ORDINARY, MS.

Public Department.
G.O., dated 8-2-89
No. 136.

When given for copying

[Despatch Abstract.]

Orders on petitions
from certain Zemindars
of the Godavari District.

BACK PAPER, No.

FURTHER PAPER, No. 3857 OF 18

READ AGAIN ORDER OF GOVERNMENT, Dated
188 , No. , MISCELLANEOUS.

Desp 8/488

ENCLOSURES.

CURRENT No. 4427/88 } 99.
4427/88 }

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT .. .. .. A A Para 1 only.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL (not paged).

N.B.—

A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.

Public Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following paper

From the Commissioner of
the Govt. Offices, dated
23d. Nov. 1888.

and Suppl. Govt. Offices,
dated 24 Dec 1888. No.

Order. 8th Feby 89: No. 13.

The petitioners
will be informed that
the Govt. have considered
the representations made
in their petition and
decline to interfere in
their behalf.

With a view,
however, to expediting
the time for appeal,
the Govt. will however consider
whether the rough parts
might not be kept for
10 days after the work
has been entered

~~Newcastle~~, ~~circuit~~
~~and Newcastle~~ & their being destroyed
~~by fire~~ still, so as to extend
the time for appeal against
the decisions which the commissioners
consider insufficient

(from Orders)

Copies

Supt. Prob. Cases.
Mr Peters. Parl.

31/1.

Despd
8/2/89

For kind perusal.
Copy of Memorial
forwarded to Government
through the Superintendent
Government Press.

CHIEF SECRETARY
27 NOV 93

To

His Excellency The Right Honorable

ROBERT BOURKE, BARON CONNEMARA,

Governor in Council,

Fort St. George.

The Humble Petition of the Compositors of the Government Press:

RESPECTFULLY SHEWETH,

That Petitioners are compelled to trespass on your Excellency's time and venture with all respect to address your Excellency on the subject of their grievances on this occasion as their last and only hope of obtaining from your Excellency's hands the redress they seek.

2. That the Government in their endorsement, dated 12th July last, on your Petitioners' memorial were pleased to assure them that the evils arising from the prevalence of *discretionary rates would be remedied.* More than three months have elapsed since that endorsement was communicated to the Superintendent, but nothing has as yet been done, your Petitioners beg to submit, to confer the boon contemplated and virtually promised by the Government.

3. That instead of the curtailment of the rates granted to Petitioners by Foremen-compositors being made, as formerly, in the "tell-tale" Line Account Book, it is now made by Superintendents in the first proof or voucher itself, which is destroyed as soon as the altered figures have been copied into the Line Account Book, so that no evidence of the curtailment is permitted to exist.

4. That Petitioners, finding the rates to be still further reduced subsequent to the receipt of the endorsement above mentioned, appealed to the Superintendent, praying him not to permit alteration in the rates to which they are entitled according to the scale introduced by himself so recently as 1887, (a scale which of itself was the immediate cause of their memorial to Government), but Petitioners were informed that they were troublesome, and that their names would be sent up to Government for punishment.

5. That if a fixed scale of rates existed and was in use there would be no reason for the submission of Petitioners' work to Foremen-compositors for valuation; each man would be able to make up his account for entry in the Line Account Book and check by Superintendents, and Petitioners would not, as at present, suffer by differences in the valuations of Foremen-compositors and Superintendents.

6. That Petitioners in their memorial to Government prayed for the "em" unt system or *payment for results* in order that their earnings might be proportionate to their labor, and thus enable them to lay up money during prosperity to fall back upon in adversity; but at present, under existing restrictions, the earnings of Petitioners are so small that they are utterly unable to lay by anything; and the Superintendent continues to admit a large number of untried compositors into the Press, thereby further diminishing Petitioners' earnings. The reason of the Superintendent's action in thus increasing the establishment is not apparent to Petitioners, for it cannot be attributed to excess of work, because the Superintendent has, for nearly two years, held in abeyance the vacant appointments of four Examiners on the score of decrease of work.

7. That Petitioners beg respectfully to submit that if the several departments of the Press are directly under their respective Secretaries, as is the case in the other Presidencies, there cannot be a possibility of the recurrence of the evils now complained against, which render existence to Petitioners a burden more than they can bear. Such are their hardships under the present system that they and their families drag out a hand-to-mouth life with its attendant miseries.

8. That Petitioners are left without any encouragement and that their hope of any improvement in their circumstances seems to them little short of a forlorn hope. There is no line drawn between *seniors* in the service and *juniors*, and the present system of favoring untried compositors, who are not necessarily required, operates with peculiar hardship on the interests of Petitioners, plunging themselves and families in all the distressful accompaniments of poverty. And this practice of preferring untried and comparatively untrained men is pursued by even the Superintendent in his choice of men to fill vacancies in collectorate presses, guided as he is in this matter entirely by the recommendations of Foremen-compositors and other interested parties. Nor does the Superintendent examine the monthly pay abstract which will show the small earnings of the *senior* compositors; if that officer will only do so, he will have his attention drawn to the injustice suffered by Petitioners; and the Foremen-compositors, by having a check on them, will hesitate, in the distribution of work, to mark their favoritism of *juniors* at the expense of *seniors*.

9. That Petitioners find that though the order is to reduce work, and heads of departments give attention to this, yet the Press unnecessarily employs hands far more than is required for such diminished work. Men are still entertained, thereby still decreasing the pittance earned by Petitioners.

10. That Petitioners humbly submit that the Supervising Staff of the Government Press are most expensively remunerated for the work they perform. In the local Press there are several Supervisors drawing salaries as follows: Rs. 740, 500, 300, 200; and each Foreman and his Deputy for the several departments, Rs. 150, 100, 70 or 60 and Rs. 35 or 20, respectively; while it cannot be unknown to Government that the so-called superintendents of all collectorate presses discharge more responsible duties, unaided and unguided, on smaller (Rs. 50) salaries. If the departments are brought under the Secretariats directly there would be a deal of saving effected in the Supervising Staff, and this fact can only be financially proved by a reference to the working of the Presses in Calcutta and Bombay.

11. That, in conclusion, Petitioners pray your Excellency may be graciously pleased to make personal enquiries into the working of the Press, for numerous abuses are sure to be discovered which need your Excellency's kind attention, and direct the Superintendent to give effect to the orders of Government conveyed to him four months ago, for which, as in duty bound, Petitioners

SHALL EVER PRAY,

23rd November/88/ Rhelder & others

SECRETARY
27 NOV 93
GOVERNMENT OF MADRAS

To

His Excellency The Right Honorable

ROBERT BOURKE, BARON CONNEMARA,

Governor in Council,

Fort St. George.

The Humble Petition of the Compositors of the Government Press:

RESPECTFULLY SHEWETH,

That Petitioners are compelled to trespass on your Excellency's time and venture with all respect to address your Excellency on the subject of their grievances on this occasion as their last and only hope of obtaining from your Excellency's hands the redress they seek.

2. That the Government in their endorsement, dated 12th July last, on your Petitioners' memorial were pleased to assure them that the evils arising from the prevalence of *discretionary rates would be remedied.* More than three months have elapsed since that endorsement was communicated to the Superintendent, but nothing has as yet been done, your Petitioners beg to submit, to confer the boon contemplated and virtually promised by the Government.

3. That instead of the curtailment of the rates granted to Petitioners by Foremen-compositors being made, as formerly, in the "tell-tale" Line Account Book, it is now made by Superintendents in the first proof or voucher itself, which is destroyed as soon as the altered figures have been copied into the Line Account Book, so that no evidence of the curtailment is permitted to exist.

4. That Petitioners, finding the rates to be still further reduced subsequent to the receipt of the endorsement above mentioned, appealed to the Superintendent, praying him not to permit alteration in the rates to which they are entitled according to the scale introduced by himself so recently as 1887, (a scale which of itself was the immediate cause of their memorial to Government), but Petitioners were informed that they were troublesome, and that their names would be sent up to Government for punishment.

5. That if a fixed scale of rates existed and was in use there would be no reason for the submission of Petitioners' work to Foremen-compositors for valuation; each man would be able to make up his account for entry in the Line Account Book and check by Superintendents, and Petitioners would not, as at present, suffer by differences in the valuations of Foremen-compositors and Superintendents.

6. That Petitioners in their memorial to Government prayed for the "em" account system or *payment for results* in order that their earnings might be proportionate to their labor, and thus enable them to lay up money during prosperity to fall back upon in adversity; but at present, under existing restrictions, the earnings of Petitioners are so small that they are utterly unable to lay by anything; and the Superintendent continues to admit a large number of untried compositors into the Press, thereby further diminishing Petitioners' earnings. The reason of the Superintendent's action in thus increasing the establishment is not apparent to Petitioners, for it cannot be attributed to excess of work, because the Superintendent has, for nearly two years, held in abeyance the vacant appointments of four Examiners on the score of decrease of work.

7. That Petitioners beg respectfully to submit that if the several departments of the Press are directly under their respective Secretaries, as is the case in the other Presidencies, there cannot be a possibility of the recurrence of the evils now complained against, which render existence to Petitioners a burden more than they can bear. Such are their hardships under the present system that they and their families drag out a hand-to-mouth life with its attendant miseries.

8. That Petitioners are left without any encouragement and that their hope of any improvement in their circumstances seems to them little short of a forlorn hope. There is no line drawn between *seniors* in the service and *juniors*, and the present system of favoring untried compositors, who are not necessarily required, operates with peculiar hardship on the interests of Petitioners, plunging themselves and families in all the distressful accompaniments of poverty. And this practice of preferring untried and comparatively untrained men is pursued by even the Superintendent in his choice of men to fill vacancies in collectorate presses, guided as he is in this matter entirely by the recommendations of Foremen-compositors and other interested parties. Nor does the Superintendent examine the monthly pay abstract which will show the small earnings of the *senior* compositors; if that officer will only do so, he will have his attention drawn to the injustice suffered by Petitioners; and the Foremen-compositors, by having a check on them, will hesitate, in the distribution of work, to mark their favoritism of *juniors* at the expense of *seniors*.

9. That Petitioners find that though the order is to reduce work, and heads of departments give attention to this, yet the Press unnecessarily employs hands far more than is required for such diminished work. Men are still entertained, thereby still decreasing the pittance earned by Petitioners.

10. That Petitioners humbly submit that the Supervising Staff of the Government Press are most expensively remunerated for the work they perform. In the local Press there are several Supervisors drawing salaries as follows: Rs. 740, 500, 300, 200; and each Foreman and his Deputy for the several departments, Rs. 150, 100, 70 or 60 and Rs. 35 or 20, respectively; while it cannot be unknown to Government that the so-called superintendents of all collectorate presses discharge more responsible duties, unaided and unguided, on smaller (Rs. 50) salaries. If the departments are brought under the Secretariats directly there would be a deal of saving effected in the Supervising Staff, and this fact can only be financially proved by a reference to the working of the Presses in Calcutta and Bombay.

11. That, in conclusion, Petitioners pray your Excellency may be graciously pleased to make personal enquiries into the working of the Press, for numerous abuses are sure to be discovered which need your Excellency's kind attention, and direct the Superintendent to give effect to the orders of Government conveyed to him four months ago, for which, as in duty bound, Petitioners

SHALL EVER PRAY,

23/11/88.

G. Sheldon & others

12/1/88 Rec 694/5 Disp
22/10/88 Rec 999 Rec

Referred to the Supt., Govt Press, for remarks.
(by order)
Asst Secy.

From,
The Compositors of the
Govt Press.

Dated 23-11-88.

Representing certain grievances in connection with the working of the Press & praying for redress.

To

His Excellency The Right Honorable
ROBERT BOURKE, BARON CONNEMARA,
Governor in Council,
Fort St. George.

The Humble Petition of the Compositors of the Government Press:

RESPECTFULLY SHEWETH,

That Petitioners are compelled to trespass on your Excellency's time and venture with all respect to address your Excellency on the subject of their grievances on this occasion as their last and only hope of obtaining from your Excellency's hands the redress they seek,

2. That the Government in their endorsement, dated 12th July last, on your Petitioners' memorial were pleased to assure them that the evils arising from the prevalence of *discretionary rates would be remedied.* More than three months have elapsed since that endorsement was communicated to the Superintendent, but nothing has as yet been done, your Petitioners beg to submit, to confer the boon contemplated and virtually promised by the Government.

3. That instead of the curtailment of the rates granted to Petitioners by Foremen-compositors being made, as formerly, in the "tell-tale" Line Account Book, it is now made by Superintendents in the first proof or voucher itself, which is destroyed as soon as the altered figures have been copied into the Line Account Book, so that no evidence of the curtailment is permitted to exist.

4. That Petitioners, finding the rates to be still further reduced subsequent to the receipt of the endorsement above mentioned, appealed to the Superintendent, praying him not to permit alteration in the rates to ~~which~~ they are entitled according to the scale introduced by himself so recently as 1887, (a scale which of itself was the immediate cause of their memorial to Government), but Petitioners were informed that they were troublesome, and that their names would be sent up to Government for punishment.

5. That if a fixed scale of rates existed and was in use there would be no reason for the submission of Petitioners' work to Foremen-compositors for valuation; each man would be able to make up his account for entry in the Line Account Book and check by Superintendents, and Petitioners would not, as at present, suffer by differences in the valuations of Foremen-compositors and Superintendents.

6. That Petitioners in their memorial to Government prayed for the "em" account system or *payment for results* in order that their earnings might be proportionate to their labor, and thus enable them to lay up money during prosperity to fall back upon in adversity; but at present, under existing restrictions, the earnings of Petitioners are so small that they are utterly unable to lay by anything; and the Superintendent continues to admit a large number of untried compositors into the Press, thereby further diminishing Petitioners' earnings. The reason of the Superintendent's action in thus increasing the establishment is not apparent to Petitioners, for it cannot be attributed to excess of work, because the Superintendent has, for nearly two years, held in abeyance the vacant appointments of four Examiners on the score of decrease of work.

R. Hill, Esq.,
Superintendent
Government Press.

Sir

We respectfully request you will kindly forward the accompanying Memorial to the Chief Secretary for submission to His Excellency the Governor.

We beg to remain,
Sir
Your most Obt. Servants.

23rd. November 1888.

B. Beveridge
& others

7. That Petitioners beg respectfully to submit that if the several departments of the Press are directly under their respective Secretaries, as is the case in the other Presidencies, there cannot be a possibility of the recurrence of the evils now complained against, which render existence to Petitioners a burden more than they can bear. Such are their hardships under the present system that they and their families drag out a hand-to-mouth life with its attendant miseries.

8. That Petitioners are left without any encouragement and that their hope of any improvement in their circumstances seems to them little short of a forlorn hope. There is no line drawn between *seniors* in the service and *juniors*, and the present system of favoring untried compositors, who are not necessarily required, operates with peculiar hardship on the interests of Petitioners, plunging themselves and families in all the distressful accompaniments of poverty. And this practice of preferring untried and comparatively untrained men is pursued by even the Superintendent in his choice of men to fill vacancies in collectorate presses, guided as he is in this matter entirely by the recommendations of Foremen-compositors and other interested parties. Nor does the Superintendent examine the monthly pay abstract which will show the small earnings of the *senior* compositors; if that officer will only do so, he will have his attention drawn to the injustice suffered by Petitioners; and the Foremen-compositors, by having a check on them, will hesitate, in the distribution of work, to mark their favoritism of *juniors* at the expense of *seniors*.

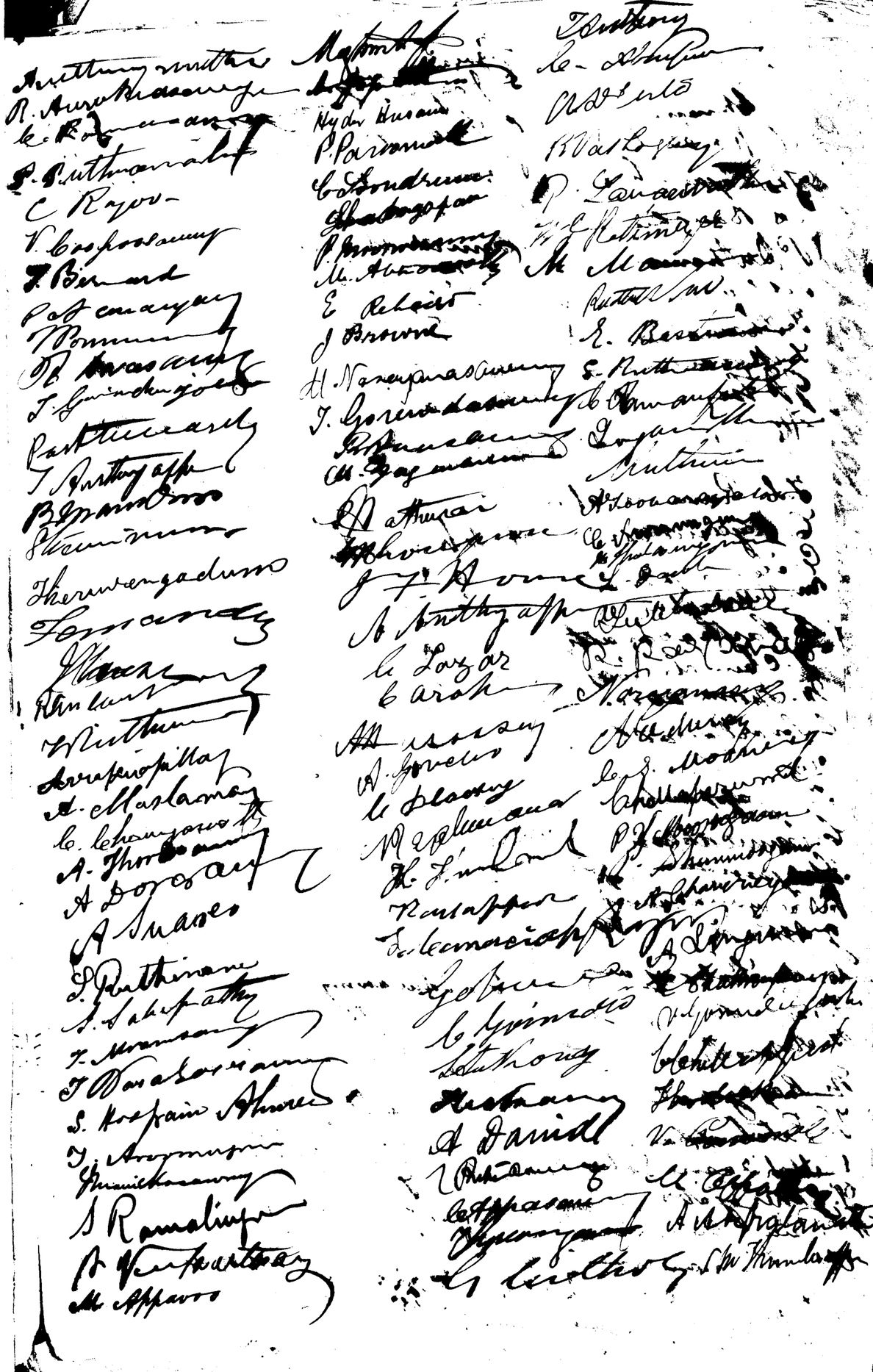
9. That Petitioners find that though the order is to reduce work, and heads of departments give attention to this, yet the Press unnecessarily employs hands far more than is required for such diminished work. Men are still entertained, thereby still decreasing the pittance earned by Petitioners.

10. That Petitioners humbly submit that the Supervising Staff of the Government Press are most expensively remunerated for the work they perform. In the local Press there are several Supervisors drawing salaries as follows: Rs. 740, 500, 300, 200; and each Foreman and his Deputy for the several departments, Rs. 150, 100, 70 or 60 and Rs. 35 or 20, respectively; while it cannot be unknown to Government that the so-called superintendents of all collectorate presses discharge more responsible duties, unaided and unguided, on smaller (Rs. 50) salaries. If the departments are brought under the Secretariats directly there would be a deal of saving effected in the Supervising Staff, and this fact can only be financially proved by a reference to the working of the Presses in Calcutta and Bombay.

11. That, in conclusion, Petitioners pray your Excellency may be graciously pleased to make personal enquiries into the working of the Press, for numerous abuses are sure to be discovered which need your Excellency's kind attention, and direct the Superintendent to give effect to the orders of Government conveyed to him four months ago, for which, as in duty bound, Petitioners

SHALL EVER PRAY,

23rd November 1887.



Office Rules in force

GOVERNMENT PRESS, MADRAS.

THE DEPUTY SUPERINTENDENT.

THE Deputy Supt. is in charge of the Gazette, Book, Job and Vernacular departments, and is responsible to the Superintendent for their working and good order. In the absence of the Superintendent the Deputy Supt. will see persons who call upon business, open covers marked urgent or sent by special messenger, and will attend to telegrams, afterwards informing the Superintendent how he has dealt with them. He will also instruct the Asst. Supt. regarding special or urgent work received.

The Head Examiner, Overseer, Asst. Composing Branch, Binding foreman, Storekeeper, and Accountant will give attention to orders issued by the Deputy Supt.

The Deputy Supt. is responsible for passing the final sheets of the Gazette and its supplements, and must see that additions and alterations are correctly attended to; he will when necessary attend earlier on gazette days, and will remain until all the sheets have been passed for striking off. After each issue of the Gazette he will see that spare copies asked for are struck off and despatched within two days, and that the District Gazette supplements are made up for issue; he will also observe the progress of other papers to be issued with the District Gazettes. The Gazette index is issued half-yearly (with the last issues in January and July), and the Deputy Supt. will see that the indexer has the manuscripts ready for compositors a fortnight before each issue.

The monthly parts of the Madras Series, Indian Law Reports, are issued at the beginning of each month, and the Deputy Supt. will see that there is no delay in the Book department in setting up, making up, and finally passing these monthly parts: after each issue an office note is sent to Government stating date of issue.

The Deputy Supt. will see to the typographical neatness and accuracy of the work; that all title-pages and half-titles are correctly set up, and proofs sent to the Superintendent for approval; that work is turned out promptly, especially when dates are fixed, and if there are difficulties in keeping time, to inform the Superintendent at the earliest possible moment. When a department is pressed with work, he will transfer work to some of the other departments and so prevent arrears.

The Deputy Supt. must see that no improper use is made of papers sent to be printed; and that papers, proofs or copies are not taken away by unauthorised persons. Before printed forms are despatched he will examine the work struck off and placed on the despatcher's table (the work on the table should be passed three times daily, urgent work being shown to him before despatching). When urgent work is sent into the binding department for ruling, numbering, binding, &c., the Binding foreman will inform him of its despatch. He will see that notice is given to the Binding foreman when G.Os. on annual reports are received so that there may be no delay in issuing copies, and that timely notice is given when large works are nearly completed.

The Deputy Supt. will go round the office twice daily; he will look carefully to the press and machine work chiefly for good impression and regular colour, and will observe progress of work generally.

The Deputy Supt. will value, check and initial compositors' memo. slips for rough proofs of 'care' papers before the originals and clean proof are sent out, and then destroy all the proofs. Printed copies cancelled are at once to be destroyed by the Deputy Supt.

When letters and references require answering, the Deputy Supt. will draft the replies and send them to the Superintendent for approval.

When materials are required, the Deputy Supt. must satisfy himself of the need for issue before signing the memorandum and sending it to the Superintendent for approval. He will see that the work books are regularly and neatly kept by the foremen, and twice yearly (in February and in August) will check all work books, taking the Superintendent's orders as to inquiries being sent to the several departments regarding delay of proofs, &c., so that type may not be kept standing for an unduly long time.

The Deputy Supt. will carefully check the tabular statements for the Gazette, Book and Vernacular departments before they are entered in the line account book, adhering to the scale of valuation in force; and when passing the line account will see that the proofs submitted bear the proof reader's name in full and date at foot of each proof, that each compositor's account is correctly entered, ticking off, initialling and dating each account book before sending it to the Superintendent. The work done in the Job department will be carefully checked before entry, and again checked after entry. The Gazette, Book and Vernacular line account books are passed twice monthly; for the first half of the month the books should be passed by the 24th, and for the second half by the 10th of the following month; the Job line account book is passed three times monthly, by the 20th, 27th, and 10th of the following month: the Accountant will then be able to close the piece abstract and pay wages by the 16th of each month. Hour account proofs are to be valued and memos. initialled by the Deputy Supt.; the hour account books are passed with the line account books. Immediately after passing each account book the line account proofs and hour account memoranda must be torn up in the Deputy Supt.'s presence.

The Deputy Supt. will see that the Gazette dept. foreman closes his bill book and paper account book monthly, and prepares the monthly statement for valuing job work, and for recoveries of money through the account department; that the Book dept. foreman gives a copy of each work as it is finished to the imposer for entry in the monthly bill book, and for valuation; that the despatcher passes on monthly to the Storekeeper for valuation all originals and proofs of job work completed; that the Vernacular dept. foreman passes on monthly his job work to the Storekeeper for valuation, his bookwork to the imposer of the book department for entry in the bill book and for valuation, and closes the vernacular bill book monthly. The bill books are sent to the Accountant to check all totallings and wages paid before they are submitted to the Superintendent.

The Deputy Supt. will see that due care is taken of all materials, that order and quietness are maintained, and that the departments are kept clean. When moving about the office if he observes irregularities in any of the other departments he will draw attention to them, so that they may be set right.

When disputes arise between the workmen the Deputy Supt. will examine into their cause, and give orders; if a fine or other punishment should be inflicted, he will send the case to the Superintendent for disposal, at the same time stating his views of the case.

Leave for the latter half of a day may be granted by the Deputy Supt. to a workman, but if frequently applied for by the same workman the application is to be referred to the Superintendent.

The Deputy Supt. must see that the departmental rules are strictly carried out.

Hours of attendance.—10-30 A.M. to 5 P.M. The nature of the business will at times require him to attend earlier, and more frequently he will not be able to leave before 5-30 P.M.

September 1888.

GOVERNMENT PRESS, MADRAS.

THE ASSISTANT SUPERINTENDENT.

THE Asst. Supt. is in charge of the Public, Revenue, Military, Public Works, and Revenue Board departments, and is responsible to the Superintendent for their working and good order. In the absence of the Superintendent the Asst. Supt. will take instructions from the Deputy Supt. regarding special or urgent work received, afterwards informing the Superintendent of the same. In the absence of Superintendent and Deputy Supt. he will attend to inquiries and references, and report how he has dealt with them.

The Head Examiner, Overseer, Asst. Composing Branch, Binding foreman, and Storekeeper will give attention to orders issued by the Asst. Supt.

The Asst. Supt. will supervise the Examining Branch in the absence of the Head Examiner.

The Asst. Supt. will see to the typographical neatness and accuracy of the work; that all title-pages and half-titles are correctly set up, and proofs sent to the Superintendent for approval; that work is turned out promptly especially when dates are fixed, and if there are difficulties in keeping time, to inform the Superintendent at the earliest possible moment. When a department is pressed with work, he will transfer work to some of the other departments and so prevent arrears.

The Asst. Supt. must see that ordinary papers, ranging from 2 to 6 pages, are completed in 3 clear days: bulky papers with tabular statements will take longer, but their progress is not to be delayed by smaller papers and they are to be finished as quickly as possible. He must see that no improper use is made of papers sent to be printed; and that papers, proofs or copies are not taken away by unauthorised persons. He will see that there is no delay in stitching currents, &c.; that timely notice is given to the Binding foreman when bulky papers are nearly completed, so that there may be no delay in issuing copies; and he will take particular care that there is no delay in the binding department when monthly or quarterly volumes are ready for binding.

The Asst. Supt. will value, check and initial compositors' memo. slips for rough proofs of 'care' papers before the originals and clean proof are sent out, and then destroy all the proofs. Ordinary proofs are kept in the department for 3 months for reference: a month's files are to be taken each month to the Asst. Supt., and he will see that they are destroyed. Printed copies cancelled are at once to be destroyed by the Asst. Supt.

When letters and references require answering, the Asst. Supt. will draft the replies and send them to the Superintendent for approval.

When materials are required, the Asst. Supt. must satisfy himself of the need for issue before signing the memorandum and sending it to the Superintendent for approval. He will see that the work books are regularly and neatly kept by the foremen, and twice yearly (in January and in July) will check all work books, taking the Superintendent's orders as to inquiries being sent to the several departments regarding delay of proofs, &c., so that type may not be kept standing for an unduly long time.

The Asst. Supt. will carefully check the tabular statements for each department before they are entered in the line account book, adhering to the scale of valuation in force; and when passing the line account will see that the proofs submitted bear the proof reader's name in full and date at foot of each proof, that each compositor's account is correctly entered, ticking off, initialling and dating

each account book before sending it to the Superintendent. The line account books are to be passed twice monthly; for the first half of the month the books should be passed by the 24th, and for the second half by the 10th of the following month; the Accountant will then be able to close the piece abstract and pay wages by the 16th of each month. Hour account proofs are to be valued and memos. initialled by the Asst. Supt. Immediately after passing each account book the line account proofs and hour account memoranda must be torn up in the Asst. Supt.'s presence.

The Asst. Supt. will see that due care is taken of all materials, that order and quietness are maintained, and that the departments are kept clean. He will observe if the messengers are despatched at the times fixed (10 A.M. and 3-30 P.M.), and report delays when they are not satisfactorily explained to him. When moving about the office if he observes irregularities in any of the other departments he will draw attention to them, so that they may be set right.

When disputes arise between the workmen the Asst. Supt. will examine into their cause, and give orders; if a fine or other punishment should be inflicted, he will send the case to the Superintendent for disposal, at the same time stating his views of the case.

Leave for the latter half of a day may be granted by the Asst. Supt. to a workman, but if frequently applied for by the same workman the application is to be referred to the Superintendent.

The Asst. Supt. must see that the departmental rules are strictly carried out.

Hours of attendance.—10-30 A.M. to 5 P.M. The nature of the business will at times require him to attend earlier, and remain later, than the time stated.

The Asst. Supt. checks the line account for the Penitentiary Branch.

September 1888.

GOVERNMENT PRESS, MADRAS.

COMPOSING BRANCH.

THIS branch is divided into ten departments. The Superintendent directs the Confidential department; the Deputy Supt. is in charge of the Gazette, Book, Job and Vernacular departments; and the Asst. Supt. is in charge of the Public, Revenue, Military, Public Works, and Revenue Board departments. Separate departmental rules are in force for carrying on the work in these departments.

The *Assistant Composing Branch* is responsible to the Superintendent for all types and materials in his care. He is in charge of all new types, leads, &c., not issued to departments; titling and fancy types, clarendons, &c.; standing matters and distribution in reserve; and sees to the careful use of all printing materials. He issues types indented for, and takes charge of excess types and materials (types and materials are issued on indent initialled by the Deputy or Asst. Supt. and countersigned by the Superintendent). He issues unserviceable metal to the type foundry on indent initialled by the Superintendent; and receives all types, &c., cast in the foundry, examines them carefully, and then adds them to the reserve, or issues as indented for. He is in charge of all stereotypes and woodcuts, and sees that special woodcuts are given to the Superintendent. Once a quarter in the Superintendent's presence he weighs up and takes charge of unserviceable types, leads, &c., from each department. In January of each year he prepares a list of deficiencies in types, &c., for Superintendent's guidance in framing the annual indents.

His duties are to go round the composing rooms once at least every day and examine frames, galleys, imposing tables, &c., to see that they are in good order; to see that broken matter is set right or distributed; to transfer types, leads, chases, &c., from one department to another; secure excess material; and to see that the daily gatherings of pie are cleared.

The volunteer compositors are under his direction, and he arranges for their work each day.

The Asst. Composing Branch assists the Overseer by passing the workmen at the gate between 1 and 2 P.M., and from 5 to 5-30 P.M.

There are two *despatching clerks*. The senior clerk sees to the despatching of all miscellaneous work, Madras military forms, barrack forms, and municipal and local fund reports, and enters up the peons' delivery books for printed forms and for letters, &c.; the junior clerk sees to the despatching of the District Gazette supplements and Acts, and otherwise assists as required. The *packer* works under the senior clerk.

Attendance—from 9 A.M. to 5 P.M. For the outturn of urgent work each person will attend at, and remain until, the time directed by the Superintendent.

During office hours no person is to leave without permission. Applications for leave are to be in writing, and must be submitted to the Superintendent. In case of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal.—The Assistant Composing Branch takes from 12-30 to 1 P.M., and the other persons from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Fines—are inflicted by the Superintendent for carelessness in despatching packages, irregular attendance, or otherwise infringing the rules in force.

Dismissal—for gra[illegible] irregularities.

Holidays.—New Year's day, Good Friday, Queen's birthday and Christmas day. During the Easter and Christmas holidays leave is granted by half turns.

Books kept by the Asst. Composing Branch.—Issue book of types, &c., to departments; transfer book of types, &c., from departments to store; unserviceable type book; specimen book of types, &c., in use; list of cases in almirahs in store; type foundry book of letters, &c., cut and issued; volunteer attendance book.

Books kept by the senior despatching clerk.—Postal despatch book; daily despatch book; peons' delivery book of packets, spare copies, proofs and letters; peons' delivery books for printed forms; peons' delivery books for letters, &c.; book for transfer of forms, &c., to binding department; book for ruled forms sent into binding department; acknowledgment books—miscellaneous forms, general orders, Madras military forms, Examiner of P. W. Accounts forms, Acts and books, &c.

Books kept by the junior despatching clerk.—Acts despatched to collectors, &c.; Bills, official papers, &c., for issue as District Gazette supplements; order books for vernacular District Gazette supplements; distribution list for tahsildars; postal despatch book; acknowledgment books—for Acts, Bills, &c., and for Commissioner of Coorg.

October 1888.

GOVERNMENT PRESS—DEPARTMENTAL RULES.

PUBLIC DEPARTMENT.

In this department the currents and proceedings for the Chief Secretariat and for the Local and Municipal department are printed. When there is no work in hand and other current departments are pressed with work, the Asst. Supt. will transfer work and so prevent arrears.

The *foreman* is in charge of the department, and is responsible for all material, and for the care of papers sent for printing. It is his duty to give out copy to the compositors, and direct the imposers as to outturn of papers; to avoid resetting in other departments, he is to direct the imposers regarding papers to be kept standing, and to take the orders of the Superintendent before breaking up any of them. He is to consult the Head Examiner daily regarding the order for examining papers, and instruct the Overseer as to striking off of formes, particularly drawing their attention to orders received as to outturn of urgent and arrear papers. He is to notify to the Head Examiner and Overseer when he receives orders to work late or attend early. He must keep the press book regularly written up for the guidance of the Overseer.

Rough proofs of 'care' papers are valued, checked and memo. slips initialled by the Asst. Supt. for the compositors before the originals and clean proof are sent out; all the proofs are then destroyed by the Asst. Supt. Ordinary proofs are kept in the department for 3 months for reference; a month's files are taken each month to the Asst. Supt., and he sees that they are destroyed. Printed copies cancelled are at once destroyed by the Asst. Supt.

The foreman will see that material is regularly supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, &c., inform the Asst. Supt. of it. When there are excesses of sorts and distribution, the foreman will transfer the same to the care of the Asst. Composing Branch. The daily gatherings of pie are to be sorted and distributed every morning. When differences arise between the foreman and the imposers or compositors, reference is to be made to the Asst. Supt., and he will send a brief statement, with remarks, to the Superintendent for orders.

An imposer assists the foreman in entering up the line account book, bill book, valuation book, paper account book, and attendance book; prepares the valuation statements for Local Funds and Municipalities; and otherwise assists as directed from time to time.

The compositors' line account is to be taken twice every month, the book being submitted to the Asst. Supt. for the first half of the month on the 20th, and for the second half on the 6th of the following month. The foreman values the tabular work for each compositor in accordance with the scale fixed, and submits the rough proofs for the Asst. Supt.'s approval before entering them in the line account book. Should a compositor be dissatisfied with the valuation passed for his work, his rough proofs are to be submitted to the Asst. Supt. with explanations; if the compositor desires it, the valuation given will then be referred to the Superintendent for final orders.

Hour account for author's proofs will be valued by the foreman, and checked and initialled by the Asst. Supt. If the compositor is dissatisfied with the time allowed, the foreman will again refer the valuation to the Asst. Supt.; if no satisfactory reason is given for amending it and the compositor is still dissatisfied, the proofs are to be submitted to the Superintendent for final orders.

When the rough abstract is prepared the Accountant will send it to the foreman, who must see that each compositor notes the amount of his earnings. The foreman will then initial the book and return it to the Accountant.

The *imposers* impose all matters excepting the annual indices; attend to final corrections, changes in dockets, &c.; give out distribution; regulate issue of paper to the pressmen; and assist in getting out the work with promptness and with accuracy.

An imposer will not be granted casual or other leave with pay if another person is deputed to do his work. When no person is put on, or other arrangements are made, and the imposer's attendance is good and conduct satisfactory, his application will be favorably considered by granting full or half pay.

The *compositors* are paid upon the piece-work system: a scale is in force for regulating the valuation of each compositor's work. Each compositor is responsible for the matter he sets up until it is imposed and a clean proof is sent out; when no proof is submitted for approval, he corrects all proofs; when proofs are returned, if the corrections are few, the compositor makes them without charge; if many, hour account will be allowed. He must rectify bad workmanship and uneven spacing at any stage of progress when it is pointed out to him; he must keep his cases in good order returning excess types to the foreman, and fill his cases with types when there is no copy to set up. He must take care of brass rules, quotations, &c., in his charge, and avoid wasteful use of materials. The daily gatherings of pie are to be cleared by the compositors.

When line account is to be taken each compositor will see that his rough proofs are properly arranged for checking, and will initial each entry in the line account book. He will make out his memorandum for hour account, and after it is passed it will be returned to him to be kept until it is entered up in the line account book. Memo. slips will be substituted for rough proofs of 'care' papers. It is the compositor's duty to secure his rough proofs and hour account memoranda, as without them no valuation will be entered in the line account book.

Attendance—from 9 A.M. to 5 P.M. When there is an abundance of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Asst. Supt. before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours an imposer will attend at 8 A.M. to open the department. In the evening the foreman will see that all papers are carefully put away, and the department closed. When the room is kept open by the Overseer for working the presses after hours, the Overseer will see that the department is left in proper order.

Fines are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, irregular attendance, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, loss of manuscripts or proofs, charging line or hour account a second time, altering the valuation on proofs or memos. after they have been passed, destroying materials or stores, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department.—1 foreman; 5 imposers (4 permanent, 1 piece); 44 compositors; 3 examiners; 2 proof readers; 5 reading boys. 4 presses are attached.

Books kept in the department.—Work book (all papers are entered in it); work book for each department (for Asst. Supt.); daily work book (for Superintendent); despatch book; compositors' turn book; examiners' book; press book; line account book; attendance book; fine book; file book; rough abstract book; bill book; paper account book; valuation book for Local Funds and Municipalities.

September 1888.

REVENUE DEPARTMENT.

In this department the currents and proceedings for the Revenue Secretariat and for the Pension department are printed. The salt administration and the abkári administration reports are also printed. When there is no work in hand and other current departments are pressed with work, the Asst. Supt. will transfer work and so prevent arrears.

The *foreman* is in charge of the department, and is responsible for all material, and for the care of papers sent for printing. It is his duty to give out copy to the compositors, and direct the imposers as to outturn of papers; to avoid resetting in other departments, he is to direct the imposers regarding papers to be kept standing, and to take the orders of the Superintendent before breaking up any of them. He is to consult the Head Examiner daily regarding the order for examining papers, and instruct the Overseer as to striking off of formes, particularly drawing their attention to orders received as to outturn of urgent and arrear papers. He is to notify to the Head Examiner and Overseer when he receives orders to work late or attend early. He must keep the press book regularly written up for the guidance of the Overseer.

Rough proofs of 'care' papers are valued, checked and memo. slips initialled by the Asst. Supt. for the compositors before the originals and clean proof are sent out; all the proofs are then destroyed by the Asst. Supt. Ordinary proofs are kept in the department for 3 months for reference; a month's files are taken each month to the Asst. Supt., and he sees that they are destroyed. Printed copies cancelled are at once destroyed by the Asst. Supt.

The foreman will see that material is regularly supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, &c., inform the Asst. Supt. of it. When there are excesses of sorts and distribution, the foreman will transfer the same to the care of the Asst. Composing Branch. The daily gatherings of pie are to be sorted and distributed every morning. When differences arise between the foreman and the imposers or compositors, reference is to be made to the Asst. Supt., and he will send a brief statement, with remarks, to the Superintendent for orders.

An imposer assists the foreman in entering up the line account book, bill book, valuation book and paper account book.

The compositors' line account is to be taken twice every month, the book being submitted to the Asst. Supt. for the first half of the month on the 20th, and for the second half on the 6th of the following month. The foreman values the tabular work for each compositor in accordance with the scale fixed, and submits the rough proofs for the Asst. Supt.'s approval before entering them in the line account book. Should a compositor be dissatisfied with the valuation passed for his work, his rough proofs are to be submitted to the Asst. Supt. with explanations; if the compositor desires it, the valuation given will then be referred to the Superintendent for final orders.

Hour account for author's proofs will be valued by the foreman, and checked and initialled by the Asst. Supt. If the compositor is dissatisfied with the time allowed, the foreman will again refer the valuation to the Asst. Supt.; if no satisfactory reason is given for amending it and the compositor is still dissatisfied, the proofs are to be submitted to the Superintendent for final orders.

When the rough abstract is prepared the Accountant will send it to the foreman, who must see that each compositor notes the amount of his earnings. The foreman will then initial the book and return it to the Accountant.

The foreman values the tabular work for the Revenue Board department.

The *imposer* will impose all matters excepting the annual index; attend to final corrections, changes in dockets, &c.; give out distribution; regulate issue of paper to the pressmen; and assist in getting out the work with promptness and with accuracy.

An imposer will not be granted casual or other leave with pay if another person is deputed to do his work. When no person is put on, or other arrangements are made, and the imposer's attendance is good and conduct satisfactory, his application will be favorably considered by granting full or half pay.

The *compositors* are paid upon the piece-work system: a scale is in force for regulating the valuation of each compositor's work. Each compositor is responsible for the matter he sets up until it is imposed and a clean proof is sent out; when no proof is submitted for approval, he corrects all proofs; when proofs are returned, if the corrections are few, the compositor makes them without charge; if many, hour account will be allowed. He must rectify bad workmanship and uneven spacing at any stage of progress when it is pointed out to him; he must keep his cases in good order returning excess types to the foreman, and fill his cases with types when there is no copy to set up. He must take care of brass rules, quotations, &c., in his charge, and avoid wasteful use of materials. The daily gatherings of pie are to be cleared by the compositors.

When line account is to be taken each compositor will see that his rough proofs are properly arranged for checking, and will initial each entry in the line account book. He will make out his memorandum for hour account, and after it is passed it will be returned to him to be kept until it is entered up in the line account book. Memo. slips will be substituted for rough proofs of 'care' papers. It is the compositor's duty to secure his rough proofs and hour account memoranda, as without them no valuation will be entered in the line account book.

Attendance—from 9 A.M. to 5 P.M. When there is an abundance of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Asst. Supt. before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours an imposer will attend at 8 A.M. to open the department. In the evening the foreman will see that all papers are carefully put away, and the department closed. When the room is kept open by the Overseer for working the presses after hours, the Overseer will see that the department is left in proper order.

Fines are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, irregular attendance, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, loss of manuscripts or proofs, charging line or hour account a second time, altering the valuation on proofs or memos. after they have been passed, destroying materials or stores, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department. — 1 foreman; 3 imposers (2 permanent, 1 piece); 30 compositors; 2 examiners; 2 proof readers; 4 reading boys. 3 presses are attached.

Books kept in the department.—Work book (all G.Os. are entered in it); general work book (for reports, &c.); daily work book for each department (for Asst. Supt. and Superintendent); despatch book; compositors' tech book; imposers' book; press book; line account book; attendance book; fine book; file book; rough abstract book; bill book; paper account book.

September 1888.

GOVERNMENT PRESS—DEPARTMENTAL RULES.

MILITARY DEPARTMENT.

In this department the currents and proceedings for the Military Secretariat and for the Director of Public Instruction are printed. When there is no work in hand and other current departments are pressed with work, the Asst. Supt. will transfer work, and so prevent arrears.

The *foreman* is in charge of the department, and is responsible for all material, and for the care of papers sent for printing. It is his duty to give out copy to the compositors, and direct the imposers as to outturn of papers; to avoid resetting in other departments, he is to direct the imposers regarding papers to be kept standing, and to take the orders of the Superintendent before breaking up any of them. He is to consult the Head Examiner daily regarding the order for examining papers, and instruct the Overseer as to striking off of formes, particularly drawing their attention to orders received as to outturn of urgent and arrear papers. He is to notify to the Head Examiner and Overseer when he receives orders to work late or attend early.

Rough proofs of 'care' papers are valued, checked and memo. slips initialled by the Asst. Supt. for the compositors before the originals and clean proof are sent out; all the proofs are then destroyed by the Asst. Supt. Ordinary proofs are kept in the department for 3 months for reference; a month's files are taken each month to the Asst. Supt., and he sees that they are destroyed. Printed copies cancelled are at once destroyed by the Asst. Supt.

The foreman will see that material is regularly supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, &c., inform the Asst. Supt. of it. When there are excesses of sorts and distribution, the foreman will transfer the same to the care of the Asst. Composing Branch. The daily gatherings of pie are to be sorted and distributed every morning. When differences arise between the foreman and the imposers or compositors, reference is to be made to the Asst. Supt., and he will send a brief statement, with remarks, to the Superintendent for orders.

An imposer assists the foreman in entering up the line account book, bill book and paper account books, and otherwise assists as directed from time to time.

The compositors' line account is to be taken twice every month, the book being submitted to the Asst. Supt. for the first half of the month on the 20th, and for the second half on the 6th of the following month. The foreman values the tabular work for each compositor in accordance with the scale fixed, and submits the rough proofs for the Asst. Supt.'s approval before entering them in the line account book. Should a compositor be dissatisfied with the valuation passed for his work, his rough proofs are to be submitted to the Asst. Supt. with explanations; if the compositor desires it, the valuation given will then be referred to the Superintendent for final orders.

Hour account for author's proofs will be valued by the foreman, and checked and initialled by the Asst. Supt. If the compositor is dissatisfied with the time allowed, the foreman will again refer the valuation to the Asst. Supt.; if no satisfactory reason is given for amending it and the compositor is still dissatisfied, the proofs are to be submitted to the Superintendent for final orders.

When the rough abstract is prepared the Accountant will send it to the foreman, who must see that each compositor notes the amount of his earnings. The foreman will then initial the book and return it to the Accountant.

The *imposers* impose all matters excepting the monthly tables of contents and annual index for the Military Secretariat; for the Director of Public Instruction an imposer imposes all matters; they attend to final corrections, &c.; and assist in getting out the work with promptness and with accuracy.

An imposer will not be granted casual or other leave with pay if another person is deputed to do his work. When no person is put on, or other arrangements are made, and the imposer's attendance is good and conduct satisfactory, his application will be favorably considered by granting full or half pay.

The *compositors* are paid upon the piece-work system: a scale is in force for regulating the valuation of each compositor's work. Each compositor is responsible for the matter he sets up until it is imposed and a clean proof is sent out; when no proof is submitted for approval, he corrects all proofs; when proofs are returned, if the corrections are few, the compositor makes them without charge; if many, hour account will be allowed. He must rectify bad workmanship and uneven spacing at any stage of progress when it is pointed out to him; he must keep his cases in good order returning excess types to the foreman, and fill his cases with types when there is no copy to set up. He must take care of brass rules, quotations, &c., in his charge, and avoid wasteful use of materials. The daily gatherings of pi are to be cleared by the compositors.

When line account is to be taken each compositor will see that his rough proofs are properly arranged for checking, and will initial each entry in the line account book. He will make out his memorandum for hour account, and after it is passed it will be returned to him to be kept until it is entered up in the line account book. Memo. slips will be substituted for rough proofs of 'care' papers. It is the compositor's duty to secure his rough proofs and hour account memoranda, as without them no valuation will be entered in the line account book.

Attendance—from 9 A.M. to 5 P.M. When there is an abundance of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Asst. Supt. before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours an imposer will attend at 8 A.M. to open the department. In the evening the foreman will see that all papers are carefully put away, and the department closed. When the room is kept open by the Overseer for working the presses after hours, the Overseer will see that the department is left in proper order.

Fines are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, irregular attendance, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, loss of manuscripts or proofs, charging line or hour account a second time, altering the valuation on proofs or memos. after they have been passed, destroying materials or stores, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department.—1 foreman; 3 imposers (2 permanent, 1 piece); 23 compositors; 2 examiners; 2 proof readers; 4 reading boys. 3 presses are attached (1 in them);

Books kept in the department.—Work books (all papers are entered in daily work books for each department (for Asst. Supt. and Superintendent); despatch books; compositors' turn book; line account book; attendance book; fine book; file book; rough abstract book; bill book; paper account books.

PUBLIC WORKS DEPARTMENT.

In this department the currents and proceedings, and reports, &c., for the Public Works Secretariat (Buildings and Roads), (Irrigation) and (Railways); reports and returns for the Consulting Engineer for Railways, and financial accounts and budget estimates for the Examiner, P. W. Accounts, are printed. When there is no work in hand and other current departments are pressed with work, the Asst. Supt. will transfer work and so prevent arrears.

The *foreman* is in charge of the department, and is responsible for all material, and for the care of papers sent for printing. It is his duty to give out copy to the compositors, and direct the imposers as to outturn of papers; to avoid resetting in other departments, he is to direct the imposers regarding papers to be kept standing, and to take the orders of the Superintendent before breaking up any of them. He is to consult the Head Examiner daily regarding the order for examining papers, and instruct the Overseer as to striking off of formes, particularly drawing their attention to orders received as to outturn of urgent and arrear papers. He is to notify to the Head Examiner and Overseer when he receives orders to work late or attend early.

Rough proofs of 'care' papers are valued, checked and memo. slips initialled by the Asst. Supt. for the compositors before the originals and clean proof are sent out; all the proofs are then destroyed by the Asst. Supt. Ordinary proofs are kept in the department for 3 months for reference; a month's files are taken each month to the Asst. Supt., and he sees that they are destroyed. Printed copies cancelled are at once destroyed by the Asst. Supt.

The foreman will see that material is regularly supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, &c., inform the Asst. Supt. of it. When there are excesses of sorts and distribution, the foreman will transfer the same to the care of the Asst. Composing Branch. The daily gatherings of pie are to be sorted and distributed every morning. When differences arise between the foreman and the imposers or compositors, reference is to be made to the Asst. Supt., and he will send a brief statement, with remarks, to the Superintendent for orders.

An imposer assists the foreman in entering up the line account book, bill book and paper account book, and otherwise assists as directed from time to time.

The compositors' line account is to be taken twice every month, the book being submitted to the Asst. Supt. for the first half of the month on the 20th, and for the second half on the 6th of the following month. The foreman values the tabular work for each compositor in accordance with the scale fixed, and submits the rough proofs for the Asst. Supt.'s approval before entering them in the line account book. Should a compositor be dissatisfied with the valuation passed for his work, his rough proofs are to be submitted to the Asst. Supt. with explanations; if the compositor desires it, the valuation given will then be referred to the Superintendent for final orders.

Hour account for author's proofs will be valued by the foreman, and checked and initialled by the Asst. Supt. If the compositor is dissatisfied with the time allowed, the foreman will again refer the valuation to the Asst. Supt.; if no satisfactory reason is given for amending it and the compositor is still dissatisfied, the proofs are to be submitted to the Superintendent for final orders.

When the rough abstract is prepared the Accountant will send it to the foreman, who must see that each compositor notes the amount of his earnings. The foreman will then initial the book and return it to the Accountant.

The *imposers* impose all matters excepting the monthly table of contents and routine (Buildings and Roads), and the annual indices; they attend to final corrections, &c.; and assist in getting out the work with promptness and with accuracy.

An imposer will not be granted casual or other leave with pay if another person is deputed to do his work. When no person is put on, or other arrangements are made, and the imposer's attendance is good and conduct satisfactory, his application will be favorably considered by granting full or half pay.

The *compositors* are paid upon the piece-work system: a scale is in force for regulating the valuation of each compositor's work. Each compositor is responsible for the matter he sets up until it is imposed and a clean proof is sent out; when no proof is submitted for approval, he corrects all proofs; when proofs are returned, if the corrections are few, the compositor makes them without charge; if many, hour account will be allowed. He must rectify bad workmanship and uneven spacing at any stage of progress when it is pointed out to him; he must keep his cases in good order returning excess types to the foreman, and fill his cases with types when there is no copy to set up. He must take care of brass rules, quotations, &c., in his charge, and avoid wasteful use of materials. The daily gatherings of pie are to be cleared by the compositors.

When line account is to be taken each compositor will see that his rough proofs are properly arranged for checking, and will initial each entry in the line account book. He will make out his memorandum for hour account, and after it is passed it will be returned to him to be kept until it is entered up in the line account book. Memo. slips will be substituted for rough proofs of 'care' papers. It is the compositor's duty to secure his rough proofs and hour account memoranda, as without them no valuation will be entered in the line account book.

Attendance—from 9 A.M. to 5 P.M. When there is an abundance of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Asst. Supt. before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours an imposer will attend at 8 A.M. to open the department. In the evening the foreman will see that all papers are carefully put away, and the department closed. When the room is kept open by the Overseer for working the presses after hours, the Overseer will see that the department is left in proper order.

Fines are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, irregular attendance, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, loss of manuscripts or proofs, charging line or hour account a second time, altering the valuation on proofs or memos. after they have been passed, destroying materials or stores, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department.—1 foreman; 4 imposers (3 permanent, 1 piece); 32 compositors; 2 examiners; 2 proof readers; 4 reading boys. 4 presses are attached.

Books kept in the department.—Work books (all papers are entered in them); daily work book (for Asst. Supt. and Superintendent); contents, routine and index book; compositors' turn book; press book; line account book; attendance book; fine book; file book; rough abstract book; bill book; paper account book.

October 1888.

REVENUE BOARD DEPARTMENT.

In this department the currents and proceedings, and reports, for the Board of Revenue (Land Revenue), (Separate Revenue), and (Revenue Settlement, Land Records and Agriculture) are printed. (The salt administration and the abkári administration reports are printed in the Revenue department.) When there is no work in hand and other current departments are pressed with work, the Asst. Supt. will transfer work and so prevent arrears.

The *foreman* is in charge of the department, and is responsible for all material, and for the care of papers sent for printing. It is his duty to give out copy to the compositors, and direct the imposers as to outturn of papers; to avoid resetting in other departments, he is to direct the imposers regarding papers to be kept standing, and to take the orders of the Superintendent before breaking up any of them. He is to consult the Head Examiner daily regarding the order for examining papers, and instruct the Overseer as to striking off of formes, particularly drawing their attention to orders received as to outturn of urgent and arrear papers. He is to notify to the Head Examiner and Overseer when he receives orders to work late or attend early. He must keep the press book regularly written up for the guidance of the Overseer.

Rough proofs of 'care' papers are valued, checked and memo. slips initialled by the Asst. Supt. for the compositors before the originals and clean proof are sent out; all the proofs are then destroyed by the Asst. Supt. Ordinary proofs are kept in the department for 3 months for reference; a month's files are taken each month to the Asst. Supt., and he sees that they are destroyed. Printed copies cancelled are at once destroyed by the Asst. Supt.

The foreman will see that material is regularly supplied to the compositors, and if there is a scarcity of distribution, sorts, chases, furniture, &c., inform the Asst. Supt. of it. When there are excesses of sorts and distribution, the foreman will transfer the same to the care of the Asst. Composing Branch. The daily gatherings of pie are to be sorted and distributed every morning. When differences arise between the foreman and the imposers or compositors, reference is to be made to the Asst. Supt., and he will send a brief statement, with remarks, to the Superintendent for orders.

An imposer assists the foreman in entering up the line account book, bill book, valuation book, paper account book and attendance book, and otherwise assists as directed from time to time; another imposer prepares the rough bill book and rough valuation book, the valuation books for Court of Wards, Special Funds, and Agriculture, and is in charge of standing matter and distribution.

The compositors' line account is to be taken twice every month, the book being submitted to the Asst. Supt. for the first half of the month on the 20th, and for the second half on the 6th of the following month. The foreman values the tabular work for each compositor in accordance with the scale fixed, and submits the rough proofs for the Asst. Supt.'s approval before entering them in the line account book. Should a compositor be dissatisfied with the valuation passed for his work, his rough proofs are to be submitted to the Asst. Supt. with explanations; if the compositor desires it, the valuation given will then be referred to the Superintendent for final orders. (The Revenue foreman values the tabular work for this department.)

Hour account for author's proofs will be valued by the foreman, and checked and initialled by the Asst. Supt. If the compositor is dissatisfied with the time allowed, the foreman will again refer the valuation to the Asst. Supt.; if no satisfactory reason is given for amending it and the compositor is still dissatisfied, the proofs are to be submitted to the Superintendent for final orders.

When the rough abstract is prepared the Accountant will send it to the foreman, who must see that each compositor notes the amount of his earnings. The foreman will then initial the book and return it to the Accountant.

The *imposers* impose all matters excepting the monthly series and annual indices; attend to final corrections, changes in dockets, &c.; and assist in getting out the work with promptness and with accuracy.

An imposer will not be granted casual or other leave with pay if another person is deputed to do his work. When no person is put on, or other arrangements are made, and the imposer's attendance is good and conduct satisfactory, his application will be favorably considered by granting full or half pay.

The *compositors* are paid upon the piece-work system: a scale is in force for regulating the valuation of each compositor's work. Each compositor is responsible for the matter he sets up until it is imposed and a clean proof is sent out; when no proof is submitted for approval, he corrects all proofs; when proofs are returned, if the corrections are few, the compositor makes them without charge; if many, hour account will be allowed. He must rectify bad workmanship and uneven spacing at any stage of progress when it is pointed out to him; he must keep his cases in good order returning excess types to the foreman, and fill his cases with types when there is no copy to set up. He must take care of brass rules, quotations, &c. in his charge, and avoid wasteful use of materials. The daily gatherings of pi are to be cleared by the compositors.

When line account is to be taken each compositor will see that his rough proofs are properly arranged for checking, and will initial each entry in the line account book. He will make out his memorandum for hour account, and after it is passed it will be returned to him to be kept until it is entered up in the line account book. Memo. slips will be substituted for rough proofs of 'care' papers. It is the compositor's duty to secure his rough proofs and hour account memoranda, as without them no valuation will be entered in the line account book.

Attendance—from 9 A.M. to 5 P.M. When there is an abundance of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Asst. Supt. before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours an imposer will attend at 8 A.M. to open the department. In the evening the foreman will see that all papers are carefully put away, and the department closed. When the room is kept open by the Overseer for working the presses after hours, the Overseer will see that the department is left in proper order.

Fines are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, irregular attendance, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, loss of manuscripts or proofs, charging line or hour account a second time, altering the valuation on proofs or memos. after they have been passed, destroying materials or stores, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department.—1 foreman; 6 imposers; 76 compositors; 4 examiners; 3 proof readers; 6 reading boys. 7 presses are attached.

Books kept in the department.—Work book (all papers are entered in it), daily work book for each department (for Asst. Supt. and Superintendent); compositors' turn book; imposers' books; press books; series books; line account book; attendance book; fine book; file book; rough abstract book; rough bill book; bill book; paper account books; valuation books for Court of Wards, Special Funds and Agriculture.

October 1888.

GOVERNMENT PRESS, MADRAS.

EXAMINING BRANCH.

THE duties of the *Head Examiner* are to supervise the examiners, proof readers, and reading boys. In the absence of the Superintendents he will attend to inquiries and references, afterwards reporting how he has dealt with them. In the absence of the Head Examiner the Asst. Supt. will supervise the Examining Branch.

The Head Examiner must make himself acquainted with the daily progress of work in all the composing departments referring to the work books for the necessary information, and so arrange for the distribution of the reading and revision of proofs that there is no delay, and that urgent papers are promptly dealt with. The foremen of departments will inform him when they receive urgent papers, and orders to attend earlier, or work later, than the ordinary hours, and the Head Examiner will arrange for the examining accordingly.

The Head Examiner must endeavour to settle all queries in proofs, and if necessary refer them to the Asst. or Deputy Supt., or to the Superintendent, before the queries are referred to the author or to the department to be settled. He will carefully look through the work examined to see that due attention has been paid to the examining of proofs, that head-lines and sub-heads in proceedings are in suitable type by a judicious use of capitals, small capitals, and italics, and that the directions given regarding spelling, use of capitals, and punctuation are carefully attended to, and bad divisions of words are avoided. He will see that each 'care' paper is read and revised by an examiner only; and that India and Madras Acts are read three times, and all other work read twice.

Leave for a few hours may be granted by the Head Examiner, but if frequently applied for by the same person the application is to be referred to the Superintendent.

The Head Examiner attends at 9-30 A.M., and will remain after 5 P.M. when the work in his branch requires his supervision.

The *examiners* pass final proofs, and are responsible for the accuracy of papers examined by them, that directions regarding spelling, use of capitals and punctuation are attended to, bad divisions of words are not passed, that the letter press is properly leaded out, and the columns of tabular work are of proportionate width and rules neatly joined; the *proof readers* read rough proofs and revise forme proofs, and attend to the directions regarding spelling, use of capitals and punctuation. As opportunities present the more capable of proof readers will pass final proofs, and some of the reading boys will be given an opportunity to read rough and forme proofs.

When a proof reader has finished a rough proof he will write the compositor's name, his own name, and the date of passing it at the bottom right-hand corner of the proof: the compositor's line account is paid upon his rough proof, and the proof reader must carefully attend to these details to prevent attempts at fraud, or the line account being rejected because the proof has not been properly passed. The examiner writes "examined," adding his name and date of passing, at the top left-hand corner of the proof; when he sees a revise afterwards he writes "revised," putting his initials and the date at the top left-hand corner. Forme proofs are only initialled and dated at the top left-hand corner of the proof.

Attendance—from 9 A.M. to 5 P.M. When there is a pressure of work in the composing departments, or urgent work in hand, the whole or a portion of the Examining Branch will attend at, and remain until, the time directed by the Head Examiner.

During office hours no one is to leave without permission. Applications for leave are to be in writing, and must be initialled by the Head Examiner before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report must be sent to the Superintendent through the Head Examiner.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Promotion—will be by seniority if the Superintendent considers the examiner, proof reader or reading boy is qualified, and his attendance and conduct have been satisfactory.

Fines—are inflicted by the Superintendent for carelessness in passing proofs, late attendance, or otherwise infringing the rules in force.

Dismissal—for grave irregularities.

Holidays.—The holidays given in the Composing Branch regulate the leave for this branch.

Strength.—1 Head Examiner; 9 examiners, 1st grade; 8 examiners, 2nd grade; 10 proof readers, 1st grade; 7 proof readers, 2nd grade; 35 reading boys.

Books kept.—Attendance books; fine and dismissal book; volunteer attendance book.

October 1888.

GOVERNMENT PRESS, MADRAS.

PRESS AND MACHINE DEPARTMENT.

The *Overseer* is in charge of this department, and supervises the inferior servants. His duties are to watch the daily progress of work in the Composing Branch, and so arrange the press and machine work that the striking off does not delay the completion of papers sent for printing. He must see that the messengers leave at the proper time, that the peons take their parcels for delivery each evening, and the night peons are on duty to guard the premises. When in charge after office hours, he will open urgent or special covers that are expected, and telegrams, and see that they are attended to, afterwards informing the Superintendent how he has dealt with them.

The Overseer opens and closes the office; if a department is to attend before 8 A.M., the foreman will open his own department only. He is responsible for the ingress and egress of the workmen, and that the searching is efficiently carried out by the peons. He must see the premises are swept at the proper hours; and that the inferior servants are attending to their respective duties.

In the absence of the Overseer the Storekeeper will attend to his duties. The Asst. Composing Branch passes the workmen at the gate between 1 and 2 P.M., and from 5 to 5-30 P.M.

The *clerk* keeps the books of the department, and prepares overtime and pay lists, &c. He checks the attendance of all permanent employés.

The *press maistry* assists the Overseer by seeing that there is no delay at any stage in turning out the work, helps in getting the formes ready for striking, and keeps good order and quietness amongst the pressmen and inkers. The *pressmen* are responsible for the cleanliness and working order of their presses, make ready each forme, lay on the sheets, and work off copies; the *galley pressmen* pull proofs; the *inkers* keep their rollers in working condition, regulate the ink-duct, and work up colour and even distribution of ink.

The *machine maistry* assists the Overseer by seeing that there is no delay at any stage in turning out the work, helps in getting the formes ready for striking, and keeps good order and quietness in the machine-room. The *machine minders* are responsible for the working order and cleanliness of their machines, make ready each forme, regulate the ink-duct, and lay on the sheets. The *takers-off* and *wheelers* see to the rollers and work off copies.

When necessary, the removal of press plant, stores, &c., to different parts of the office is carried out by this department.

Hours of attendance—9 A.M. to 5 P.M. The Overseer and clerk attend at 8 A.M. Inkers, takers-off and a limited number of wheelers attend half an hour earlier to get their rollers into condition. It is seldom this department leaves before 6 P.M.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Fines—are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, loud or unnecessary talking, or otherwise infringing the rules in force.

Leave—on full pay is rarely granted; for casual and sick leave half pay is usually granted if attendance is good and conduct satisfactory.

Promotion—will be by seniority if the Superintendent considers the workman is qualified, and his attendance and conduct have been good.

Dismissal—for grave irregularities, destroying materials or stores, irregular attendance, or after fining has been inflicted several times.

Holidays.—The holidays given in the Composing Branch, and work to be done at the time, regulate the leave for this branch.

Strength of department.—1 Overseer; 1 clerk; 1 press maistry; 34 pressmen; 11 galley pressmen; 34 inkers; 1 machine maistry; 16 machine minders; 5 takers-off; 22 wheelers; 1 counter; 2 dampers.

Books kept in the department.—Attendance books of permanent establishment; overtime book; fine book; volunteer attendance book; cooly attendance book; volunteer and cooly abstract book; general leave register; press and machine leave register.

Inferior servants.—2 messengers; 15 peons; 1 glazier; 1 masalchee; 2 cartmen; 2 toties; 6 sweepers.

October 1888.

GOVERNMENT PRESS, MADRAS.

BINDING DEPARTMENT.

THE *foreman* is in charge of this department, and is responsible to the Superintendent for the care of books and papers sent for binding, stitching, ruling, &c., for all material issued for use, and for the working and good order of the department. In the temporary absence of the foreman the clerk will be in charge.

It is the foreman's duty to see that current papers are stitched as soon as received; that monthly and quarterly volumes of proceedings, annual indices and the monthly part of the Madras Law Reports are taken in hand as soon as the last sheets are printed off; that a sufficient number of men are told off for the Gazette on gazette days; that the District Gazette supplements are folded for issue as completed; that urgent work is specially dealt with and the Deputy or Asst. Supt. informed of its despatch; that annual reports are promptly issued after G.Os. are struck off; that care is taken when stamped paper is received for ruling, and when watermarked paper is in his charge. He must see all work before despatching to ensure that it has been properly finished, and that directions given are carried out. He will take the orders of the Superintendent regarding description of binding to be used when no instructions are sent with the work.

He will so arrange the work amongst the binders that there is a regular daily outturn, and when there is a large number of sheets or books to be ruled, paper covered, or bound, he will arrange for a fixed quantity being issued weekly until the whole is completed.

A *clerk* assists the foreman in keeping the books of the department. (The junior despatching clerk sees to the despatching of the District Gazette supplements and Acts.)

Attendance—from 9 A.M. to 5 P.M. When there is an excess of work, the general time will be from 8 A.M. to 6 P.M., for which orders will be issued. For the outturn of urgent work the whole or a portion of the department will attend at, and remain until, the time directed by the Superintendent.

During office hours no workman is to leave without permission. Applications for leave are to be in writing, and must be initialled by the foreman before submitting the same to the Superintendent. In cases of absence caused by sickness, &c., a report is to be sent to the Superintendent.

Midday meal—from 1 to 2 P.M. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing of department.—When the department is attending at ordinary hours the foreman will open the department; when it is necessary to open the department at an earlier hour for special work the Overseer will open the department and put the senior binder present in charge. In the evening the foreman will see that work in progress is carefully placed on the tables, or put away, and the department closed.

Promotion—will be by seniority if the Superintendent considers the binder is qualified, and his attendance and conduct have been satisfactory.

Fines—are inflicted by the Superintendent for bad workmanship, delaying or spoiling work, using bad language, being dirty in dress or habits, loud or unnecessary talking, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, destroying materials or stores, irregular attendance, or after fining has been inflicted several times.

Holidays.—The department is wholly closed on New Year's day, Good Friday, Queen's birthday, and Christmas day. During the Easter and Christmas holidays the department attends by half turns.

Strength of department.—1 foreman; 1 clerk; 1 gilder; 12 binders, 1st grade; 26 binders, 2nd grade; 3 ruling machinemen; 47 binders (piece).

Books kept in the department.—Book showing receipts and issues of articles; work register; ruling register, with value; perforating register, with value; numbering register, with value; binding valuation book; map register; file books; contingent book; rough abstract (piece); absence book (piece); overtime book; overtime abstract; attendance book; engagement, fine and dismissal book; acknowledgment books—Board of Revenue proceedings, and general work.

October 1888.

Bn. — 57 — 24

Selection
No. — A. — 8.
" — " — 4
" — 12 — 5
" — 12 — 9
24

FORM No. I.

FORECAST of increase of Revenue due to revision of Settlements, for the six (Financial) years ending 1892-93.

Provinces and districts.	Revenue demand in 1886-87.	Actual increase of revenue in the year 1887-88.	Increase due to enhancements in the year 1888-89.	Total of columns 3 and 4.	Increase due to enhancements in the year 1889-90.	Total of columns 5 and 6.	Increase due to enhancements in the year 1890-91.	Total of columns 7 and 8.	Increase due to enhancements in the year 1891-92.	Total of columns 9 and 10.	Increase due to enhancements in the year 1892-93.	Total of columns 11 and 12.	CUMULATIVE TOTAL REVENUE GAIN FOR THE SIX YEARS, 1887-88—1892-93.	CUMULATIVE TOTAL REVENUE DEMAND AT THE COMMENCEMENT OF 1893-94.	Remarks.
													Total of columns 3, 5, 7, 9, 11 and 13.	Total of columns 2 and 13.	
1	2	3	4	5	6	7		9	10	11	12	13	14	15	16
I.—*Increments due to regular revision of Settlements.*															
Province.															
II.—*Increments due to other causes.*															
Province.															

Column 2.—Will show the demand for collection in 1887-88, that is, the demand as it stood on 1st April 1887. The total of I and II in this column should equal the total revenue demand of the Province.
Column 3.—To show increase actually accrued to the revenue roll during the year.
Columns 4, 6, &c., to show estimated increase in collections during the years referred to.

BOARD OF REVENUE (REV. SETT., L. RDS. AND AGRI.), 11TH DEC. 1888, No. 705.

S. price - 2 lines
Bz. 52 — " —
24

Value
Rs. — A. — P.
" — " — 4
" — 11 — 4
" — 11 — 8
24

FORM No. II.

Calendar of Land Revenue Settlements.

Districts.	Pargana or taluk.	Number of villages.	Settlement last expired.				Settlement now current.				Reference to orders confirming settlement referred to in columns 8—11.	Probable increase per cent. on amount in column 11 at next settlement.	Remarks.
			Period.			Revenue demand.	Period.			Revenue demand.			
			From	To	Total number of years.		From	To	Total number of years.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
188— " "													
189— " "													
190— " "													

Columns 2 and 3 to be filled in only when the settlement of different portions of a district expire on different dates.
Do. 4 to 7 to show particulars of the settlement (if any) immediately preceding that entered in columns 8 to 11. Revenue in column 7 to be the demand of the last year of the settlement.
Do. 8 to 11.—Revenue in column 11 to be the demand of 1887-88, as shown in Revenue Administration or Jamabandi Reports.
Column 12.—Enter orders of Secretary of State or Government of India confirming settlement.
Do. 13.—A very rough estimate is required to show the average enhancement which may be expected when the settlement is next revised.
Do. 14.—Enter such remarks as "Re-settlement in progress," revision completed, but not yet reported or (in the case of districts where no date for expiry of settlement at current rates has been fixed) "Will come under Survey and Settlement in ," or any other remarks to explain existing position and arrangements for the future.

BOARD OF REVENUE (REV. SETT., L. RTS. AND AGRI.), 11TH DEC. 1888, No. 705.

Br. 1 1/3 = 122 lines RH
No — S. — P.
1 page = 1 — 4 — "
1/3 = 30 lines = " — 6 — 6
1 — 10 — 6 RH

Budget estimate, 1889-90—*cont.*

Expenditure.	South Arcot.					Salem.					Trichinopoly.				
	Actuals, 1887-88.	Sanctioned estimate, 1888-89.	Revised estimate, 1888-89.	Budget estimate, 1889-90.	Amendments by Local Government.	Actuals, 1887-88.	Sanctioned estimate, 1888-89.	Revised estimate, 1888-89.	Budget estimate, 1889-90.	Amendments by Local Government.	Actuals, 1887-88.	Sanctioned estimate, 1888-89.	Revised estimate, 1888-89.	Budget estimate, 1889-90.	Amendments by Local Government.
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
A.—*Conservancy and Works.*															
I. Timber and other produce removed from the forests by Government agency—															
(*a*) Timber	2,048	2,800	2,500	2,760	..	1,023	2,500	1,250	3,000	..	1	20	20	10	..
(*b*) Firewood and charcoal	4,567	2,430	2,150	1,570	..	..	500	500	1,000	..	6,503	6,500	6,500	7,257	..
(*c*) Bamboos	1	..	..	..	..	20	400	400	400	..	..	20	6	..	..
(*d*) Sandalwood	..	150	20	150	..	53	120	120	120	..	..	..	..	..	..
(*e*) Grass and other minor produce	639	710	350	370	..	..	..	..	..	..	112	100	200	210	..
II. Timber and other produce removed from the forests by consumers or purchasers.	2,401	4,500	4,000	5,000	..	9,834	13,500	13,500	17,020	..	3,675	4,586	3,590	3,883	..
III. Confiscated, drift and waif wood	48	180	100	100	..	11	200	50	50	..	..	10	30	50	..
IV. Revenue from forests not managed by Government	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
V. Rent of leased forests and payments to shareholders in forests managed by Government	..	..	..	..	..	..	10	10	..	..	..	..	..	..	..
VI. Live and dead stock—															
(*a*) Purchase of cattle	..	..	..	..	..	..	..	..	..	..	822	1,000	1,000	1,000	..
(*b*) Feed and keep of cattle	18	48	48	48	..	..	..	..	..	..	42	100	450	850	..
(*c*) Plant, tools and instruments	363	150	150	150	..	631	330	330	500	..					
VII. Communications and buildings—											402	50	50	350	..
(*a*) Roads and bridges	820	880	1,080	1,380	..	75	..	..	1,000	..	218	600	700	600	..
(*b*) Buildings	576	500	700	1,300	..	903	1,200	3,000	2,500	..	..	..	..	..	..
(*c*) Other works	140	200	470	100	..	..	..	..	..	..					
VIII. Demarcation, improvement and extension of forests—											399	500	500	500	..
(*a*) Demarcation	659	1,750	1,750	2,000	..	3,969	2,800	3,000	3,150	..	18	..	..	..	..
(*b*) Compensation for land and rights.	522	1,000	400	500	..	2,121	2,000	2,000	2,000	..	500	1,000	500	200	..
(*c*) Surveys and working plans	4	500	100	..	..	835	1,000	1,000	400	..	4,058	5,500	5,500	5,990	..
(*d*) Plantations	4,400	3,840	4,420	5,000	..	823	1,960	1,660	1,960	..	676	800	800	1,000	..
(*e*) Protection from fire	1,233	2,500	2,000	2,500	..	2,471	2,500	2,500	3,240	..	1,166	3,454	4,654	5,100	..
(*f*) Other works	5,171	5,500	5,500	6,000	..	3,050	6,000	5,650	9,000	..					
IX. Miscellaneous—											99	..	100	..	..
(*a*) Refunds	75	..	..	..	..	196	100	300	200	..	..	..	..	..	..
(*b*) Law charges	1	50	50	..	..	1,500	400	400	400	..	..	..	..	..	..
(*c*) Other do.	6	112	112	72	..	77	300	100	160	..					
Total, A. Conservancy and Works	23,692	27,800	25,900	29,000	..	27,592	35,820	35,800	47,000	..	18,391	24,240	24,600	27,000	..

One-third is given, and ½ one half, because the heading is a simple one, and many leaders or dots are used. RH

No. 3224

Govt. Press, Madras
24th December 1888

Office Note

In forwarding the accompanying petition of some of the compositors of the Govt. Press, to H. E. the Governor in Council, the undersigned has to state that, on receipt of G.O. Dated 12th July 1888. No 694 Public, he decided to frame some departmental rules for the guidance of all concerned and to give effect to a change in the method of valuing tabular work, that the men would know beforehand the actual number of lines passed for their work before being entered in the Line account books, and be dissatisfied, to give them the opportunity of appealing to the Supt. for final orders as to valuation. A copy of the rules as far as completed and in force are

herewith forwarded. The undersigned also explained the change to some of the men who formerly appealed, and they said, it would meet their wishes and nothing further was desired—

2. The remark in para 1 of G.O. above quoted that "they (the petitioners) have no valid grievances except perhaps as regards the discretionary rates allowed for tabular work × × ×. These will be remedied as far as possible." is construed by the workmen to mean that the check by the quantity of matter in each statement is done away with, and the number of columns is the sole guide. To this interpretation, the undersigned dissents, as he does not consider it was the intention of Govt. when passing these orders. One of the chief reasons why trained Supts. are at the head of the Presses is, that their technical knowledge may effectively control cost of production, and this is shown in valuing such large quantities of tabular work as are printed in this Press.

3. For the first month after the change, the whole of the valuation passed by the Asst. Supt. for tabular work was looked through by the undersigned, and he was perfectly satisfied with the effective check and valuation made by the Asst. Supt. That this question may be more clearly understood, the undersigned attaches 3 statements (marked a, b, c) with values marked on them. Each statement having more than 10 columns. If it is considered that a+b should be paid as much as c, because all three statements contain more than 10 columns, then the undersigned must ask for an additional allotment of Rs. 6000 annually for —

Piece Work Establishment.

4. The destruction of all rough proofs is necessary to prevent frauds by charging the same work a second time, also to prevent wrong use by abstracting them from their bundles; they are of no use to the Workmen after the line account is passed as all appeals & the suppt must be made before entering up the work - The above remarks answer paras 2 to 5 of the petition and explains the action taken on paras 1, 2 & 4 of the G.O.

5 (Petition para 6) The request for "em" payment is ridiculous. The Govt Press have always adopted the English "en" rate for valuing; two ens make one em and does not affect values in the least. 1000 ens are paid 2 annas, and 500 ems are paid 2 annas also.

6 (Petition para 7) The average monthly earnings of the compositors is Rs. 16-7-0 and the undersigned states from his own knowledge that the majority of the compositors taken on from time to time did not earn so much as Rs. 10 before entering the Govt Press—

7 (Petition para 8) All men being treated alike — reduces to a minimum the possibilities of foremen favoring one man to the detriment of the others; each man gets his work according to turn and as work is ready for issue.

8 (Petition para 9) Changes amongst the workmen are frequent and the work in hand regulates the taking-on of men.

9 The undersigned cannot refrain from stating that he considers this petition wilfully untruthful and vexatious - Every consideration is shown to the Piece-Work Establishment by the Superintendents and the men receive the

benefit of any doubts in valuation -

R Hill
Superintendent

To

The Chief Secretary
to Government

Public

From

The Supt. Govt. Press

2

The Chief Secretary
to Govt

Dated 24 Dec. 1888

No. 3224

Subject

Forwarding petition of the Compositors with remarks.

Public Department.

C. Nos 4114 & 4427

From the Compositors of the Government Press
" " Superintendent, "
Dated 23d November 1888.
24th December 1888 No 3224.

FOR ORDERS.

The earlier paras of the petition complain of the discretionary rates for tabular work not being revised since the issue of G.O. 124 July last and to the petitioners being great sufferers by the differences in the valuation of foremen — compositors and of Superintendents. Also that instead of the curtailment of the rates granted to petitioners by the foremen being made, as formerly, in the Line Account Book which is the register showing the work done by each compositor and its value it is now made by Superintendent in the first proof or voucher itself; which is destroyed as soon as the altered figures have been copied into the Line Account Book, so that no evidence of the curtailment exists. The petitioners

petitioners therefore suggest a fixed scale of rates which will obviate the submission of their work to foremen for valuation and would enable each man to make up his account for entry in the Line Account and check by Superintendents.

Mr Hill in reporting on these points furnishes copies of rules framed by him since the receipt of G.O. 12 July 87, the object of which is to effect a change in the method of valuing tabular work so that the men would know beforehand the actual number of lines passed for their work before being entered in the Line Account, and if they are dissatisfied, it gives them an opportunity of appealing to the Superintendent for final orders. He adds that the change was explained to some of the men who appealed on the last occasion and they expressed themselves as satisfied with the rules.

Attention is invited to the rules drawn up for the Telegraphic Dept. and to the portions

DEPATMENT.

No.

From

Dated 188 .

FOR ORDERS.

~~received~~ underlined in pencil. Mr Hill's remarks in paras 2 & 3, however, show what in reality the petitioners require and that their request is impracticable.

In regard to the destruction of rough proofs, Mr Hill explains in para 4 the necessity for the course, and as according to Rule 6 it is open to the Compositor to appeal to the Assistant Supdt. and even to the Superintendent against the valuation made by the foremen which is to be submitted for approval with the rough proof, no useful purpose would apparently be served by preserving the proof

The other complaints are :—

1. that they are not paid according

according to the 'en' rate

2. that their earnings only enable them to drag on a hand-to-mouth Existence

3. that extra hands are unnecessarily employed and that no distinction is preserved between seniors and juniors in the distribution of work: further in replying to these matters explains that the 'en' rate for valuing is adopted and that as two 'ems' make one 'en', the values are not affected; that the average monthly earnings of the compositors is Rs 16. 7. 0. and that before entering the Press the majority of them could not have earned Rs 10 elsewhere; also that the men are all treated alike, each man getting his work in turn; and that the work in hand regulates the taking on of them. Finally he adds that he considers the petition wilfully untruthful and vexatious.

In the last para[0] of the petn it is stated that the Supervising staff is much Expensively paid for the work performed and with a view to effect economy in this direction it is suggested that the depts be brought under the Secretariat directly. (See other papers)

FOR ORDERS.

The Supt should consider whether any proofs might not be kept 10 days after Entry in the Press Book (thus extending the time for appeal). The other Complaints need no notice

Vide 16 Jan

R. 28/1