being sent out on a very wide distribution. Departments must reduce, the number of copies to the barest minimum [*vide* Memo. No. A.-354, dated the 18th October 1941 (No. 28 *ante*)].

2. It is suggested that Secretaries should personally depute an officer to verify and report that the correct procedure is actually being carried out in respect of paper economy in the Departments.

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(33) Memo. No. A.-354, dated the 4th September 1944, from the Department of Labour, to all Departments of the Government of India, etc.

Reference paras. II(i) (I) and III(i) of Instructions contained in this Department O. M. No. A.-354, dated the 19th June 1940, read with Controller of Printing and Stationery Memo. No. 4/3/40-Spl., dated the 23rd August 1940, on the above subject. It has been brought to the notice of the Government of India that, due to the creation of a large number of new offices and posts as a result of the War, it has become increasingly difficult to

the Office of the Controller of Printing and Stationery to determine the competency of the officers signing press requisitions and indents with reference to the instructions referred to above, especially when the actual designation of the officer signing the requisition (*i.e.*, when he signs "for.....") is not clearly indicated. It is, therefore, requested that Departments of the Government of India, etc., should see that the actual designation of the officer signing the requisition is clearly indicated therein and also certify that the rank of the officer signing the requisition (or countersigning as the case may be) is not lower than what has been prescribed in the instructions referred to above. The following consolidated certificates should be given on each indent or requisition sent to the Office of the Controller of Printing and Stationery:—

"Certified that:—

(i) the work is inescapable;

(ii) the number of copies asked for is the absolute minimum and

(iii) the rank and status of the officer signing the requisition is not lower than that of an Assistant Secretary to the Government of India or an officer of equal or higher status."

In the absence of the above certificate or in the event of its being incomplete, requisitions and indents will be liable to be returned.

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(34) Office Memo. No. 181/40-Public, dated the 17th March 1943, from the Home Department, to all the Departments of the Government of India, etc.

Reference Labour Department, Office Memorandum No. A.-354, dated the 19th June 1940 (No. 27 *ante*), with a view to meet the need for economy in the use of paper due the international situation, the following instructions may, until further orders, be observed:—

(i) After the present stock of printed forms for returning petitions and memorials has been exhausted, no separate form should be used for the purpose, but the necessary endorsement should be inscribed on the petition or memorial itself.

(ii) Applications for copies of rules, etc., should be returned in original endorsed "Herewith" or "Application to be made to the Federal Public Service Commission", etc.

(iii) No drafts need be put up for acknowledgments, pure and simple; but when such an acknowledgment has been issued, a suitable red-ink entry should be made in the appropriate place in the notes.

(iv) When a single document is being forwarded by endorsement, the endorsement should, whenever space permits, be typed on the document itself, either at the end of the main text or on the reverse.

(v) Brief notes (such as "For information", "May be added to the main file", "No action is necessary, as the reply has already issued", etc.) should be written on the receipt itself not on a separate note sheet. This applies particularly to Provincial Administration Reports, reminders and the like.

(vi) "P. U. C.", "F. R.", "D. F. A.", and other such slips should not be thrown away after they have been used once or twice, but should be used repeatedly until they become unserviceable.

(vii) *Superseded by S. No.* 35 post.

(viii) New files should not be opened unnecessarily for instance, all circulars on the same subject, though of different years, may be placed in the same file.

(ix) Time and postage might be saved during Simla season by indicating in communications issuing from a Department whether the reply is to be sent to Simla or Delhi.

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(35) O. M. No. 106/42-Public, dated 24th April 1942, from Home Department, to all the Departments of Government of India, etc.

In view of the deterioration which has since taken place in the paper situation in India, it has been decided not to print pink, green and yellow covers for the duration of the war. The *Finance Department*, etc., accordingly requested kindly to discontinue the use of these forms as also the use of the 'separator' as contemplated in rule 14 of the Rules appended to the Home Department, Office Memorandum No. 75/1/37-Public, dated the 5th April 1938, after the present stock has become exhausted. In the case of a recorded file, however, the use of the buff coloured cover (S. 97-Buff) should be continued.

(36) Circular No. 54/W.R.C., dated the 27th July 1942, from the W.R.C.C., to all the Departments of the Government of India.

The War Resources Committee have had under consideration the urgent need for a further drive for paper economy. The statistical position is extremely serious. The All-India position has worsened to the extent of 7,000 tons (nearly one-third of the total Central Government consumption) in the last 9 months, while demand is still increasing.

2. The War Resources Committee is satisfied that it is now necessary:—

(a) that every officer and clerk must save not less than 50 per cent. of the paper that he would normally have used for his own consumption on Government work;

(b) that distribution lists of renewed circulars must be ruthlessly curtailed;

(c) that no publication should be printed, published or circulated unless it is essential under war conditions.

(d) that economy labels should be used in *all* official, demi-official and private correspondence.

3. In order to achieve these objects the following instructions will be carried out:—

(1) Secretaries and Joint Secretaries must hold themselves personally responsible for paper economy in their departments, and in the departments subordinate to them. They must make themselves fully acquainted with all the instructions in the matter that have already been issued [Labour Department's Memorandum No. A.-354 of the 18th October 1941 (No. 28 *ante*) and all circulars issued thereafter should be read.]

(2) All officers must realise that unless they themselves set an example and unless subordinate officers and clerks are pulled up for non-compliance with orders the required economy cannot be secured. Personal interest is necessary and it must be realised that small individual items of waste, if not checked, will persist, but if checked on one occasion, will quickly stop.

(3) Departments, if they do not already do so, should centralise their stationery demands and impose a definite quota on each branch which can only be exceeded with the sanction of a senior official.

(4) The paper economy staff of the Controller of Printing and Stationery will be strengthened, and it will be authorised to visit all offices and report on paper economy to the Secretary. The Controller will submit to Labour Department monthly a report dealing with the working of this staff, and the departmental demands for stationery. The Labour Department will furnish a report to the Committee.

(5) All regular distribution lists will be carefully scrutinised and wherever possible drastically curtailed by an officer not below the rank of Under Secretary.

(6) Before duplication is ordered the document will be carefully scrutinised to see that only that portion is duplicated which is essentially necessary, that lists of recipients are abbreviated, and that the smallest size of paper possible is used. Both sides of the paper should invariably be used for duplication.

(7) Recipients of duplicated papers should invariably consider whether their names require to be retained on the distribution list, and should, advise the circulating office if their name can be omitted.

(8) The Secretary, War Resources Committee and Secretary, Labour Department will scrutinise the lists of publications already received by Labour Department from Departments and will inform Departments which publications should in their opinion be discontinued and of which the numbers of copies or pages printed should be reduced. If the Department does not agree, the matter should be discussed by the Departmental Secretary with the above two officers, and if no agreement is secured should be referred to the Committee.

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(37) Administrative Order No. 9, dated the 24th June 1944, from the Department of Supply, Directorate-General of Disposals.

The Department of Supply have now assumed responsibility for the collection and disposal of waste paper arising from Central Government offices all over India. Their

responsibility extends to offices of Defence Services, but not to those of Provincial Governments. Waste Paper forms the best raw material for pulping purposes. It has, therefore, been decided that waste paper arisings from the official sources specified above shall be returned to paper mills at prices laid down by the Department of Supply from time to time.

2. To facilitate collection and distribution to mills on a zonal basis, the Paper Collecting Centre at Clive Road, New Delhi, which was formed from General Headquarters Waste Paper Section, and was formerly controlled by the Chief Administrative Officer, War Department, and later transferred to the Department of Labour, has now been transferred to the Administrative control of the Director-General of Disposals. The Paper Centre is under the immediate supervision of the Paper Economy Officer (Defence Services) and will with immediate effect constitute the Official Collecting Agency for waste paper arisings from all Central Government Offices in Delhi.

3. Consequent on the decision referred to above, the following instructions in respect of disposal of waste paper in Central Government Offices are issued in supersession of any instructions that may have been issued previously.

(a) Most Secret Papers.

All unwanted documents of a "Most Secret" nature including pamphlets, drawings, blue prints, perforated monotype paper, notices, proofs, etc., will for the present continue to be destroyed by burning. This does not apply to Defence Headquarters, New Delhi, where special arrangements have been made.

All stencils and carbons which cannot be revised will be destroyed by burning.

(b) Other Categories of Waste Paper.

All other Categories of waste paper, including waste paper of a confidential and secret nature, will be dealt with as indicated below:—

(i) Central Government offices in Delhi and New Delhi, offices in the Secretariat Buildings or in adjoining hutments will send their waste paper to the Paper Collecting Centre in closed bags. Bags for this purpose up to a maximum of 10 per Department, complete with handles and locks, have been supplied to most of the Departments by the Chief Administrative Officer, War Department. Those Departments which have not received such bags will obtain them from the Paper Economy Officer (Defence Services) direct.

(ii) Officers outside Secretariat Buildings, New Delhi, offices in Old Delhi (except Government of India Press and Central Publication Branch, Civil Section) will arrange for removal of their waste paper in direct communication with the Paper Economy Officer (Defence Services). Special bags are not required for these offices.

Government of India Press and Central Publication Branch (Civil Section) will make their own arrangements for disposal of their waste paper but will be guided by the general principles laid down in paragraph 4.

(iii) Central Government Offices in Simla.

All Central Government Offices except Government of India Press will send their waste paper in locked boxes to the Paper Collecting Centre Branch located with G.H.Q. Postal Clearing House in G.H.Q. Buildings at Simla Government of India Press will dispose of their own waste paper but will be guided by the principles set out in paragraph 4 below.

(iv) For Offices outside Delhi and Simla.

(a) "Confidential" and "Secret" waste paper will be disposed of in consultation with Army Command Headquarters in whose jurisdiction the office is located.

(b) Ordinary waste paper will be disposed of to local Military authorities on to the nearest paper mills.

The Government Press at Aligarh will make their own arrangements for disposal of their waste paper but will be guided by the principles set out below.

4. Where waste paper is not disposed of to the Military authorities, disposal arrangements will be made with the paper mills direct, or in cases where mills insist on disposal through their accredited agents, guarantees will be taken from agents that all paper taken over by them will be disposed of to the nearest mill for manufacture. The names of the mills, their location and agents are given below:—

Province.	Name & Location of the Mills.	Situated at	Agents.
Bengal . .	(1) Titaghur Paper Mills Co., Ltd.	Titagurh & Kankinara.	M/s. F. W. Heilgers & Co., Chartered Bank Building, Calcutta.
,, . .	(2) India Paper & Pulp Co., Ltd.	Naihati . .	M/s. Andrew Yule & Co., 8, Clive Row, Calcutta.
,, . .	(3) Bengal Paper Mills Co., Ltd.	Ranigunj . .	M/s. Balmer Lawrie & Co., 165 Clive Street, Calcutta.
Madras . .	(1) Andhra Paper Mills Co., Ltd.	Rajahmundry .	M/s. Khatan Apte & Co., Bombay 2.
,, . .	(2) Mysore Paper Mills Ltd.	Bhadravati . .	Office at Asiatic Buildings Kampegowda Road, Bangalore.
,, . .	(3) Punalur Paper Mills, Ltd.	Punalur (Travancore).	M/s. A. & F. Harvey, P. B. No. 35 Madras (S. India).
Bombay and Sind.	(1) Gujrat Paper Mills, Ltd. .	Barejidi . .	Offices at 653, Sakar Bazar, Railway Pura Post Ahmedabad.
,,	(2) Deccan Paper Mills, Ltd. .	Poona . . .	M/s. Canara Pulp & Paper Mills, Saraswti Vilas, Lakshmi Road, Poona.
,,	(3) Sirpur Paper Mills, Ltd. .	Kothapetta (N. S. Ry).	M/s. Hyderabad Construction Co., Ltd., Abid Road, P. O. Box No. 109, Hyderabad (Deccan).
U.P. & Punjab	(1) Upper India Couper Paper Mills Co., Ltd.	Lucknow . .	Office at Lucknow.
,,	(2) Shree Gopal Paper Mills .	Jagadhri (Abdullapur).	M/s. Karamchand Thapar & Co., 5, Royal Exchange Place, Calcutta.
,,	(3) Star Paper Mills Co., Ltd. .	Saharanpur . .	M/s. Bajoria & Co., 4, Lyons Range, Calcutta.
Behar, Orissa & C. P.	(1) Rohtas Industries Ltd. .	Dalmianagar . .	M/s. Dalmia Sabharwal Jain & Co., Dalmianagar.
,,	(2) Orient Paper Mills Ltd. .	Brajrajnagar, (I. B.) B.N.R.	M/s. Birla Bros., Ltd., 8, Royal Exchange Place, Calcutta.

5. The following prices have been fixed by the Directorate-General of Disposals:—

	Rs.
Ordinary office waste (unsorted)	6 per maund.
Mixed records (sorted)	8 per maund.
White records (sorted)	10 per maund.

In the event of a dispute as to the category in which waste paper should be classified a reference may be made to the Director-General of Disposals. Contractual arrangements with paper mills will be on the basis of the above prices which are all f.o.r. despatching station.

6. As any existing contracts with private contractors cannot be cancelled, those departments and offices of the Central Government which have concluded such contracts for the disposal of their waste paper must continue to operate the contracts until their termination when the contracts expire the Department or office concerned will dispose of their waste paper in accordance with the instructions given in the foregoing paragraphs.

No existing contracts will be renewed nor will any new contracts be concluded. The practice of selling to the highest bidder will also cease.

These arrangements will not apply to certain Central Government offices, such as Posts and Telegraphs and Railways, because of certain practical difficulties in collection and transport of arisings from sites of accumulations to consuming mills and also in respect of special credits to be afforded to such Departments for their arisings. The Departments so concerned have been separately informed.

7. The despatch instructions detailed below should be carefully adhered to, as carelessness in observing them may lead to serious accidents in paper mill machinery.

For orderly disposal of waste paper, all paper will be carefully examined before despatch to paper mills, and all pins, clips, or other metal devices, carbons, wax skins, office slips, flags, etc., removed and where possible used again. All envelopes will be free from sealing wax which should be collected and melted down for further re-use.

Paper in F.O.U.O. Restricted, Confidential or Secret categories will be torn into small pieces not larger than a quarter of a single foolscap folio sheet.

The Superintendent or other official in charge of a branch or section will be responsible for ensuing that all waste paper within his branch or section, including the rooms of officers, is collected and dealt with according to the instructions herein prescribed before it leaves his office. He will also ensure that waste paper is not pilfered by members of the menial establishment.

Bags sent to the Paper Collecting Centre which do not comply with these instructions will be rejected and returned to the Department or Office concerned for the paper to be properly dealt with.

8. In respect of waste paper arisings from Provincial Government Offices, the Department of Supply by their Nos. 8-D.P. (12)/44, dated the 31st March 1944, have already made their recommendations.

GIPD—L 409 CofP&S—26-6-45—250.

OFFICE OF THE CONTROLLER OF PRINTING AND STATIONERY, INDIA.

No. 64/W.P.E./45. *New Delhi, the 2nd July 1945.*

MEMORANDUM.

SUBJECT:—*Economy in the use of Paper.*

Stencilling.—Paragraphs 9 and 10 of this office circular memo. No. 172/W.P.E./43, dated the 15th September 1943, as amended by circular memo. of even number, dated the 23rd October 1943, on the subject of economy in the use of paper and other stationery stores are reconstructed as under:—

"9. *Stencilling.*—Attention is invited to this office circular memo. No. 14/1/43-C.D.S., dated the 10th April 1943. Offices resort to 'duplicating' even when the number of copies is small. Copies should be reproduced by 'duplicating' only when the number required is not less than sixteen. Fewer copies should be typed. For copies between 16 and 99, the matter should invariably be duplicated and not printed.

10. Summarised the position will be as follows:—

(*i*) For copies numbering 100 and over, *print as a rule*, but duplicate if copies required in less than 48 hours,

(*ii*) for 16 to 99 copies, *duplicate invariably*, and

(*iii*) for less than 16 copies, type."

2. *Typing Notes and unofficial Correspondence with Double Spacing.*—In supersession of paragraph 1 (*iii*) of the instructions appended to Department of Labour Office memo. No. A.-354, dated the 19th June 1940, Departments and offices are informed that notes and unofficial correspondence may now be typed with double spacing. Official correspondence will, however, continue to be typed with single spacing.

3. *Note Sheets.*—The use of full sized sheets for notes and unofficial correspondence was permitted in this office circular memo. No. 64/W.P.E./44, dated the 30th March 1944. Some Departments and offices, however, continue to use portions of a sheet. This results in untidy files and often in false economy. Departments and offices are again advised to use full sized sheets.

4. *Supply of Spare Copies of Circulars, etc.*—In modification of the Department of Labour Office memo. No. A.-48, dated the 22nd February 1944, the following revised instructions are issued for the supply of spare copies of circulars, etc., of one Department to other Departments. These instructions

[P.T.O.

should be brought to the notice of all concerned for strict observance:—

(*i*) All circulars issued by Departments, etc., should be classified into two categories, (*a*) circulars of general interest embracing a wide field, *e.g.*, circulars regarding war allowances, (*b*) circulars of less importance.

(*ii*) In the case of (*a*) above the total number of copies required for distribution would obviously be more than 100. In such cases a requisition for printing should be sent to this office in the usual manner for such a number of copies as would cover initial requirements *plus* a small reserve, if considered desirable. The Departments should be asked to intimate their requirements of spare copies within a week from the date of receipt of the circular.

(*iii*) It should be clearly stated in the press requisition that the type should be kept standing for a fortnight. Within this period, the demands of the other Departments for additional copies should be collected and a consolidated demand placed on this office.

(*iv*) In the case of (*b*) above, the number of copies required would in most cases be less than 100. A stencil should be cut, the number of copies required for initial distribution duplicated and copies distributed. The stencil should be preserved for use again, if necessary. Departments should be requested to intimate their demands for spare copies within a week of the date of receipt of the circular.

(*v*) If additional demands when received from other Departments amount to 100 or more copies, the circular should be sent to this office for printing. If less than 100, the copies should be duplicated using the original stencil.

5. In no case should another Department cut a stencil for the same circular and have copies duplicated on its own account.

R.K.Mitra

Paper Economy Officer, India.

To

All the Departments of Government of India.

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