

1. Number of pages. 14
2. Date of repair 25.5.37
3. Initials of Officer
M.R.O. 1-59,000-15-10-25

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT

G.O. No.	786	Press
		Mis.
Dated	16-5-37	19-5-37

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Department,
16th December 1871.*

No. 103. Read the following letter from the Supervisor, Government Press, to the Chief Secretary to Government, Fort St. George, dated Fort St. George, 8th December 1871, No. 2028 :—

I have the honour to submit, for the approval of Government, the proposals contained in the accompanying memorandum from the Superintendent of the Government Press. As a step towards saving the cost of re-printing, in the Government Press, matter already set up in type for the Revenue Board, Mr. Morgan proposes to amalgamate the Revenue Board and Revenue Secretariat Departments of the Press. He calculates the saving, including the cost of additional establishment which otherwise it will be necessary to entertain, at Rupees 375 per mensem, and estimates the cost of the additional racks, &c., required to keep the matter standing at Rupees 1,500. The whole saving will evidently not be made unless there is an increase of type, but the proposal is one in the right direction, and I beg to recommend it for sanction. A memorandum of the articles which it will be necessary to purchase accompanies.

No. 2017.

MEMORANDUM.

The work of the Revenue Board Department is so heavy that the office is opened every morning at 8 o'clock, instead of half-past 9 as in the Secretariat Departments. Now and then it is open at 7. The men generally stay as long as they can see, and on Tuesday night all Establishment hands work until the Gazette is finished—till 9 or 10 o'clock. The Foreman and two of the Imposers are obliged to be here when the Department opens. Naturally these persons are dissatisfied, and frequent applications that they may be paid overtime, or that assistance may be given to them, have been received. Even if they have assistance it will be necessary to enlarge the Department, to increase the quantity of type (the present stock is worn out), to purchase new cases, &c., so as to be able to employ a greater number of piece hands, and another Rough Proof Reader and Reading boy (Rupees 50). These persons cannot, under present arrangements, be done without any longer, as those now in the Department have very much more to do than any others.

2. There is no room to enlarge the Department or to employ more hands, so that other means must be found to put a stop to this overtime.

3. Under the present system of working, many papers communicated to the Revenue Department by the Revenue Board, or by the Revenue Department to the Revenue Board, are *re-printed*, averaging per month 285 pages. This occasions a loss of about Rupees 285 per month, as the cost of work is 1 Rupee per page; but it is not the whole loss, there is the wear and tear of type incidental to distributing, re-setting, and correcting.

4. To obviate the necessity of re-printing, and to lessen the work of these Departments, it is proposed to unite the two, keeping communicated matter standing until it is wanted for re-striking. Besides the cost of setting, much time will also be saved by this.

5. The very inadequate means for keeping standing matter properly is another source of loss, but which cannot be exactly estimated. Instead of being in chase, pages are kept lying loose on tables, or in galleys under frames, and often are broken up by accident, or distributed by men in want of type. This can only be prevented by locking up in chase, and leaving the collected matter in charge of a properly-qualified man.

Proceedings of the Madras Government, Public Department,

16th December 1871.

6. It is calculated that, by the union of these two Departments, we may effect a money saving as specified below, besides time and wear and tear of material :—

	RS.
Reset papers	285
One Imposer	20
Broken matter (at least)	20
	325
Add to this additional Rough Reader and Reading boy, who must be employed to stop overtime	50
Total	375

7. Against this, there will be extra interest on capital expended for proper fittings, and pay of person in charge of standing matter (Rupees 25) say Rupees 45, leaving a clear saving of Rupees 330.

8. To carry this out it will be necessary to purchase chases, furniture, and make standing matter chases and racks, at a cost of about Rupees 1,500. Even if these proposals are not carried out chases are most urgently required, pages being dropped and re-imposed, at a great loss of time and money, over and over again. Uniting the Departments will put a stop to this.

GOVERNMENT PRESS,
FORT ST. GEORGE,
7th December 1871.

(Signed) H. MORGAN,
Superintendent, Government Press.

To the Supervisor, Government Press, Fort St. George.

No. 104. ORDER THEREON, 16th December 1871, No. 1867.

The Government approve of the amalgamation of the Revenue Board and Revenue Secretariat Departments of the Government Press.

(True Extract.)

Chief Secretary.

To the Revenue Department.
,, Revenue Board.
,, Supervisor, Government Press.
,, Accountant-General.

Exd. J. Wright.

No 2017.

Government Press,
Fort Saint George,
7th December 1871.

3 ↑

Memorandum

The work of the Revenue is so heavy, that the Office worked every morning at 8 o'clock, instead of 10, as in the Secretariat Departments. I would then have it opened by 7. The men generally stay as long as they can see, and on Tuesday night all Establishment hands work until the Gazette is finished, nine or ten o'clock. The Revenue is obliged to be here when the Department opens, and two of the Vysochers. Naturally these persons are dissatisfied, and I often receive applications that they may be paid overtime, or that assistance may be given to them. Even if they have assistance it will be necessary to enlarge the Department, to increase the quantity of type, (the present stock is worn out,) to purchase more cases, &c., so as to be able to employ a greater number of press hands, and another Proof Reader, and Reading Boy (Rs 50). These persons cannot, under present arrangements, be done without any longer, as those now in the Department have very much more to do than any others.

Govt of 1871 31/12/71

PUBLIC.

To THE REVENUE DEPARTMENT,
No. 2017.

Dated December, 1871.

Recd.

G.O. 16th December 1871, No. 1867.

DECEMBER,
Nos. 103-104.

Appropriation of the amalgamation of the Revenue
Board and Revenue Secretariat Department of the
Government Press.

2 There is no room to enlarge the Department or to employ more hands, so that other means must be found to put a stop to this overtime.

3 Under the present system of working, many papers communicated to the Revenue Department by the Revenue Board, or by the Revenue Department to the Revenue Board, are reprinted, averaging per month 285 pages. This is a loss of about Rs 285 per month, as the cost of work is 1 Rupee per page, but it is not the whole loss, there is the wear and tear of type incidental to distributing, resetting, and correcting.

To obviate the necessity of reprinting, and to lessen the work of the Department, I propose to write the two, keeping communicated matter standing until it is wanted for reprinting. Besides the cost of setting, much time will also be saved by this.

4 Our very inadequate means for keeping standing matter properly is another source of loss, but which cannot be exactly estimated. Instead of being in chase frames kept lying loose on tables, or in Gallies under frames, and often are broken up by accident, or distributed by men in want of type. This can only be prevented by locking up in chase, and leaving the collected matter in charge of a properly qualified man.

5 I calculate that by uniting these two Departments we may effect a money saving as specified below, besides time and wear and tear of material.

Reset papers	Rs 285.0.0
1. Improver	20.0.0
Broken matter (at least)	20.0.0
	325.0.0

6 Add to this additional Rough Reader and Reading boy, who must be employed to stop overtime

50.0.0
375.0.0

7 Against this there will be extra interest on capital expended for proper fittings, and pay of person in charge of standing matter (Rs 25) say Rs 25 leaving a clear saving of Rs 350.

8 To carry this out it will be necessary to purchase chase, furniture, and make standing matter racks, at a cost of about Rs 1600. Even if my proposals are not carried out chase are most urgently required, pages being dropped and re-imposed, at a great loss of time and money, over and over again. Uniting the Departments will put a stop to this.

M. M. M. M.
Superintendent Govt Press
The Supervisor Government Press
- Fort St. George.

Government Press
Fort Saint George
8th December 1871.

N^o 2023

From

The Supervisor, Government Press,

To The Chief Secretary to Government,
Fort St. George.

Sir,

I have the honor to submit
for the approval of Government, the
proposals contained in the accompany-
ing memorandum from the Superin-
-tendent of the Government Press, as a
step towards saving the cost of reprinting
in the Government Press, matter already
set up in type for the Revenue Board.
Mr Morgan proposes to amalgamate
the Revenue Board and Revenue Secre-
-tariat departments of the Press. He
calculates the saving, including the cost
of additional Establishment which
otherwise

X given to the Press Office
1872.

Enclosure in a letter
from the Supervisor
Govt Press to the
Chief Secretary to
Govt.

4 Nov 1871

otherwise it will be necessary to entertain,
at Rs 375 per mensem, and estimates the
cost of the additional racks, ^{vac}, required
to keep the matter standing at Rs 1500.
The whole saving will evidently not be
made unless there is an increase of type,
but the proposal is one in the right direc-
-tion and I beg to recommend it for sanc-
-tion. A memo of the articles which it
will be necessary to purchase accompanies.

I have the honor, to be

Sir,

Your obedient servant

H. L. Tolson

Supervisor, Govt. Press.

1

~~Public~~ Department

From

The Supervisor
Genl. Secs

To the Chief Secretary
Government

P.O. 8 }
P.O. 11 } December 1871.

Enclosure. 2.

1871.

In submitting the proposal
of amalgamating the
Rev. Board with the
Rev. Sanitary Board 103-104.
of the Secs.
With an order

16 Decr/71 No 1867.

J.D.S.

The Govt approve of the amalgamation
of the Revenue Board and Revenue
Sanitary departments of the full prep

Please send
me a spare vol.
(one not wanted)
of both & one Pers.

Rev. Secy
Rev. Secy
33
23/12/71

26-1172

Govt. of (1871) Madras.

Public

The Revenue Dept.

Dated Dec 16

Recd

Recd

G. O. No. 18 Dec 1871, No. 86

Vol. 103. 104

of the amalgama-
tion of the Rev. B. and Rev.
Secretariat Dept. of the
Govt. Press.