

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

[Handwritten signature]

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.
Con Works

G.O. No. <i>719</i>	Press <u>Mis</u>
<i>88.88</i> Dated <i>5-11-18</i>	<i>60.</i>

Not to be folded or roughly handled*62*
4.24.38

*Proceedings of the Madras Government, Public Works Department,
for the month of April 1860.*

No. 88. Read the following Proceedings of the Madras Government in the Public Department, dated 24th March 1860, No. 431:—

Sanctioning the Estimate for Type, Machinery and Furniture required for the Government Press, and observing that Orders will be passed in the Department Public Works for Chappuis's Reflectors being immediately provided. } (Vide Public Proceedings from 21st to 31st March 1860, Nos. 41-42.)

No. 89. ORDER THEREON, 5th April 1860, No. 719.

In their Order dated 1st June 1859, the Government, on the suggestion of the Garrison Engineer, directed the Superintendent of the Gazette Press to enforce the order to have all the doors and windows of the Printing Office kept open with the view of admitting more air and light into the building, and they proposed on failure of that expedient, to reconsider the question of providing Reflectors. The Chief Engineer was also authorized to order the substitution of glass for any of the venetian windows, if thought necessary.

2. In his Memorandum communicated with the Proceedings above recorded, the Superintendent still complains of want of light. The Honorable the Governor in Council therefore sanctions the original proposal of putting up one dozen Reflectors in the building at the estimated cost of Rupees (1,000) One thousand ; and he authorizes the Garrison Engineer to take immediate steps for procuring this number from England.

(Signed) J. D. BOURDILLON,
Secretary to Government.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following Memorandum :—

MEMORANDUM.

1. I beg to submit, with reference to Proceedings of Government in the Public Department, dated 7th January, No. 17; para. 16, the accompanying memorandum and priced list of Stock in the Government Press Office, drawn up by Messrs. Foster and Morgan; together with an Estimate of the probable cost and requirements of the Press for the present year.

2. The pay of the Establishment (Rs. 107,000) will be heavier than formerly, owing to the transfer of Examiners, the increase of salaries, and the additional aid sanctioned. The outlay recommended on account of stock, &c. (Rs. 23,949-2-0), is also unusually large, but this is in consequence of much of the type hitherto in use being worn out.

3. Some few additions are also proposed, such as a stereotyping apparatus, numbering machine, rolling machine, arming press, and backing machine. The stereotyping apparatus and numbering machine have been already ordered, and *all* are urgently needed.

4. I respectfully solicit that the estimated expenditure on account of Stock may be sanctioned. The efficiency of the Press will be greatly augmented by the measures which have been already sanctioned in respect to establishment, and both more and better work will be turned out. On the whole, I anticipate returns fully commensurate with the outlay—whether additional or only transferred—and, in fact, that no really augmented, but rather a greatly diminished, expenditure will result to the State through the working of the Press Department under the new arrangements.

5. Messrs. Foster and Morgan, in their joint memorandum strongly advert to the want of sufficient “space,” “water,” and a “necessary,” and I respectfully solicit attention to their remarks. The want of space has always been felt to be a difficulty; and the more so because some of that already included in the Office (in dull or cloudy weather much of it), is not available for the work of composing, owing to a deficiency of light. Chappuis's Reflectors, which would go far to remedy this defect, were applied for long ago; the application was made over to the Garrison Engineer. The want of sufficient water has been under consideration during the last four years, together with various plans for supplying it; but probably no real relief will be obtained in this respect until the apparatus and cistern for working the machinery by water is completed and brought into operation.

6. It has not been practicable to frame any estimate of the quantity or value of the paper likely to be consumed. The printing paper on hand will be sufficient for printing the Proceedings of Government and the *Fort Saint George Gazette* with the addition of a supply of the thin paper used for the edition sent up-country by post, the cost of which will not exceed Rs. 3,500.

7. I would recommend that the printing paper used for Government Proceedings should be at once substituted, in every case, for foolscap, in respect to *all* papers required to be printed for which the size is suitable. It is better adapted for printing, and would effect a saving nearly equal to two-thirds of the present cost in every ream of foolscap so displaced. And if, in the future supplies of paper for writing, all offices were restricted to the use of “machine-made double foolscap”* of about 20 lbs. per ream—a superior, light, strong paper of good texture and surface—a saving of half the cost (exclusive of proportionate relief to the mails) of the heavy hand-made foolscap hitherto in use for that purpose would also result from the change.

FORT SAINT GEORGE,
GOVERNMENT GAZETTE PRESS OFFICE,
29th February 1860.

(Signed) H. SMITH,
Superintendent.

MEMORANDUM.

THE accompanying priced List of the Stock and Plant of the Government Printing Office has been carefully revised, and we believe, that it is as correct as it is possible to be made without putting a complete stop to the work of the Press, during the time occupied in "Stock-taking." We have carefully examined every article before placing a value on it, and have, to the best of our belief and of our ability, priced all Material, Binding Tools, Machinery, Type, and Fixtures, at their present market value.

While examining the various Departments, we have had every opportunity of ascertaining their requirements, and we beg to offer the following remarks, which may be useful in drawing out the "Estimate of Probable Cost of the Press, during the ensuing year." We shall take the Departments in order as they stand in the "Detailed List," and, consequently, commence with the

BINDING DEPARTMENT.

Here, the principal want is "Space;" of tools, generally, there are enough, and of material plenty, but there is not room to use either to advantage. Some modern appliances may be introduced—in fact, are *necessary* to the Department. A machine for "backing books" is required, and might be used with great economy of time and labour. The present method is to put the book to be rounded in the press, and then to beat it with a hammer until the back is of the proper form. This is a noisy, and uncertain process, and occupies, on the average, 20 minutes for each book; the machine would round the same book, quietly and correctly, in *two* minutes, or less. An "arming press" is much wanted—the Government bindery being the *only* establishment of any size that we have seen without one—for gilding and lettering books. A "rolling machine," too, is very necessary, for smoothing paste-boards or paper, and pressing books. Now, the men rub the boards with a hammer for a long time, to reduce inequalities of surface, while once rapidly passing the same boards through the machine would be sufficient, and the work be much better executed. A "numbering machine" should be procured immediately; it would pay for itself in six months. Much of the work is paged after printing, and being done by hand, occupies a very long time; the machine, here, would be of the greatest assistance. Some other little things are required, but they need not now be specified. The hydraulic press-room should have the old standing press, which we have valued at Rupees 35, removed; the old boxes and other things now made use of as tables, should be turned out, and two long narrow tables for filling boards should be arranged on either side of the room. If the rolling machine is procured, one of the standing presses may be dispensed with. In the

STORE AND STATIONERY DEPARTMENT,

Room, only, is necessary. At present it is almost impossible to see what is in Store: every inch of available space is occupied, and hardly room is left for the warehouseman to make his way between the piles of paper. The warehouse should be at least double the size it now is—both for convenience and the safety and preservation of the stores. In its present crowded state, much valuable paper may be destroyed by white ants or rats without the possibility of discovery till required for printing on. A long, narrow table, for the folders to stand and work at on Gazette nights, and for the under warehousemen to fold and pack parcels, is much needed. Folding, gathering and packing is now done *on the floor*, the men squatting to their work, and unable to get at anything but the sheets immediately before them. Much time is lost, and much noise and confusion is caused by their calling out to each other to "give me this," or "send me that," instead of rising to reach what they require. Some—we may say, most—of the

PRESSES

have no proper inking apparatus; old stones, ricketty tables, any thing, in fact, for a make-shift, is in use. It is quite impossible to print well without proper ink tables, and we, therefore, recommend that all the Presses be furnished with them.

In the Composing rooms, much of the type is worn out, and is only fit for the melting pot; we have valued all such as "old metal" only. The *Brevier*, in the

CHIEF SECRETARY'S DEPARTMENTS,

is thoroughly worn, and should be renewed, and much of the other type is half worn, and will require to be replaced in two and a half or three years. These remarks will also apply to the

PUBLIC WORKS DEPARTMENT,

where a new fount of Brevier is much needed for foot or side notes, and headings to statements, &c. To this, and to the

REVENUE DEPARTMENT,

Brass composing-sticks should be supplied, as the old wooden ones are very imperfect, and, even when new, cannot be depended on. It is impossible to justify the lines alike in them, and as a natural consequence, when pages are imposed, many letters drop out, and as they appear, most likely, in the galley proof, they are not missed, and so many errors escape detection. In the

MILITARY DEPARTMENT,

the greater part of the Small Pica is much worn; and will require to be replaced, at farthest, in another year. The Long Primer is merely old metal, and Brevier the same; much of it being nearly illegible when printed. The

GAZETTE DEPARTMENT,

is much in want of a new fount of Brevier; that now in use is seven years old, and should have been (calculating the deterioration of type, as usual, at 20 per cent. per annum) looked upon as worn out two years ago. We merely mention this to show that we have not *under-valued* this type when pricing it at annas 3 per lb.

THE JOB DEPARTMENT,

is very short of material, and much of the type in it is completely useless. Double Pica, of which there are only 6 lbs., is a very useful fount; there should be at least 100 lbs. in the Department. Two-line English is very essential, as there are only 25 lbs. of worn-out letter. Most of the Great Primer is in very bad order; and the founts of English and Pica are good for little but melting. All these should be replaced. Much of the work in this Department might be stereotyped, with great advantage to the office. For large impressions it would be a great saving to cast a number of plates, and throw the moveable material into immediate use. Many of the forms are printed and reprinted, over and over again: stereotyping, in these cases, would be very advantageous. For these reasons, we are of opinion, that it would be advisable to have a Papier Mâché stereotyping apparatus attached to the Press. In the other Departments, nothing is required in particular to call for remark from us; but, generally, there is a great want of Brass Rule in the office. It is impossible to say at what rate the deterioration of this article should be calculated; because, so soon as a length has been cut to make use of, its saleable value is at an end. We have observed that most statements are set with piece rule, which, 19 times in 20, does not join well, and spoils the appearance of the work, besides occupying much of the compositors' time in selecting and joining. The truest economy, in setting blank forms and statements, is to give the workman as much whole Brass Rule as he requires.

Conveniences for washing forms and type are very necessary; while there is not the slightest approach towards supplying those conveniences. We are of opinion that much of the type is spoiled by dirt, and it is now quite impossible to make it clean. This can only be obviated by fixing cisterns at a sufficient height from the ground to allow of water descending (through a tap) in a small stream on to the type, while the compositor works it backwards and forwards with his fingers. The only two

cisterns attached to the office are not only unsightly, but must have been planned and erected by persons totally ignorant of the uses to which they were intended to be applied. No Printing office should be without a plentiful supply of water.

There is one great want visible throughout the Office—*want of space*. The Store-room, Bindery, Press-rooms and Composing-rooms are too much crowded; so much so, that the men are often in each other's way, more particularly over any hurried work. Some small space is unoccupied at each end of the office, but these places are far too dark for working in.

Some conveniences for the workmen, too, are much wanted. Printing is a dirty employment, particularly the "distributing," and facilities for washing hands should be supplied. A "necessary" is very requisite—if not "general," at least for the "Examiners and Foremen." At present *all* are obliged to go to the beach to answer the calls of nature. This, of course, is felt as disgraceful and unpleasant by the respectable East Indians; it will be much worse for the Europeans who are coming out—as, besides the disgrace of being obliged to expose themselves amongst the workmen, the heat of the sun will be likely to injure them.

(Signed) C. FOSTER,
" H. MORGAN.

ORDER THEREON, 24th March 1860, No. 431.

1. Messrs. Morgan (of the Government Press) and Foster (of the Firm of Gantz Brothers, Adelphi Press) submit the account taken by them of the Stock and Plant of the Government Press. The total value is Rupees 96,564-12-3.

2. Messrs. Morgan and Foster point out the present wants and defects in the Office Stock and Plant. They represent that there is a great want of space, especially in the Store and Stationery Department; that much of the Type is worn out and should be replaced; that various Machines, as a "Backing Machine," an "Arming Press," a "Rolling Machine," a "Numbering Machine," and a "Stereotyping Machine" are much required, and other appliances and conveniences.

3. Mr. Smith submits an estimate of the probable Cost and Requirements of the Government Press from 1st January to 31st December 1860. It amounts to Rupees 1,30,949-2-0, viz. :—

Pay of Establishment.....	Rs. 1,07,000 0 0
Type, Machinery and Furniture.....	" 23,949 2 0

4. The above Estimate will be communicated to the Accountant General for his information.

5. The Government sanction the estimate for Type, Machinery and Furniture submitted by the Superintendent, at an aggregate cost of Rupees (23,950) Twenty-three thousand nine hundred and fifty, and desire that he will take immediate measures for procuring the articles. The amount is large, but it is well known that the plant and material of the Press has never been on a sufficient scale for its full and efficient working. Much of the type now in use, it will be seen from Messrs. Morgan and Foster's report, is worn out, and should properly have been replaced some time ago.

6. With respect to the representations as to the want of light and space in the Press building, orders will be passed in the Department Public Works for Chappuis's Reflectors being immediately provided; as also in the Military Department, for making over, with the permission of the Honorable the Governor, to the Press as a Store and Stationery room, the Magazine on the north of the Government Office, on the understanding that it will at once be re-transferred to the Department in the event of its being required for Military purposes.

7. The Government see no reason why, as recommended by Mr. Smith, printing paper (such as that on which the Memo. is printed) should not be substituted in all cases for foolscap in respect to *all* papers required to be *printed* for which the size is suitable, and they direct that the annual indents upon the Secretary of State be prepared accordingly. His suggestion, that

in future supplies of paper for writing, all Offices should be restricted to the use of "machine-made double foolscap," will be considered in connection with the general subject of Stationery.

(True Extract.)

[Signature]
Chief Secretary

To the Superintendent Government Press.
" Accountant General, with Estimate.
" Public Works Department.
" Military Department.
" Civil Auditor.

Exd. F. Cartledge.

No 719 P. Works Dept
 Proceedings of the Madras Government
 Under date the 5th April 1860

Read the following
 Proceedings of the Madras Govern-
 ment in the Public Department

Sanctioning the Estimate for
 Type, Machinery and Furniture
 required for the Government Press
 and observing that orders will be
 passed in the Department Public
 Works for Chappuis's Reflectors
 being immediately provided.

(Here enter 24 March 1860 No 1339)

No 1339

In their order dated
 10th June 1859, the Govt on
 the suggestion of the Car-
 penter Engineer directed
 the Supt of the Gazette
 Press to enforce the order
 to have all the doors and
 windows of the Printing
 offices kept open with the
 view of admitting more
 air and light into the
 building and they pro-
 posed in failure of that
 expedient to reconsider
 the question of providing
 Reflectors

No 88

No 719. 5th April

Sanctioning the Estimate for
 Type, Machinery and Furniture
 required for the Government Press
 and observing that orders will be
 passed in the Department Public
 Works for Chappuis's Reflectors
 being immediately provided.

Dated 26th }
 Received 27th }
 1860

Proceedings of the
 Madras Government
 in the Public Department

No 719 P. Works Dept
 Proceedings of the Madras Govern-
 ment in the Public Department

Reflectors. The Chief
Engineer said also with
view to under the sub-
stitution of glass for
any of the venetian
windows, if thought necessary.
As in his memo.
communicated with the
Proceedings above re-
corded, the Superintendent
sent still complains of
want of light. The H.
the Govt will ^{therefore} sanction
the original proposal
of putting up one dozen
Reflectors in the
building at the esti-
mated cost of Rs. (1000)
One thousand, and
he authorizes the Gas
Person Engineer to
take immediate steps
for

for procuring this ma-
terial from England.
J.H.

10 Copies to the
Chief Engr with Progs in Pub Dept
4 Pub Dept
1 Supdt of Govt Engr ✓
25
5

Photo of
 Port Reading

the house
 1888-89
 1888-89
 1888-89

in the 1880s
 1880s
 1880s
 1880s

Original proposal of
 building up one dozen Regt
 in the building of the
 Capital Regt, constructed
 Garrison Engineer to take
 immediate steps for pro-
 curing this number from
 England.

Let