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2. Date of receipt 20 5 37
M.R.O. 1-82 409-23-11-80

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	1643	Press Mis.
Dated	28-10-	18 7/.

Not to be folded or roughly handled

Proceedings of the Madras Government, Public Department,
28th October 1871.

No. 165. Read the following letter from the Assistant Secretary to the Government of India, Financial Department, to the Chief Secretary to Government, Fort St. George, dated Simla, 14th October 1871, No. 4094 :—

Expenditure.—Printing.

Lately a Committee was formed to inquire into the increase of printing charges in Bengal in certain Departments, particularly in the Office of the Superintendent of Stationery, and in connexion with the Alipore Jail Press.

2. They have since submitted a report containing several suggestions which have been generally adopted by the Government of Bengal, and I am directed to communicate the substance of the recommendations in case it may be of use in similar inquiries.

3. There are two principal presses under the Government of Bengal, viz., the Secretariat Press, which prints the Proceedings of the Government of Bengal and the Board of Revenue, and the Alipore Jail Press which prints forms, and hitherto has done a deal of book-work.

4. The inquiries of the Committee established that book-work is unsuited for the Jail Press, which, for such work, has to keep up an establishment of paid Compositors, &c., whereas the printing of forms being an easier kind of printing, is better suited for convicts not previously trained to printing work. The use of stereotyping also simplifies and cheapens the work of form printing.

5. It has been determined accordingly to restrict the Jail Press to the printing of forms and of the annual administration report of the Inspector-General of Prisons—while all the Bengal Government's book-work will be done at the Secretariat Press.

6. The Alipore Jail Press received credit at certain arbitrary rates for the work which it did for the several Departments; but by the transfer of the grant for printing to Provincial Services, the charge to other Departments is to cease; and the budget estimate and accounts of provincial services will show the cash expenditure for the Jail Press, while a separate operation report of the working of the Press, during each official year, will set forth the total expenditure and the value of the work done for other Departments.

7. To assist in this valuation of work, the Committee has framed a table of rates, of which a copy is herewith transmitted (Appendix A). The table was prepared after consulting the tables of rates in use at Government Presses, and those observed by the trade in Calcutta, and after “calculating the cost of setting up the actual number of letters of each description of type contained in a page, and the number of pages reduced to a form.” This calculation is the basis of the table, of which the principal features are a separate rate for each kind of type, separate rates for plain and tabular matter, and an entire separation of the charge for setting up from that for press-work, the reason of the last separation being that the charge for composition—a heavy item of expense—is incurred for merely the setting up of a page, while the charge for press-work is a comparatively small item of expense, which does, indeed, increase with the number of impressions or copies required of the page, but yet not in the ratio of increase which was generally observed in the Alipore Jail Press and in the trade. According to the Committee's table, the rate for composition of forms or tabular matter will only fall once when

the form is originally set up, and may be discontinued altogether after the form has been stereotyped.

8. Great waste was found to exist under a lax system of supplying forms without a proper check of indents; and to bring the expenditure under proper control, the Committee submitted recommendations, which, with their reasons for the several recommendations, are given in the following detail, viz.,—

1st.—That a scale be prepared to regulate the issue of forms to all indenting officers; in other words, forms are to be prescribed by Government, and the number of forms to be supplied each year to indenting officers should be similarly fixed by Government, to which end, the head of each Department, both in the Presidency and in the Mofussil, should, in communication with his subordinates, prescribe the number of copies of each particular form ordinarily allowable for one year. The scale should represent the normal requirements of each office, and no departure from it should be allowed save on clear and sufficient explanation. When fixed, the scale should be submitted for the approval of Government, and be made strictly applicable in the future.

2nd.—That the list of forms for each Department be revised, with a view to the discontinuance of obsolete or unnecessary forms, and the abbreviation of others. Other like economies might be effected, such as the discontinuance of the printing of headings consisting merely of a few words, and of envelope addresses for envelopes for the superior Departments, and for any other envelopes that are in constant and repeated use.

3rd.—Deviation from the prescribed forms, or the introduction of new forms, should not be permitted without the express sanction of Government.

4th.—There should be a separate indent for each set of forms, and the forms should be carefully and consecutively numbered.

5th.—The indents should be in the form given in Appendix B., and should contain the rates chargeable for each description of form classified and valued according to the tariff which may be agreed upon.

6th.—In estimating the cost of printed matter, the charge for composition and that for press-work should be broadly distinguished.

7th.—Rules should be laid down for the submission of indents in proper time to avoid delay in supply.

8th.—Careful preservation and use of forms should be enjoined.

No. 166.

ORDER THEREON, 28th October 1871, No. 1643.

To be recorded.

(True Extract.)

W. HUDLESTON,
Secretary to Government.

Exd. J. Wright.

No. 4094.

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

EXPENDITURE.

Printing.

To

*The Chief Secretary to Government
Fort St. George*

SIMLA, THE 14th OCTOBER 1871.

SIR,

LATELY a Committee was formed to enquire into the increase of printing charges in Bengal in certain Departments, particularly in the Office of the Superintendent of Stationery, and in connection with the Alipore Jail Press.

2. They have since submitted a report containing several suggestions which have been generally adopted by the Government of Bengal, and I am directed to communicate the substance of the recommendations in case they may be of use in similar enquiries.

3. There are two principal presses under the Government of Bengal, viz., the Secretariat Press, which prints the proceedings of the Government of Bengal and the Board of Revenue, and the Alipore Jail Press which prints forms, and hitherto has done a deal of book-work.

4. The enquiries of the Committee established that book-work is unsuited for the Jail Press, which, for such work, has to keep up an establishment of paid compositors, &c., whereas the printing of forms being an easier kind of printing, is better suited for convicts not previously trained to printing work. The use of stereotyping also simplifies and cheapens the work of form-printing.

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Obdt. of 118713 *ST* ADVIS.

PUBLIC.

Dated October, 28th.

Recd.

G. O. 28th October 1871, No. 1613.

OCTOBER.
Nos. 165-166.

Receiving letter from Government of India, communicating the substance of certain recommendations by a Committee formed to enquire into the increase of printing charges in Bengal in certain Departments.

7. To assist in this valuation of work, the Committee has framed a table of rates, of which a copy is herewith transmitted (Appendix A). The table was prepared after consulting the tables of rates in use at Government Presses, and those observed by the trade in Calcutta, and after "calculating the cost of setting up the actual number of letters of each description of type contained in a page, and the number of pages reduced to a form." This calculation is the basis of the table, of which the principal features are a separate rate for each kind of type, separate rates for plain and tabular matter, and an entire separation of the charge for setting up from that for Press work, the reason of the last separation being that the charge for composition—a heavy item of expense—is incurred for, merely, the setting up of a page, while the charge for Press work is a comparatively small item of expense, which does, indeed, increase with the number of impressions or copies required of the page, but yet not in the ratio of increase which was generally observed in the Alipore Jail Press and in the trade. According to the Committee's table, the rate for composition of forms or tabular matter will only fall once when the form is originally set up, and may be discontinued altogether after the form has been stereotyped.

8. Great waste was found to exist under a lax system of supplying forms without a proper check of indents; and to bring the expenditure under proper control, the Committee submitted recommendations, which, with their reasons for the several recommendations, are given in the following detail, viz. :

1st.—That a scale be prepared to regulate the issue of forms to all indenting officers; in other words, forms are to be prescribed by Government, and the number of forms to be supplied each year to indenting officers should be similarly fixed by Government, to which end, the head of each Department, both in the Presidency and in the mofussil, should, in communication with his subordinates, prescribe the number of copies of each particular form ordinarily allowable for one year. The scale should represent the normal requirements of each Office, and no departure from it should be allowed save on clear and sufficient explanation. When fixed, the scale should be submitted for the approval of Government, and be made strictly applicable in the future.

2nd.—That the list of forms for each Department be revised, with a view to the discontinuance of obsolete or unnecessary forms, and the abbreviation of others. Other like economies might be effected, such as the discontinuance of the printing of headings consisting merely of a few words, and of envelope addresses for envelopes for the superior Departments, and for any other envelopes that are in constant and repeated use.

3rd.—Deviation from the prescribed forms, or the introduction of new forms, should not be permitted without the express sanction of Government.

4th.—There should be a separate indent for each set of forms, and the forms should be carefully and consecutively numbered.

5th.—The indents should be in the form given in Appendix B, and should contain the rates chargeable for each description of form classified and valued according to the tariff which may be agreed upon.

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7th.—Rules should be laid down for the submission of indents in proper time to avoid delay in supply.

8/h.—Careful preservation and use of forms should be enjoined.

I have the honor to be,

S I R,

Your most obedient Servant,

W. B. Munro
Asst. Secy. to the Govt. of India.

Asst. Secy. to the Govt. of India

Proposed Table of Rates for Government Printing.

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GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

EXPENDITURE

Printing

To

No. 4094.

Dated Simla, 10 October 1871

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From
The City of New York
April 1864

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Public

Dated Oct. 28.

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G. O. 28 Oct. 1871, No. 1663.

Nos. 165, 166.

Regarding letter from Govt.
of India commencing sub.
stances of certain recommen-
dations by a Committee
formed to enquire into the
increase of printing charges
in Bengal in certain Dep'ts,
in case they may be found
in similar inquiries.