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Education (1950) Department.

Ms SERIES.

G.O. NO. 2659 Edu

Dated 25-9-50

~~ff 6, 7, 8, 9, 10, 11, 12, 13 and notes~~
~~at ff 7-12 - A~~

[Despatch Abstract.]

Govt Press - Forms and Registers -
wasteful printing. Elimination of
Instructions Issued.

Back Papers.

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

Further Papers.

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

Office of the Special Officer for
re-organisation of Government Press,
Madras, dated 22-6-1950.

Dear Mr. Paul,

Sub:- Government Press - Forms and Registers - Wasteful printing.

I have already referred, in my reports to the Government, to the question of wasteful printing of forms and registers in the Government Press. More and more instances of this kind are coming to notice with the result that I am now led to the conclusion that a serious waste of public money is involved and that special steps must be taken to prevent this. The waste arises in two ways:- (1) the indents from the indenting officers are not prepared correctly and excessive demands are made; and (2) the consolidation of the numerous indents is not properly done in the Government Press and there is either incorrect posting or incorrect totalling. The indents in the indenting offices are generally prepared by some junior clerk--even a 9(a)(1) candidate. Section Heads or officers do not have the time to scrutinise the figures noted in these indents. Whether there is justification for it or not, it is a fact that the scrutiny is practically nil. The clerk who prepares the indents generally goes upon the previous year's indent if the office copy has been preserved carefully and is available. If not, he makes his own estimate; and these estimates are often wrong. The clerks who post these indents in the Government Press in the consolidation register and prepare the consolidated estimates of the forms and registers to be printed, are not qualified to criticise the propriety of the indents made, even were they inclined to do it. They do not have the necessary departmental knowledge. The figures given by the indenting officers have to be taken for granted in the Government Press. The mistakes of the indenting officers reinforced by the mistakes made in the Government Press itself, assume appreciable proportions, as the examples in the Annexure will show.

2. I, therefore, submit for the consideration of the Government, the following proposal, which is designed to have some control over this matter. I suggest that a small Committee be formed, with an Assistant Secretary of the Finance Department in the Secretariat, as Chairman. He will co-opt, in consultation with the Head of the Department concerned, an officer of that Department as a member of the Committee, to sit with him and scrutinise the consolidated indent for the Department, prepared in the Government Press from the indents of the officers of that Department. The officer so selected from the Department will be one who has served in the moffusil and will have general experience of the various Forms and the Registers and the use to which they are put. The Assistant Secretary from the Finance Department may be expected to bring to the work the requisite financial outlook. Further, he will have ready access in the Finance Department to the statistics relating to various categories of offices and these statistics will be useful in estimating the number of forms required in a Department. These two officers sitting together, can scrutinise the consolidated indent prepared for each Department, item by item, and they can spot out the cases where excessive demands have been made. They can also scrutinise whether the quality of paper on which it is proposed to print the Form or the Register is unnecessarily high, and also whether the size of the register proposed to be printed can be reduced, with reference to the actual needs. As soon as the indents relating to a particular Department have been consolidated in the Press, the Superintendent will give intimation to the Chairman of the Committee. The Committee will then meet in the Government Press. The consolidated indent, the individual indents, and samples of the forms and registers will be made available to the Committee. Ordinarily, it should not take more than a day for the consolidated indent

from a Department to be disposed of. In this way, the Committee can meet once a month or once in two months and dispose of the indents of all the Departments. The Chairman of the Committee alone will be constant and the co-opted member will vary and will be selected from the Department the indent of which is proposed to be scrutinised. I do not think that the work will be so heavy as to require any extra remuneration. But, I will submit that it will be worthwhile giving a remuneration of say Rs.100/- per year for the Chairman and about Rs.25/- each for the members. This expenditure is well worth incurring, if it will prevent, as I have every reason to think it will, a large wastage of money involved in the haphazard printing of forms and registers that is now going on. Some examples of such printing are given in the Annexure. These are cases, which have come to notice during brief inspections in the course of a few months. Every visit I have made to the Forms Section has thrown up new cases, and I have no doubt that in the course of one year the number of cases will mount up to an appreciable figure. The forms which are printed excessively either get stored up in the Government Press to be moth-eaten in the course of years or they get locked up in the various record rooms in the State to share a similar fate, and therefore printing should ordinarily be restricted to not more than one year's requirements.

Yours sincerely,
V.V. Subramanian
(V.V. Subramanian)

22/6/50.

To
Sri R.D. Paul,
Secretary to Government,
Education Department,
Fort St. George,
Madras.

ANNEXURE.

1. During the inspections of the Press Enquiry Committee last year, it was found that a few hundred volumes of the Register of Service Books had been printed for the Commercial Tax Officer, Cuddappah, and were on the point of being despatched to him. These registers contained enough pages for making entries for the small staff in the Commercial Tax Office for a few centuries. On investigation, it was found that the Commercial Tax Officer had asked for a certain number of forms. Owing to a mistake in the consolidation in the Government Press, the same number of books were printed, each book containing hundreds of forms. This Standardised Form is supplied both in books and in loose forms. The cost of each book would be about Rs.3/-.

2. A report has already been made to the Government about the excessive indent made by the Commissioner of Police, for licences under the Motor Vehicles Transportation Act. During an inspection of the Forms Section, which I made today, I found that there was a huge pile of obsolete M.V.T. Act Licences. These had been printed in excess of the actual demand and they are now being torn up as waste paper by coolies. There was a large pile of about 1 1/2 lakhs of such Licences (each of them in triplicate), thus amounting to about 4 1/2 lakhs of sheets of paper. The printing of the Licences was on special quality of paper-- Security Paper, and the printing was also of special design in different colours. These Licence forms had to be printed with labour and expenditure and now they are being torn up to be disposed of as waste paper, and the work is likely to take up the time of many men for several days. The total expenditure is estimated to be not less than Rs.5,000/-.

3. It is found that more than 3,000 volumes of Form S.F.7A (Vaccination Register to be used in major Panchayats and Municipalities) have been printed. The printing has been made on no discoverable estimate, and the Director of Public Health, whom I consulted, states that there is no appreciable demand for this register. As there are only 80 Municipalities in the State and each register has got columns for entries till the year 1979 and lines for 3,300 to 6,600 persons (according to the size of the register), the stock on hand which runs to over 3,000 will last for about 50 or 60 years at least, and a good portion of it will therefore go to waste. Each volume costs about Rs.3 to 4.

4. It was found that 800 copies of the register of Motor Vehicles Driving Licences had been printed. Each such register has entries for a few thousand Licences. As there are 25 districts only, the printing of 800 registers was a terrible waste and it was found to be due to incorrect consolidation in the Government Press. The cost of each register is about Rs.3/-.

5. Today, I found that 150 registers of Form Edn.B.77A had been printed on an indent from the District Educational Officer, North Arcot. This is a register of the admissions in Elementary Schools. The register has 200 pages and there are 26 lines to each page. Entries can thus be made for 5200 candidates. The book seemed to have been indented for by the District Educational Officer, North Arcot, on the ground that 139 new labour schools have been opened in the district. The number of new admissions in a labour elementary school each year cannot exceed 100 on a very optimistic estimate. The register will thus serve for 52 years, assuming that it is preserved for that period. The mistake in this case was that of the District Educational Officer, should not have applied for a register of this size. The cost of each register should be about Rs.2 to 3/-.

More instances of this kind can be quoted.

More instances of this kind can be quoted.

V.V. Subramanian

22.6.50.

Special Officer for re-
organisation of Government Press,
Madras.

Edn. Deptt. (E)

Sub: Govt. Press-Forms and Registers Wasteful
Printing - Elimination of - Instructions
issued.

pp1-3 cf

Ref: From the Spl. Officer for the Reorganisation
of the Govt. Press D.O.C.No.53/50 S.O.d-22-6-50.

Order/Ms.No. 2659

Edn. d/ 25.9.50.

The Special Officer for the Reorganisation
of the Govt. Press has brought to the notice of Govt. *the need to take steps to prevent*
wasteful printing of forms and registers in the Govt.
Press involving serious wastage of public money. He
has pointed out that one of the causes for this wasteful
printing is that either the indents from the officers are
not prepared correctly or excessive demands are made.

2. The Govt. agree that wastage due to an over
estimate of these forms should be scrupulously avoided.
They wish to impress on all the Heads of deptts. the need
for exercising a close check on the preparation of indents
for forms and registers in their offices and in the
offices subordinate to them and to reduce their demands
to the barest minimum. For this purpose heads of deptts.
and offices may constitute ad hoc committees of their own
officers acquainted with the needs for forms and registers
in respect of the period covered by the indent or to
scrutinise indents in other ways, *and have the*
indents for forms forwarded to the S.G.P. only
after such scrutiny. They should ensure that
the indents are made to the S.G.P. *only after a careful*
scrutiny and are invariably accompanied by a certificate
signed by a gazetted officer belonging to the deptt. or
office concerned that the indents made represent the

K on p1 cf.

indents on p4 NF.

the essential minimum requirements.

To
The Heads of Deptts
The Depts. of Sett.
All Collectors.
Copy to the S.G.P.
Copy to C.C.B.

21.9.50.

C.No. 17008 E/50

Sub: Govt. Press - Forms and Registers-Wasteful Printing.

Ref: From the Spl. Officer D.O.C.No.53/50-S.O.d-22-6-50.

The Spl. Officer has brought to the notice of Govt. the wasteful printing of forms and registers in the Govt. Press. He has pointed out that the waste arises in two ways: (1) the indents from the indenting officers are not prepared correctly and excessive demands are made; and (2) the consolidation of the numerous indents is not properly done in the Govt. Press and there is either incorrect posting or incorrect totalling. As a result that a serious waste of public money is involved and Spl. steps must be taken to prevent this.

2 In order to have some control over the matter, he suggests that a small committee be formed with an ~~Asst.~~ Assistant Secretary of the Finance department in the Secretariat as Chairman and he will co-opt in consultation with the Head of deptt. concerned, an officer of that deptt. as a member of the committee to sit with him and scrutinise the consolidated indents for the depts. prepared in the Govt. Press from the indents of the Officers of that ~~deptt.~~ Deptt. The officer so selected from the deptt. will be one who has served in the moffusil and will have general experience of the various Forms and the Registers and the use to which they are put. These two officers sitting together ~~and~~ ^{are to} scrutinise the consolidated indent prepared for each deptt. item by item and they can spot out the cases where excessive demands have been made.

3 The Spl. Officer estimates that it should not take more than a day for the consolidated indent from a deptt. to be disposed of. The Chairman of the Committee alone will be constant and the co-opted member will vary and will be selected from the Deptt. the indent of which is proposed to be scrutinised. The Spl. Officer has proposed a remuneration of Rs.100 per year for the

para 2
pp 1-2 of

PTO

the Chairman and Rs. 25 each for the members. He has also given some examples of wasteful printing in the annexure to his letter on pp 3-4 of.

The file may be sent to Finance for remark

in the first instance.

7.8
26.65

27.6.50 8.27.50

Contained in paras 2-3

The proposals of Education note on pp 1-2 above may be accepted. The extra cost on account of payment of honorarium will not be appreciable, and will be more than covered by the savings anticipated under the new scheme to prevent wastage of printed forms etc.

28.7.50 17008 E/501
28/6/50
SECRETARY TO GOVERNMENT
FINANCE DEPARTMENT
489880

Thrustin (Exp B)
Current 28/6/50

3.7.50 7.7.50 8.7.50 8.7.50 8

The Assistant Secretary of the Finance Department to be appointed as the Chairman, not being a technical man, will not be in a position to scrutinise the necessity for the quality of paper to be used in printing the different kinds of forms and to suggest economies. For this purpose, it would seem preferable to include the Dy. Supdt., Government Press also as a member of the proposed Committee.

Examples - N

8.7.50 7.7.50 8.7.50 8.7.50

Edm/E

Finance suggest that as the Assistant Secretary proposed to be appointed as chairman, not being a technical

19869
15 JUL 1950
EDUCATION DEPARTMENT

Will you please refer to the recommendations, if any, of the Expert Committee in regard to the wasteful printing of forms. Please also indicate the exact procedure which is now followed by the several Dep'ts in respect of these indents

9.8.50

Assistant Secretary's query above

In their report submitted to Govt. the Govt. Press Expert Committee observed as follows:-

"The Committee noticed that there was general want of supervision in the Forms control section. The Committee submits that Heads of Departments may be asked to examine whether any of the forms which are now being printed in the Press can be conveniently abolished or reduced in size; and also to take steps to prevent excessive estimates of the number of forms required. The printing of forms throws considerable work on the Press and the Committee is inclined to think that there is scope for reducing the volume of the printing."

2 The Stationery Manual Volume I (The text of the rules) does not contain any instruction regarding the procedure relating to the indents for forms. Forms are supplied by the S.G.P. and he might have issued instructions direct to the heads of departments regarding the preparation of indent for forms. Volume III of the Stationery Manual deals exclusively with the forms and the very ancient edition of Volume III (not a copy is available in the Sett.) is being revised by a Spl. staff in the Govt. Press, Madras. If the text is revised we may call for a proof copy of the same if ordered.

K on p. 51 (M)

A

22.8.50

The

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ordered.

The suggestions of the Expert Committee as at A on the previous page are relevant in the matter of ~~the~~ preventing an overestimate of the demands for forms by the Departments leading to eventual wastage. What is important and necessary is that the indenting offices should take the greatest possible care in making their indents. For this purpose they can constitute ad hoc Committees of their own Officers acquainted with their needs for the year or ~~other~~ adopt other methods. It may however be laid down that the indents should be made to the P. & P. after a very close scrutiny and should be accompanied by a Certificate signed by a gazetted officer that the indent made represents the essential minimum requirements.

Instructions on the above lines will perhaps do. Scrutiny by a Committee presided over by an Officer of the Finance Secretariat may not be quite satisfactory even if it is feasible and may lead to delay in complying with the indents and involve correspondence. It means also an avoidable waste

to 26/8

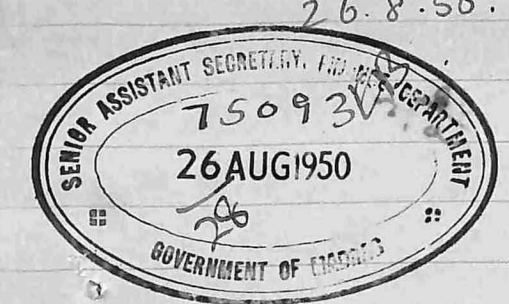
as suggested in para 2 imp. of

EB 5/1/55

Waste of time for the Asst. Secy, Finance - It is necessary that the responsibility for excessive indents should be borne by the indenting offices. Fin. may see again for further remarks -

25.8.50
26.8.50

Edm. No. 17008 E/50.2
26.8.50.



(Previous Finance note on p 2 above)
The further notes of Education on pp 3-5 above may be perused. The views of the Edn. Dept on pp 4-5 above may be concurred in and the case returned to them.

31.8.50

Edn. previously asked for the remarks of Fin. on the proposal to appoint a Committee with an Asst. Secy. of the Fin. Dept. as Chairman to scrutinise the indents for forms & registers received by the Est. Burs from the various Est. depts. As Edn. appeared to support the proposal, Fin. also accepted it.

pp. 4-5 above.

2. Edn. have now examined the question & have suggested that, instead of appointing a Committee as originally proposed, the Heads of depts. themselves may be asked to constitute ad hoc Committees for the purpose of making a detailed scrutiny of the indents. Fin. need not object to the revised suggestions of Edn.



Fin. No. 75093/Exp. 1/50
5.9.50.

4/9/50 D.S.

12

Edm/E

With reference to orders on pp 4-5 ante
a draft order is submitted for approval.

18/9/50

18/9/50

18/9/50

21.9.50

18/9/50

Please retype
the draft
as revised
green book

18/9/50

(Issued as GO MS. NO. 2659 Edn of 25.9.50)

Resubmitted with
the revised draft

18/9/50

C. No. 33682 E/50

p. 1 of

11/11/50

Sub: Govt. Press Forms and Registers
Wasteful printing - Elimination of.
Ref: Form the D.P.I. No. ROC 156 14/50.
dated 25-10-50

Memo. No. 33682 E/50-1 Edn. dated 13.11.50

In the circumstances stated
by the D.P.I. in his letter cited, there is no objection
to the Edn. Dept. preparing indents for forms
without constituting an ad hoc committee for
the purpose. The indents should be carefully
scrutinised before ~~forwarding them~~ ^{they are forwarded} to the S.G.P.

2

The Director of Public
Instruction.

11/11/50

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11/11/17

EDUCATION DEPARTMENT.

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FROM

The Director of Public Instruction,
M a d r a s.



The Secretary to Government,
Education Department,
Fort St. George, M a d r a s.

Roc.No. 156 H/50 d a t e d: 25--x--1950.

Sir,

Sub: GOVERNMENT PRESS--Forms and Registers-Wasteful
Printing-~~E~~limination of.

Ref: G. O. Ms. No. 2659 Education dated 25--9--50.

.. ..

I have the honour to state that wasteful printing of forms is checked by this office and also by all my subordinate officers. The annual indents for forms are carefully prepared by them and they are thoroughly checked by the respective Divisional Inspectors. All the indents are checked with reference to average consumption before they are actually sent to the Superintendent, Government Press. Excess forms, if any, available with one officer are transferred, invariably to another officer who needs them and hence there is no room for wasteful printing in the Education Department. The work that will be done by the Ad Hoc Committee is being done now by the Divisional Inspectors and by the Director.

2. In the circumstances I propose that there is no need for an Ad Hoc Committee to be constituted for the purpose so far as the Education department is concerned.

Yours faithfully,

for DIRECTOR OF PUBLIC INSTRUCTION.

C.R.28/x

bu
27/4

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Edm/E.