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M.R.O. 1-20,000-10-10-20

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	972	Press ~~Mis.~~
Dated	15-7-	1967

Not to be folded or roughly handled

Proceedings of the Madras Government, Public Department,
15th July 1869.

Read the following papers:—

No. 84. From the Acting Supervisor of the Government Press, to the Chief Secretary to Government, Fort Saint George ; dated Fort Saint George, 24th June 1869, No. 301.

I have the honour to submit a report from the Superintendent of the Government Press, with the appended statements showing the amount, value, and cost of the work executed in the Press in ~~1867-68~~ *1868-69*—

2. I beg to call particular attention to Mr. Morgan's statement in paragraph 9 of his report, that, unless the work in all departments is considerably reduced, it will not be possible to keep the expenditure within the limits of the budget grant. It will be seen that the work is increasing enormously, and I submit that, if the allotment be exceeded, the officers under whom the Press is placed cannot be held responsible, so long as the excess is due to increase of work, and not to bad management. That Mr. Morgan's management has been economical is best proved by the fact stated in his letter that, while the amount of work done has in seven years increased by (nearly) two-thirds, the cost has only increased two-sevenths.

3. Mr. Hamnett, First Assistant in the Chief Secretary's Office, has favoured me with some suggestions for diminishing the amount of printing in the several Secretariat departments, the adoption of which, if general, would produce an appreciable effect upon the expenditure. They are as follow :—

(i.) That a more extended use should be made of the Miscellaneous Lists, in which proceedings and orders relating to matters of routine are entered. All proceedings of any department recording or communicating to subordinate officers or others, orders of other departments, as well as proceedings relating to trivial matters or such as are of no permanent interest, should be entered in abstract in these lists, instead of being as they repeatedly are reprinted and docketted as proceedings. The communication of proceedings to subordinate officers, or other authorities, can be done by manuscript endorsements on spare copies of the originals.

(ii.) That the printing in full of enclosures to letters addressed to Government should be restricted within the narrowest possible limits. If the rules recently

republished for the guidance of Heads of Offices in corresponding with Government were strictly observed, the necessity for printing in the Government proceedings enclosures to their letters should seldom arise, and in the rare cases in which the enclosures might contain important matter not noticed in the covering letters, such might by a little care be embodied in the order, the necessity for recording the enclosures in full be thus obviated, and the bulk of the proceedings thus diminished. It should be a rule for the guidance of the Registrars that no enclosure should be printed in full unless specially marked for that end by the Officer drafting the order, or disposing of the papers in each case. Similarly when enclosures consist of tabular statements, (the printing of which is the most costly of all,) printing them in full should be rarely necessary, as a summary of the facts exhibited in them is usually found in the covering letter, or may be given in the order.

4. These suggestions were from the beginning of May acted upon in the Departments under the Chief Secretary, and the result has been a saving for that month as compared with the three previous ones of Rupees 245-9-0.

5. A great deal of work which might be avoided is necessitated in the Revenue Department by deficiency of type, in consequence of which many proceedings of the Board of Revenue addressed to the Government, Revenue Department, must be broken up and reset when the orders of Government upon them have been passed. Such proceedings of the Board are even now, as far as possible, kept standing; but Mr. Morgan informs me that there is a monthly loss of Rupees 255 on this account. To obviate it, he estimates that an outlay of Rupees 6000 for type and fittings would be necessary. This large outlay if now made would considerably embarrass our already straitened grant for the current year; and there would be a difficulty in providing room for the type if purchased. This latter difficulty is not, I am inclined to think, insuperable.

No. 85. From the Superintendent of the Government Press, to the Acting Supervisor of the Government Press; dated Fort Saint George, 31st May 1869.

I have the honour to forward, herewith, Statements showing the outturn of work at the Government Press during the past official year.

2. There has again been a large increase to the amount of work done, the total number of pages of original matter printed for the Secretariat and Revenue Board Departments being—

In 1868-69	...	...	...	...	...	...	68,119 pages.
„ 1867-68	...	...	...	...	...	...	58,983 „
							Increase... 9,136 „

3. This number of pages includes small type, tabular, and half-tabular matter, and being reduced to foolscap folio, as is usual in making out the Press Accounts will stand as follows:—

Printed in 1868-69	...	...	...	...	...	...	82,152 pages.
„ 1867-68	...	...	...	...	...	...	72,750 „
							Increase... 9,402 „

To this must be added the re-made up matter, for Proceedings, &c., amounting,

In 1868-69, to...	...	...	...	...	...	...	46,372 pages.
„ 1867-68, to...	...	...	...	...	...	...	43,849 „
							Increase... 2,523 „

A total increase of 11,925 pages, nearly 1000 pages per mensem.

4. In September last, orders were received to publish the *Gazette* once a week only, and it was expected that a considerable amount of saving would be shown; but there has been an excess over the previous year in this Department also, the number of pages standing, when reduced to foolscap solid, as follows:—

Printed in 1868-69...	...	...	...	...	...	...	7,314 pages.
„ 1867-68...	...	...	...	...	...	...	7,286 „
							Increase... 28 „

5. In the Miscellaneous Department were printed in 1868-69,
Job-work, Books, and Pamphlets, equal to... 24,270 pages.
Against, in 1867-68... 22,435 „

Increase... 1,835 „

Of this work, 3558 pages were printed in the Penitentiary.

*Proceedings of the Madras Government, Public Department,
15th July 1869.*

6. The increase in press-work amounted to 11,42,186 impressions.

7. In Statement A I have valued the work of the Press according to the very incomplete scale of rates proposed by Graves, Cookson, and Co., and also at the lowest rates ever paid to Gantz Brothers, and the Foster Press. The first shows a saving to Government by doing their own printing of Rupees 20,474-5-10 only, but this is obviously incorrect, for, in the Government Press, Rupees 9283-11-6 was paid for the overtime necessary to get out urgent work, and to prepare papers for "signature to-morrow," &c. When overtime is made *by order*, it is usual to charge twice the rate of ordinary day work, to cover the cost of lighting, additional pay of printers, and other items of expenditure. This would bring Graves and Cookson's charges up to Rupees 1,77,064-5-2, and shew a saving to Government of Rupees 39,041-12-10. By Gantz Brothers and Foster rates the cost would have been, exclusive of extra for hurry work, about Rupees 2,39,500, more than a lac of Rupees above the actual amount paid.

7. The work of the Binding Department is given in Statement C, and also shows a great addition to the amount of work.

In 1868-69.....97,216 books being bound, stitched, &c., against
,, 1867-68.....78,200

Increase.....18,326 or near one-fourth.

8. This was in the Government Press alone; in the Penitentiary Branch 61,599 Books or Pamphlets were bound, stitched, or pasted, making total work executed DOUBLE that of last year.

9. The great increase to the business of the Press during the last seven years, is shown below :—

	RS.	A.	P.
In 1861-62... 99,345 pages were printed at a cost of...	1,07,065	11	10
,, 1864-65... 1,24,000 do. do. ...	1,12,088	3	10
,, 1868-69... 1,60,801 do. do. ...	1,38,022	8	4

so that the amount of work turned out has increased by two-thirds, while the total cost has increased by two-sevenths only. Since I have had sole charge of the Press, the number of pages of print turned out are 3000 per mensem more than when I was assisting Mr. Smith. 1869-70 will, there is every reason to believe, give returns far in excess of last year. I beg to be allowed to ask the attention of Government to this, and to point out how impossible it will be to keep the expenditure within the amount sanctioned by the Government of India, unless the amount of printing for all departments is considerably reduced.

*Proceedings of the Madras Government, Public Department,
15th July 1869.*

Statement A—Quantity and value of Work done at the Government Press during the Official year 1868-69.

NAMES OF OFFICES.	Pica Solid.			Small Pica.			Long Primer.			Brevier.			Equal to Solid Pages.	Re-made up Pages.	Total number of Pages.	Marginal Lines.	Number of im-pressions.	ACTUAL COST.		Value priced at Graves' Rates.	Value of ad at Ga Brother and Foster Rates.									
	Solid.	Half	Tabular.	Solid.	Half	Tabular.	Solid.	Half	Tabular.	Solid.	Half	Tabular.						A. P.	Stores.											
Chief Secretary's Depart-ment...	5,386	6,093	192	2,218	...	...	...	...	...	...	...	...	16,309	8,820	25,129	16,129	1,82,351	13,149	14	7	20,049	9	2	31,071	8	0				
Military do. ...	7,021	3,726	219	1,692	...	...	...	...	...	...	...	...	14,459	11,667	26,126	24,349	2,47,144	10,600	6	4	18,700	14	2	27,163	12	0				
Revenue do. ...	4,752	2,036	52	1,403	...	...	...	...	...	...	...	...	9,860	4,999	14,859	28,007	1,59,500	7,507	11	7	12,000	8	10	18,438	0	0				
Public Works do. ...	7,653	2,992	661	3,728	...	...	...	...	...	...	...	...	19,033	11,674	30,707	33,234	3,65,805	14,556	7	8	23,936	5	0	36,273	12	0				
Revenue Board do. ...	...	13,642	157	3,743	...	...	...	93	...	...	...	...	22,491	9,212	31,703	20,436	4,54,050	19,692	2	2	27,378	1	0	44,231	0	0				
Gazette do. ...	371	1	...	...	...	...	...	233	...	...	...	...	4,934	2,380	7,314	7,456	10,94,720	12,708	0	4	15,360	0	0	18,000	0	0				
Secret do. ...	76	450	...	...	...	...	...	...	...	...	...	...	550	143	693	104	70,879	1,344	4	0	2,000	0	0	2,772	0	0				
Miscellaneous do. ...	...	...	...	...	...	...	...	...	...	...	...	...	20,712	...	20,712	...	57,61,065	33,431	9	0	27,493	4	6	47,124	0	0				
Do. at Penitentiary...	...	...	...	...	...	...	...	...	...	...	...	...	3,558	...	3,558	...	72,72,223	...	...	...	11,573	4	0	14,384	0	0				
Total...	25,259	23,947	1,286	12,796	...	...	...	93	238	...	...	...	1,11,906	48,895	1,60,801	1,29,845	1,56,07,737	1,12,990	7	8	...	...	...	...	...	...				
Add depreciation of stock, at 14 per cent. on Re. 1,02,410-8-8...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	14,338	5	1	...	...	...	...	...	...			
Do. Interest, at 6 per cent. do. ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	6,144	15	11	...	...	...	...	...	...			
Do. House rent ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	3,000	0	0	...	...	...	...	...	...			
Do. Cost of Printing Ink...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	1,548	11	8	...	...	...	...	...	...			
Grand Total...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	1,33,022	8	4	...	...	...	1,53,496	14	2	2,39,503	0	0

Average rate per page of original matter Rupees 1-3-0.
Add one-fifth for matter re-made up to above, and cost is only Rupees 1-1-1.

(Signed) H. MORGAN,
Superintendent.

FOR ST. GEORGE, GOVERNMENT PRESS,
31st May 1869.

OFFICE.					GOVERNMENT PRESS.					PENITENTIARY.					TOTAL.				
No. of Jobs.	Actual Pages.	Equal to Fools-cap.	Copies.	Value.	No. of Jobs.	Actual Pages.	Equal to Fools-cap.	Copies.	Value.	No. of Jobs.	Actual Pages.	Equal to Fools-cap.	Copies.	Value.					
				RS. A. P.					RS. A. P.					RS. A. P.					
Accountant General...	61	257	18,702	777 0 0						64	257	636	18,702	777 0 0					
Adjutant General...	297	859	56,800	1,585 14 6	139	183	151	21,317	180 12 0	397	1,042	1,471	7,717	1,766 10 0					
Do. Volunteers...	25	31	2,922	50 0 0						25	31	40	2,922	50 0 0					
Agenc. Royal Artillery...	53	137	14,000	928 8 0	16	19	73	12,200	78 12 0	68	156	312	20,200	367 4 0					
Arsenal...	55	467	22,515	752 12 0	40	40	23	11,700	36 12 0	95	507	229	34,215	289 8 0					
Assy Office...	1	2	16,000	17 4 0						2	2	2	15,000	17 4 0					
Bishop of Madras...	2	3	300	5 0 0						2	4	4	100	5 0 0					
Board of Revenue...	95	609	52,252	1,500 6 0	4	4	4	7,000	9 3 0	100	613	1,307	59,92	1,575 10 0					
Brigade Major...	2	2	360	2 12 0						2	2	2	300	2 12 0					
Camp Exam. Examiner...	57	89	59,225	143 0 0						57	89	102	30,125	143 0 0					
Civil Court, Chingleput...	1	1	600	4 6 0						1	1	1	600	4 6 0					
Do. Cuddalore...	1	1	1,000	2 0 0						1	1	1	1,000	2 0 0					
Collector of Sea Customs...	39	292	35,770	472 12 0	5	5	5	11,700	15 0 0	35	297	381	47,170	488 12 0					
Do. License...	17	26	9,911	60 0 0	5	8	8	4,000	9 0 0	22	34	44	13,744	59 0 0					
Do. Ganjam...	1	14	3,900	18 12 0						14	14	14	3,900	18 12 0					
Do. North Arcot...	1	2	4,900	6 0 0						1	2	2	4,900	6 0 0					
Do. South Arcot...	1	6	4,300	10 8 0						1	6	6	4,300	10 8 0					
Do. Madras...	39	78	1,09,800	237 8 0	4	27	37	1,45,000	220 0 0	34	105	161	2,54,340	477 8 0					
College of Civil Engineers...	23	49	14,200	87 8 0	6	6	3	22,020	3 0 0	33	55	67	36,310	59 8 0					
Commissioner-General...	3	6	61	9 12 0						3	6	6	61	9 12 0					
Commission on Public Works...	112	301	73,020	531 6 0	82	45	35	91,575	123 12 0	174	345	516	1,61,605	678 2 0					
Do. for Examination of Assistants...	30	134	7,016	165 12 0						30	134	138	7,016	165 12 0					
Do. for Settlement of Claims...	6	9	1,380	12 4 0	11	11	6	2,194	11 12 0	17	20	16	2,574	24 0 0					
Do. of Police...	101	154	210	44 0 0	2	2	2	500	9 12 0	6	6	6	500	9 12 0					
Conservator of Forests...	12	20	44,022	267 12 0	52	138	156	19,400	177 8 0	133	292	366	6,826	445 4 0					
Cum gratia Engineer...	41	97	35,200	57 6 0	13	16	8	10,400	17 8 0	25	36	29	35,600	74 11 0					
Controller, Public Works Accounts...	118	253	1,78,240	758 12 0	12	13	11	1,900	16 0 0	53	110	124	5,080	149 10 0					
Do. do.	107	226	37,670	395 2 0	3	3	2	4,300	2 8 0	507	796	1,214	7,11,200	2,004 0 0					
Crown Court of Madras...	11	14	12	3,554	19 8 0	1	1	1	1 8 0	110	229	243	38,570	307 10 0					
Crown Court of Small Causes...	15	46	16,170	92 8 0	11	21	25	77,378	106 12 0	15	13	13	3,854	21 0 0					
Deputy Inspector General of Hospitals, Presidency...	2	2	730	3 0 0						2	2	2	730	3 0 0					
Director of Revenue Settlements...	2	3	150	4 12 0						2	3	4	150	4 12 0					
Do. Public Instruction...	28	209	12,834	463 10 0	11	11	6	1,410	9 0 0	32	220	265	13,774	472 10 0					
Domestic Chaplain...	1	2	1,025	25 2 0						1	13	21	1,025	25 2 0					
			50	2 8 0										2 8 0					

[illegible]

*Proceedings of the Madras Government, Public Department,
15th July 1869.*

Detailed List of Miscellaneous Work turned out at the Government Press and Penitentiary Branch Press, &c.--(Continued).

Office.	GOVERNMENT PRESS.				PENITENTIARY.				TOTAL.			
	No. of Jobs.	Actual Pages.	Equal to Fools cap.	Copies.	Value.	No. of Jobs.	Actual Pages.	Equal to Fools cap.	Copies.	Value.	No. of Jobs.	Actual Pages.
Brought over...	3,034	8,938	14,601	43,71,336	19,274 4 0	1,148	1,979	2,358	66,55,054	7,851 0 0	4,182	10,917
Private Secretary...	19	26	31	1,648	28 6 0	1	2	1	1,000	2 0 0	20	28
Protector of Emigrants...	3	3	3	2,730	6 2 0	11	36	107	11,650	120 4 0	3	3
Public Department...	167	752	824	97,756	1,003 8 0	6	6	4	5,380	6 12 0	178	818
Do. Works Department...	71	333	498	18,228	582 10 0	3	3	4	1,560	4 12 0	393	592
Do. do. State...	23	84	146	6,410	173 4 0	3	3	28	5,230	32 8 0	87	150
Quarter Master General...	187	453	587	55,731	832 14 0	23	27	28	...	...	210	485
Registrar of Books...	1	4	6	50	7 0 0	...	...	...	...	...	1	4
Do. Diocese...	1	3	3	50	3 10 0	...	...	...	...	...	1	3
Do. General...	195	753	914	877,037	1,762 0 0	67	3,083	328	2,50,584	2,992 0 0	262	3,836
Do. Shipping...	3	3	3	4,300	7 6 0	...	...	...	...	...	3	3
Revenue Department...	58	246	236	21,131	297 0 0	36	35	9	7,550	18 12 0	94	252
Do. Survey...	87	309	329	1,32,105	457 14 0	87	127	154	2,73,270	439 12 0	174	436
Royal Artillery Hospital...	5	9	9	450	8 14 0	...	...	...	...	...	5	9
Sanitary Commission...	62	1,187	1,566	80,122	1,890 4 0	8	11	3	30,600	33 12 0	70	1,198
Secretary and Examiner Hindustani...	2	2	2	150	2 12 0	...	...	...	...	...	2	2
Session Court, Salem...	33	35	85	12,630	53 10 0	2	2	1	803	2 0 0	35	37
Sheriff's Office...	28	33	41	6,271	53 14 0	4	4	2	475	3 0 0	32	37
Stationary Office...	22	49	77	9,398	97 10 0	...	...	...	...	...	22	49
Subsidiary Jail Commission...	30	232	367	1,088	434 10 0	...	...	...	...	...	30	232
Superintendent of Marine...	9	12	16	8,204	22 12 0	...	...	...	...	...	9	12
Do. Penitentiary...	24	35	45	5,884	55 14 0	8	17	27	5,171	32 8 0	32	49
Superintending Engineer, 2nd Division...	1	1	1	2,000	3 2 0	...	...	...	...	...	1	1
Do. 4th do.	31	52	68	15,779	81 4 0	33	39	24	7,750	20 12 0	64	92
Do. 5th do.	1	1	1	2,000	3 0 0	...	...	...	...	...	1	1
Do. 6th do.	1	1	1	2,000	3 0 0	...	...	...	...	...	1	1
Do. 8th do.	1	1	1	3,000	4 0 0	...	...	...	...	...	1	1
Surgeon 2nd District...	...	...	...	...	...	...	...	...	...	...	...	...
Do. 3rd do.	9	13	13	510	14 10 0	1	1	1	350	1 8 0	13	18
Telegraph Department...	...	...	...	...	...	...	...	...	...	...	...	...
Tripartite Dispensary...	7	11	16	2,532	19 8 0	4	5	2	308	2 4 0	15	15
Unconvinced Examination Commission...	11	22	28	1,750	32 0 0	...	...	...	...	...	7	11
University...	76	132	171	22,896	210 2 0	4	5	3	302	2 8 0	15	27
Veterary Dispensary...	1	1	1	18	9 0 0	...	...	...	...	...	78	135
Vaccination Depot...	1	1	1	380	1 10 0	...	...	...	...	...	1	1
Total...	4,207	13,838	20,712	57,61,065	27,493 4 0	1,418	5,446	3,558	72,72,223	11,573 4 0	5,635	19,284

FORT SAINT GEORGE, GOVERNMENT PRESS,
31st May 1869.

(Signed) H. MORGAN,
Superintendent.

*Proceedings of the Madras Government, Public Department,
15th July 1869.*

**Statement C.—Work executed in Binding Department of Government Press, from
1st April 1868 to 31st March 1869.**

Description.	Number.	Value.		
		RS.	A.	P.
Half bound, English morocco...	409	613	8	0
Full do. do. calf...	1	2	0	0
Half do. do. do.	343	428	12	0
Full do. country she...	502	502	0	0
Half do. do. do.	283	212	4	0
Full do. calico...	1,652	1,239	0	0
Half do. do.	325	162	8	0
Full do. country morocco...	226	169	8	0
Half do. do. do.	948	474	0	0
Do. do. English roan...	4	2	8	0
Stiff covered with half cloth...	2,289	429	3	0
Do. with printed colored paper wrapper...	2,792	523	8	0
Covered with English morocco and gilding, &c. paper weight...	28	7	0	0
English red morocco bags...	13	91	8	0
Country leather bags...	6	30	0	0
Mounted on cloth, maps, &c...	76	57	0	0
Folding, stitching and pasting...	82,517	859	8	10
Register tickets...	4,300	268	12	0
Repaired, Books...	502	36	6	0
Total Binding...	97,216	6,108	13	10
Numbering, pages...	81,410	424	0	0
Perforating...	45,000	54	4	0
Ruling, sheets...	4,52,967	566	3	0
Total...	5,79,377	1,044	7	0

FORT SAINT GEORGE,
GOVERNMENT PRESS,
31st May 1869.

(Signed) H. MORGAN,
Superintendent.

In Binding Department, Penitentiary.

Description.	Number.	Value.		
		RS.	A.	P.
Binding, various, as above...	12,256	739	15	2
Sewing, folding, &c.	49,343			
Total Binding...	61,599			
Ruling, sheets...	156,935			

FORT SAINT GEORGE,
GOVERNMENT PRESS,
31st May 1869.

(Signed) H. MORGAN,
Superintendent.

*Proceedings of the Madras Government, Public Department,
15th July 1869.*

No. 270.

No. 85A.

MEMORANDUM.

The undersigned has the honour to submit to the Secretaries to Government in the Revenue, Public Works, and Military Departments, the enclosed letter from the Acting Supervisor of the Government Press, and to request them, should they see no objection, to issue instructions which will secure the adoption of the suggestions contained in paragraph 3 of Mr. Stokes' letter.

2. It will be observed that the adoption of these suggestions in the Departments under the Chief Secretary has produced in one month a saving of 245 rupees.

3. The undersigned ventures specially to urge the introduction of a similar system in the other Departments of the Secretariat, in consequence of the large reduction which has been made in the Budget of the current year under the head of "Stationery" and "Printing."

4. Mr. Hamnett, the First Assistant in the Chief Secretary's Office, will be happy to explain to the Assistants in the other Departments of the Secretariat the details of the system under which a considerable saving can, without any inconvenience, be effected.

FORT SAINT GEORGE,
30th June 1869.

(Signed) R. S. ELLIS,
Chief Secretary.

No. 86.

ORDER THEREON, 15th July 1869, No. 972.

To be recorded.

(True Extract).

R. A. DALYELL,
Actg. Secy. to Govt.

To the Revenue Department.

„ Military do.
„ Public Works do.

Govt. of (1869) Mysore.

PUBLIC.

Dated July, 15th.

Recd.

Encl.

G. O., 15th July 1869, No. 972.

JULY.

Nos. 84-86.

Recording papers showing the amount, value,
and cost of work executed in the Government
Works in 1869-70.

169. The Yellow Leaf
At Under the Leaf
19—

No 270.

Public Department

Memorandum

The undersigned has the honor to submit to the Secretaries to Govt in the Revenue, Public Works & Military Departments, the enclosed letter from the Acting Superintendents of the Govt Press and to request them, should they see no objection, to issue instructions which will secure the adoption of the suggestions contained in para 3 of Mr. Stokes' letter.

2. It will be observed that the adoption of these suggestions in the Dept. under the Chief Secretary has produced in one month a saving of 245 Rupees.

3. The undersigned ventures specially to urge the introduction of a similar system in the other Departments of the Secretariat, in consequence of the large reduction which has been made in the Budget of the current year under the head of Stationery & Printing.

cb. l. l.
R. 12 July.

4. Mr. Hamnett, the First As-
sistant in the Chief Secretary's Office will
be happy to explain to the Assistants in
the other Departments of the Secretariat
the details of the system under which a
considerable saving can, without any
inconvenience, be effected.

For Mr. Hamnett } P. N. M. S.
30 June 1869 }
Chief Secretary

To
The Secy to Govt, Rev. W. E. P. H.
" " " " P. W. H. E. P. H.
" " " " W. E. P. H. E. P. H.
Sent 1st July
in original.
* Sent & petal 2nd July 1869
M.
Offg Dy Secy to Govt

710.301. Government Press, Madras
24 June, 1869
From, The Acting Supervisor
Government Press
To, The Chief Secretary
to Government
Fort St. George
Sir,

I have the honor to submit a report
from the Superintendent of the Government Press,
with the appended statements shewing the
amount value and cost of the work executed in
the Press in 1867-8.

2. I beg to call particular attention to
Mr. Morgan's statement in paragraph 9 of
his report, that unless the work in all departments
is considerably reduced it will not be possible
to keep the expenditure within the limits of
the budget grant. It will be seen that the
work is increasing enormously, and I submit
that if the allotment be exceeded, the Officers
under whom the Press is placed cannot be held
responsible, so long as the excess is due to
increase of work and not to bad management.
That Mr. Morgan's management has been
economical, is best proved by the fact stated
in his letter that while the amount of work
done

done has in seven years increased by (nearly) two thirds, the cost has only increased two months.

3. Mr. Hammett, 1st Assistant in the Chief Secretary's Office, has favoured me with some suggestions for diminishing the amount of printing in the General Secretariat Department, a adoption of which, if general would produce an appreciable effect upon the expenditure. They are as follows:

(i) That a more extended use should be made of the Miscellaneous List, in which Proceedings and orders relating to matters of routine are entered. All proceedings of any department recording or communicating to subordinate Officers or others, orders of other departments, as well as proceedings relating to ~~usual matters~~ of no permanent interest should be entered in abstract in these lists, instead of being as they repeatedly are reprinted and docketed as proceedings. The communication of Proceedings to subordinate officers or other authorities can be done by manuscript endorsements on spare copies of the originals.

(ii) That the printing in full of enclosures to letters addressed to Governments should be restricted within the narrowest possible limits. If the rules recently republished for the guidance of Heads of Offices in correspondence with Governments were strictly observed

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the necessity for printing in the Government Proceedings enclosures to their letters should seldom arise, and in the rare cases in which the enclosures might contain important matters not noticed in the covering letters, such might by a little care be introduced in the order, the necessity for recording the enclosures in full be thus obviated, and the bulk of the Proceedings thus diminished. It should be a rule for the guidance of the Registrars that no enclosure should be printed in full unless specially marked for that end by the Officer drafting the order or disposing of the papers in each case. Similarly when enclosures consist of tabular statements, (the printing of which is the most costly of all) printing them in full should be rarely necessary as a summary of the facts exhibited in them is usually found in the covering letter or may be given in the order.

4. These suggestions were from the beginning of May acted upon in the Department under the Chief Secretary and the result has been a saving for that month as compared with the three previous ones of Rs. 245. 9. 0.

5. A great deal of work which might be avoided is necessitated in the Revenue Department by deficiency of type, in consequence of which many Proceedings of the Board of Revenue addressed to the Government Revenue Department

Department must be broken up and reset when
the orders of Government upon them have
been passed. Such proceedings of the
Board are even now as far as possible kept
standing; but Mr Morgan informs me that
there is a monthly loss of No. 255 on this
account. To obviate it, he estimates there
is an outlay of No. 6000 for type and Linings would
be necessary. This large outlay if now made
would considerably embarrass our already
straitened grant for the current year; and
there would be a difficulty in providing
room for the type if purchased. This latter
difficulty is not I am inclined to think
insuperable.

I have the honor to be,

Sir,

Your obt. Servant,

H. E. Stohio

Acting Supervisor Gov. Press.

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