

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 18-6-92
No. 419.

INDEXED.

When given for copying.

[Despatch Abstract.]

Extra clerk &
pen for the hon.
Pres. defot—

Recd 23/6/92
I 24/6/92
17-11-94
14-9-07
29-6-14
8-3-19 B III
10-7-24
16-12-32
6/12/02
2/11/02
18-11-02
16-8-06
12 8 04
4/4/04
16-12-32



No 912

Memorandum.

Read the following

The Superintendent, Government Press is requested to arrange for the transmission to the following Newspaper Editors of such of the proceedings of Government in all Departments of the Secretariat as are marked for the "Editors table" immediately on their publication; and to inform the date on which he introduces the System—

Editor "Madras Mail".

"Madras Times".

"Madras Standard".

"The Hindu".

By 21st May 1912

To The Superintendent, Government Press, despatch 246
Copy to the Departments of the Secretariat,
for information. } 25/5/12

66
u/s.

No.

APR, No. 604/90 OF 18

Copy of the order of the Government

READ AGAIN ORDER OF GOVERNMENT, DATED 18, No. MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BRING 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.

Govt. Press, Madras,
25th May 1892.

Office Note

With reference to Memorandum,
May 1892, No. 912 Public,
undersigned submits that
the clerks employed in the
are fully occupied with
present work and have
recently to work extra hours.
Correspondence has considerably
increased during the past ten
years as shown in the margin;
a larger increase taking place
in 1888 consequent on the
extended sales of Government
Publications and of Law Reports,
series of notices from
Principal and Local Boards
for annual reports and for
supply of lists of Results
of Examinations, and the checking
of bills. It will be necessary
to keep a register of the G.Os.

Letters, dockets, &c.

1882	2805
1883	2989
1884	3109
1885	3121
1886	3161
1887	3285
1888	3358
1889	4226
1890	4482
1891	4631

sent to the Newspaper Editors
and to obtain receipts for
covers delivered. Sanction is
therefore solicited for an extra
clerk on Rs. 30 per mensem
to assist with the correspondence
work, to keep the new register
and to despatch the G.Os.

2. He further solicits that
sanction be given to the appoint-
ment of a peon on Rs. 7 per mensem,
as there will probably be a
daily delivery of covers to the
four Newspaper Offices which
will take up the best part of
a day to deliver. None of
the peons now employed can
be spared for this work.

3. The despatch of the G.Os.
will be commenced as soon as
sanction is given for the extra
clerk and peon.

R. Hill
Superintendent

2.

The Chief Secretary
to Government

From

Public Dept

The Superintendent
Govt Press

2

The Chief Secretary
to Government

Dated 25th } May 1892

Recd.

Encls: one

No. 1938

Subject

Soliciting sanction for
the entertainment of a clerk
on Rs. 30 and a peon on Rs. 7.

2
Dab
2

1549

PO

c2/b

E.O.

Sanctioned, subject
of the submission of a prop^d statement

1/5 Sept. sent. kept
check Govt

The salary of the present
clerk is Rs. 25 per mensem
and is paid in advance
of 12 months. The present
clerk's salary is Rs. 400.
The present clerk is a
peon and is not a clerk.
The present clerk is a
peon and is not a clerk.

W. J.
+ J. J.

2129

Govt. Press, Madras,
11th June 1892.

Office note

In continuation of office no
1938, dated 25th May 1892,
(with returned), the undersigned
admits that it was his intention,
soon as he had got out
annual report, to apply
for a month for an extra clerk,
as the work had increased
much during the past
years.

2. From the accompanying
it will be seen how
a clerk is employed.

Third clerk is the correspondence

The present clerk has
on Rs. 25 for the past 5 1/2

, and if this ^{new} application

is sanctioned, he will be pro-

vided to Rs. 30 taking up this

work, and a clerk on

will be engaged to

assist with correspondence work, and will also assist in passing the line accounts of the compositors as this work is increasing year by year.

3. The services of the fifth clerk were obtained by readjusting expenses in the office, but it is impossible to provide by readjustment for an extra clerk on this occasion.

4. This is the first application made by the undersigned for an addition to the establishment expenses, and it would not have been asked for if it could have been otherwise arranged. He therefore solicits that with this explanation it may be favorably disposed of.

5. The frequent calls made by the Secretariat and the Revenue Board for papers to be sent by special persons or messengers necessitates the sanction for a person for this special work of delivery.

R. Hill
Superintendent

* Number of Compositors in

March 1886	331
" 1889	411
" 1892	448

⊗ See office note in
G.O. 7th July 1891, No. 559 Public

GOVERNMENT PRESS, MADRAS.

ACCOUNT AND SALE DEPARTMENT.

In this department the permanent and piece abstracts are made out and salary bills drawn, all returns and statements are prepared, cash accounts kept, payments made, correspondence drafted, copied and filed, service registers written up, issues of publications made to officials and subscribers, and sales made to the public.

The Accountant is in charge of this department. His duties are to work out from the line account books the wages due to each compositor; to check the totals and cost in the departmental monthly bill-books; to check all bills of private printers according to the sanctioned scales of valuation, and the indents for press materials for district presses; to see that bills are periodically submitted for printing the University examination papers, and for printing work done for the Madras Harbour Works, State Railways, Madras Municipality, Madras Literary Society, &c.; to see that the cost of private advertisements and advertisements for municipalities and local fund boards appearing in the gazette and on the wrapper of the Madras series of Indian Law Reports are recovered either before issue or immediately afterwards.

The Accountant prepares the following returns, statements, &c., keeping to the periods fixed:

January—statement showing dates of publication of vernacular Acts for half-year ending 31st December forwarded to Government. March—statements of Indian Law Reports to be forwarded to Accountant-General for audit. April—annual indent on Secretary of State for machinery, binding materials, &c., submitted to Government in triplicate; acknowledgment to Accountant-General of Rs. 500, permanent advance. May—detailed and other statements in connection with permanent establishment sent to Accountant-General in duplicate and triplicate; balance sheet and cash expenditure for press annual report. June—submission of press annual report, with summary, to Government; submission of store returns to Accountant-General, with a review; value of Sanitary Commissioner's quarterly proceedings sent to the Accountant-General; the value of work done for Commissioner of Paper Currency, Presidency Port Officer, Deputy Conservator of Port, Inspector-General of Registration, Inspector-General of Police, Registrar-General of Births, Deaths and Marriages, Superintendent of Lying-in Hospital (for calendar year), communicated to those officers; the press accounts are ready for audit by Accountant-General. July—proceedings of Local Fund and Municipal department are valued, and statements submitted to Government; statement showing dates of publication of vernacular Acts for half-year ending 30th June forwarded to Government. August—the value of work done for Board of Revenue for Special Funds, Court of Wards, and Agriculture is forwarded for adjustment. September—Budget estimate submitted to Government and Accountant-General.

[In August the Storekeeper prepares the stationery estimate for Europe and country articles for submission to Supt. of Stationery; Government are informed that the stock of press stores are ready for verification (the audit is usually taken in September). In November the stationery indent is submitted to the Supt. of Stationery.]

In the absence of the Accountant the cashkeeper attends to his duties.

The cashkeeper is responsible for the receipt and disbursement of all monies received into the press: memos. or bills for payment must bear the signature or initial of the Superintendent. He remits to the Bank of Madras twice in a month the cash balances in hand; prepares the permanent and piece abstracts; pays the establishments; writes up the cash-book; prepares all bills for drawing money, and disburses the same; receives the subscriptions for the gazette and law reports; attends to sales of Acts and publications effected by correspondence; keeps the attachment book; prepares the monthly deduction list for submission to Accountant-General; and otherwise assists as directed. On appointment the cashkeeper deposits Rs. 2,000 as security.

The first clerk is responsible for the correct distribution to officials and subscribers of each issue of the Fort St. George Gazette and its supplements, the G.O.Cs. and the G.O.Gs.; sees that the correct amount of postage is affixed on the wrappers for each issue; is in charge of the lists of officials and subscribers; submits lists of officials receiving gazettes to Secretaries to Government for revision; keeps a sufficient stock of wrappers on hand; and sees that the surplus stock of gazettes is given to the store attender. He is also responsible for the correct distribution of the monthly parts of the Madras series of the Indian Law Reports; sees that the correct postage is affixed for each issue, and on packets; is in charge of the lists of officials and subscribers to the Madras series, and complete series; drafts replies to subscribers; is in charge of the surplus stock of law reports; keeps the stock books showing receipts and issues, and private subscribers' distribution list. He is in

charge of the sale-room, and attends to persons applying for copies of Acts and publications, and otherwise assists as directed.

The *second clerk* attends to the telephone; enters in the telephone book all messages received and replies sent; values work as shown in the line account books; enters up the job-work in the daily and in the monthly valuation books, and prepares the annual job-work statement; and otherwise assists as directed.

The *third clerk* is the correspondence clerk; he copies all correspondence into the letter book, files all letters received, and assists as directed. All drafts are initialled and letters, &c. signed by the Superintendent.

The *fourth clerk* enters up the day-book, and prepares bills for advertisements; values work as shown in the line account books; and assists as directed.

The *under-warehouseman* is responsible for the safe custody of all Acts and publications received for sale, keeps the stock books showing receipts and issues of the same, and attends to the indents for Acts and other publications. When he is pressed with work the store attender assists him.

The *packer* makes up packets and parcels ready for the post or for delivery, and assists in the sale-room.

Attendance—from 10-30 A.M. to 5 P.M. for the Accountant, cashkeeper, and clerks; 9 A.M. for the under-warehouseman and packer. When necessary the department will work earlier, or later, as 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 initialled by the Accountant 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 1-30 to 2 P.M. for the Accountant, cashkeeper, and clerks; 1 to 2 P.M. for the under-warehouseman and packer. Urgent work may curtail the time allowed, or may delay the time for taking it.

Opening and closing.—The account-room is opened at 10-15 A.M. by one of the clerks, and in the evening the cashkeeper will see that it is properly closed. The sale-room is opened at 9 A.M. by the under-warehouseman, and in the evening the first clerk will see that the room is properly closed.

Fines are inflicted by the Superintendent for inattention to duties, irregular attendance, or otherwise infringing the rules in force.

Dismissal—for grave irregularities, 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 the department.—1 accountant; 1 cashkeeper; 4 clerks; 1 under-warehouseman; 1 packer.

Books kept by the Accountant.—Abstract transactions for each month; rough day book; day book; advertisement bill book; counterfoil receipt book for Acts, &c.; ditto for Gazette subscriptions; ditto for Indian Law Reports subscriptions; correspondence book; indent book for Acts, &c.; job valuation book; monthly job valuation book; dismissal book; fine book; requisition book for the local purchase of materials; book showing number and amount of bills of private presses passed for payment.

Books kept by the cashkeeper.—Ledger; rough cash-book; cash-book; contingent register; permanent establishment acquittance roll; piece establishment acquittance roll; volunteers' acquittance roll; salary attachment book; day book of cash sale of Indian Law Report; book showing the receipts of money orders and cheques; service postage books; abstract statement of expenditure; bank receipt file book; leave statement file book; permanent and piece office order file books; extra establishment and overtime file book; G.O. file book; accountant-general's circular file book; bill file book; tenderers' file book.

Books kept by the first clerk.—Private postage book; Gazette subscribers' register; supplement subscribers' register; peon's gazette despatch book; file book. Indian Law Reports—stock ledger books; despatch books; official distribution list; private subscribers' distribution list; Calcutta subscribers' list; Madras subscribers' list; Bombay subscribers' list; Allahabad subscribers' list; G.O.G. and G.O.C.C.—subscribers' register; despatch book.

Books kept by the under-warehouseman.—Ledger of India Acts, english, tamil, telugu, canarese, malayalam, and hindustani; ledger of Madras Acts, english, tamil, telugu, canarese, malayalam, and hindustani; acknowledgment book of Acts, &c., supplied to officials; book showing gratuitous supply of Acts, &c., to officials; book showing Acts, &c., received; file book for Acts, &c.

August 1889.

1 Keeps the stock book of Acts and other publications on sale;

2 The *fifth clerk* keeps the stock books of Indian Law Reports showing receipts and issues, checks the rough day book with vouchers and then copies entries into the stock ledger books; in December of each year he takes count of the stock on hand; he prepares the distribution list of officials and subscribers for audit; in March of each year he takes count of the stock of Acts and other publications on sale; he copies letters in the letter book when required; and assists as directed.

4 10 a.m. for the *fifth clerk*;

h rough day book;

x; file books;

Public

Pub. 13th June/92

Pub

7/2/92. No. 589 Jmt

From The Supt. Govt Press
Madras.

- 1 April. to Accountant General - List showing names of officers of Hyderabad Assigned Districts, including Residents, to whom Govt St. Press Gazette and other publications have been supplied during the official year, and the cost thereof.
- 15th May - to Financial Dept. - Submit certificate of valuable stock maintained in office during the official year; (see post card).
- July - to Local and Municipal Dept. - Report the actual cost of work done for the Sanitary Engineer to Govt. for recovery.
- Memo of furniture disposed of during the official year - to the Accountant General.

* Postmaster-General and Presidency Postmaster

No. 2/29.

Dated 11th

Received 13th

Per 14th

Enclosures 3.

SUBJECT.

Submitting explanation for the
Entertainment of a clerk on Rs 30
and a pen on Rs 7.

Submitted to
The Supt.

Mr Hill appears to
make out his case,
as he says this is
the first time he
has applied for
increase.

15 June

Very well.

14/6

16 June

ORDER 27/18 June 1892 No 419

The Supt's proposals
are accepted. He should
however submit a formal
proposition statement
for sanction.

17/6

The Supt.
Govt. Press

RECEIVED

21 JUN 92

M.S.

pub 2119 218-6-1892

DEPARTMENT.

Paper taken out of the Records from the charge of the Referencer.

Press
Miscellaneous
Routine

Miscellaneous No. 1, dated

15

1896

Date taken out.	FOR WHAT PURPOSE.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
419					4-11-18	