

- (1) பக்கங்களின் எண்ணிக்கை 7-12
- (2) புதுக்கித் திருப்பிய நாள்
- (3) ஆதாரங் குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

 துறை

அரமாணை எண். <u>955</u>	அச்சகம்
மு. கோப்புத் தாள் எண்.	பலவகை
நாள்: <u>26-11-1884</u>	1984

மடிக்கலோ கண்டபடி கையாளலோ கூடாது.

7/1

En/11

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 26. 11. 89.
No. 955.

When given for copying. 22/11

[Despatch Abstract.]

Printing of special forms of
the Examiner of P.W. Accounts
in the Lawrence Asylum Press

Supd of Govt Press
in reply to former
letter 26/11
Permitted to print

28/11/89

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

Dep't 26/11/89

ENCLOSURES.

CURRENT No.

3301

3550

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

A A

STATEMENT WITH DITTO.

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

N.B.—

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

From

*The Superintendent
Govt. Press*

To

*The Chief Secretary
to Government*

*Dated 11/11 }
Recd. 11 } Nov. 1889*

Subject

*Stating that if the printing of
the special forms of the Govt. of
P. W. Dept. be executed in the
Govt. Press, it will be of
advantage to the office and
will not prevent delay the
printing of the ordinary forms
for other depts.*

*Order of 26 Nov 89 No 955.
The office note of 24 Nov 89*

*from the Supt. Govt. Press
will be comm. to the P. W. Dept.*

*with reference to para 2 of
G. O. No. 2964 of 29 Oct. 89*

*22 Nov.
20/11.*

For the P. W. Dept. + 26/11/89

No. 3683.

Govt. Press, Madras.
11th November 1887

Office Note

With reference to current no. 3301 dt. 6th instants, the Supt. Govt. Press submits that as the types for the new form and other papers in connection with the revision of Contract forms will be kept standing for some months before being finally approved of, the suggestion to print them at the Lawrence & Lyburn Press will be of advantage to this office, and will prevent any delay in the printing of the ordinary form works for ^{this and} other departments.

2. The current unders reference is herewith returned.

R. Hill
Superintendent

To

The Chief Secretary
to Government.

Public (No. 3301)

1887.

Public Works Department.

No. 2964W

Dated 19 Oct. 1889

Despatched

Received

SUBJECT.

Referring for remarks
Examiner's note
requesting sanction
to have all new
forms printed at
the L.A. Press or other
private presses.

To the Supt. Govt. Press }
with current } Despatched
6/11/89

14

Order thereon No. 2964 was 19th Oct. '89

The letter from the Govt. of India above recorded will be communicated to the Examiner P.W. Accounts with an intimation that his views on the report of the P.W. Accounts Committee will be called for on receipt of the Appendices.

2. Paras 2 to 11 of the Examiner's note will be referred to the Public Department for remarks.

June Extract

W. A. Bandler Capt. R. C.
Under Secy to Govt.
P. W. D.

To
The Public Department

8.11.13



anything that I can submit for the consideration of the other members of the Code Committee, after which some alteration will certainly be required. When each draft is completed to the satisfaction of the Code Committee, it will have to be submitted to the Govt. solicitor, after which further alterations will be required. And finally each draft will I suppose have to be approved by Govt. Under present conditions, it would probably take another nine or ten months to get the whole thing completed and the forms issued to the department, but if Govt. will allow me to make such arrangements as I propose for printing, I should hope to get the whole thing finished before the end of January at latest, and possibly even before Christmas.

11. For these reasons, I venture to ask that Govt. will be pleased to allow me for say, the next twelve months ~~to get printed~~ at the Lawrence Asylum Press all special new forms required for advancing the systematization and specialization of the work of my office, and all new forms required in connection with the revision of contract forms; all bills for such printing being framed on a scale approved by the Superintendent

cases in which the cyclostyle cannot be used, and even when it can be used at all, it is decidedly more expensive than printing, and I am obliged to keep employed on cyclostyle work men whom I could much more profitably employ in actively advancing the systematization and specialization of work.

10. It would be difficult for me to give an intelligible instance of what I refer to in connection with the kind of jobs that I have more particularly in mind, but I may illustrate my meaning by referring to what will very soon be happening in connection with the revision of contract forms. I expect very shortly to have to start the printing of drafts of a few of a few of these forms. I cannot undertake to produce a satisfactory draft unless I have it in print, and I shall probably, indeed certainly have to correct it several times reading it and collating it carefully with the existing forms and with the Govt. of India forms, and with my former note, so as to make sure that everything is provided for that ought to be provided for. I shall therefore almost certainly want three or four proofs of each draft before I can produce anything

work of a large office cannot be arranged and provided for off hand at one stroke. It is necessary to proceed gradually and cautiously section by section; and often it is impossible even to attempt anything with one section until some other section has settled down to the system worked out, it is therefore of the greatest importance that the time required to devise any part of the system, and to get it into working order, shall be reduced to a minimum, and this is obviously quite impossible, if it takes frequently, or even occasionally, three or four months to provide a single piece of the required machinery.

8. Again the difficulty of doing anything — as distinguished from the time taken to do it — is greatly increased owing to the fact at each interval all the details of the matter are liable to escape from one's memory and that they all have to be remastered over again every time that the subject is taken up afresh on receipt of a revised proof. I feel this very seriously myself, as I necessarily have to see personally to the details in most cases.

9. To a small extent, I am able to meet the difficulty by a free use of the cyclostyle, but there are many cases

forms for the use of the department, because in such cases a single proof is almost always sufficient and I can easily allow for the time required to get the form printed and struck off; but in the case of special matter now in question, these delays are a most serious hindrance to progress.

6. In the first place, in the great majority of cases, it is a physical, or at any rate a moral, impossibility, to prepare the original manuscript copy in complete and perfect shape; there are many points which cannot be judged of at all until the thing is seen in print; then again extreme condensation, and the most perfect arrangement of the matter with a view to lucidity, are generally essential, and can seldom be satisfactorily secured by correction and alteration of a single proof. The consequence is that three or four proofs are almost always necessary, and what with the time absolutely necessary for the discussion of the corrections and alterations to be made on each proof, and the time required to obtain successive proofs and to get the matter struck off, it generally takes me from three to four months to get anything of this sort printed.

7. Then the systematization of the work

interests of the public service.

4. If I send a copy to the Lawrence Asylum Press — certain kinds of matter, as for instance, work vouchers are now printed at that press under special sanction of Government — if I send copy of any ordinary job to the Lawrence Asylum Press, I can count on getting a first proof on the next day, but one, and I nearly always get it on the following day; if I send a corrected proof, I can almost always count on getting a revised proof on the following day; and all this without any special request or instruction or indication of urgency. On the other hand if I send copy to the Govt. Press without marking it urgent, I never expect to get a proof within a fortnight; if I mark the matter as "urgent" I cannot count on getting a proof within a week; and if I send a clerk to the press to make some special arrangement about it, which I do not like to do, and indeed cannot do, except in very exceptional cases I can seldom count on getting a proof in less than three days; if I send a corrected proof, the times required to obtain a revised proof are about the same.

5. Now these delays are generally of no consequence whatever in connection with the printing of supplies of established forms

guides or sets of instructions, and I find it absolutely impossible under present conditions to get this printing done at a rate which will afford the slightest prospect of my being able to estimate within any reasonable time, or indeed within any time that I can undertake to forecast, the extent to which systematization and specialization of work will admit of reduction of staff, and I desire therefore most urgently to represent to Govt. the necessity of allowing me, during a limited time, and as regards this special extra printing, to get it done at the Lawrence Asylum Press or in cases of emergency even at other more private presses.

3. Nothing could be further from my intention than to make any complaint about the Govt. press. I know that the Superintendent of the Govt. press does everything in his power to meet my requirements, and to expedite as far as possible, the printing of any matter marked urgent or regarding which any special request is expressed; but, whether owing to the restrictive rules under which the press is worked, with a view to economy or from whatever other cause, the fact remains that I cannot get such matter as is now in question printed with that expedition which is desirable in the interests

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

From the Government of India
P.W. Department, No. 152 a.g. dated 8th Octr
1889.

In reply to your telegram dated 2nd instant, I am directed to state that Appendices J to W of the P.W. Accounts Committee's Report are not yet ready. Copies will be forwarded on receipt from the Press.

From the Examiner, P.W. Accts,
No. 1461 dated 12th October 1889.

2. There is another matter that I am unwilling to put off until I can dispose completely of the reference in question. I believe that a considerable reduction of staff will eventually be found practicable, but as I have always said, and ^{as} is plainly indicated also in Mr Macdonald's note, any such reduction must to a considerable extent be dependant on systematization and specialization of work. Now the systematization and specialization of work involves a very large amount of very troublesome printing of new forms and special guides.