M.R.O. 14—10,000—21-4-22

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.	473	Press ~~Mis.~~
83-84		
Dated	28 — 3 — 1860.	

Not to be folded or roughly handled

No. 83. Read the following Proceedings of the Board of Revenue, dated 16th January 1860, No. 212:—

Read again the Proceedings of Government, dated 20th September 1859, Revenue Department, No. 1,269.

(In Con. 21st September 1859, No. 4,725.)

The Board proceed to reply to the several points noticed by Government in the above Proceedings, and to apply for their instructions on such other points as call for them.

2. In paragraph 2 the Government, with reference to the abstract given by the Board, of the value of work performed by each District Press, enquire whether it was estimated by the same scale in all cases, as great variation is observable in the several Districts. It is believed by the Board that this value is estimated everywhere with reference to the paper of instructions furnished by the Superintendent of Gazette Press, which was circulated to the Collectors with the Board's Circular, dated 10th September 1856. If the value of the *C. O. Book, page* 83. work done in some Districts is much less than that of others, it must be owing to the more restricted operations of the Press. In some Districts the Establishment is small, and the Press is confined to the Office work of the Collector. In others, as its operations are extended to other Departments, the work and its value are also considerably increased.

3. The Board, however, doubt whether the paper of instructions above alluded to, can be of much use to the Collectors in calculating easily the value of work done. No fixed rates are given in it for each kind of work in a foolscap page. It contains indeed the principles upon which the value of printing is estimated at the Government Press Office, Madras. In paragraph 3 of this paper, it is stated that the rate at which the work is estimated here is 10 Annas per 1,000 letters for 250 impressions, but the table annexed to the 4th paragraph contains various rates for 250 copies ranging from 1 to 5 Rupees with an addition of one-eighth for every additional 50 copies. Paragraph 6 points out the mode in which the number of letters in a page can be obtained approximately, and paragraphs 7 to 10 show what number of letters a solid foolscap page is supposed to contain, what would be its supposed cost, and how the cost would be reduced in leaded pages. A solid page, with these allowances, is considered worth Rupees 3-3-0. At the end of paragraph 8, the rule given is, that when pages are double leaded and spaced between paragraphs still more widely, a further proportionate reduction must be made. In paragraph 11 the principle laid down for Statements is that they are charged at a higher rate than plain matter. In respect to blank forms the value should be calculated (paragraph 12) with reference to the amount of labor their production involves.

4. However valuable this paper may be for the correct understanding of the general principles observed in estimating the value of printing, it is, in the Board's opinion, not one that can be readily acted upon in the provinces, without much difficulty, and thought. What is wanted is a simple table shewing the rates which are to be charged for a full page, plain, and tabular of foolscap paper, which is the size for the most part used in the provinces. The Board have, with reference to the rates charged in private Presses, framed the following table of rates for different languages, which appear to be moderate. If the Government approve of it, it may be circulated for the guidance of the Collectors. The paper furnished by the Superintendent will generally assist them in determining approximately the fraction of foolscap page when a portion only is printed, or when a page consists of both plain and tabular matter.

TABLE for estimating the value of printing a full page of foolscap spaced out in the usual way.

Description of types.	PLAIN OR SOLID.									TABULAR FULL.								
	Up to 300 copies.			Above 300 up to 1,000, $\frac{1}{8}$th to be added for each 1,000.			Above 1000 $\frac{1}{16}$th to be added for each 100.			Up to 300 copies.			Above 300 up to 1,000, $\frac{1}{8}$th to be added for each 1,000.			Above 1,000 $\frac{1}{16}$th to be added for each 100.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
English Small Pica.....	2	8	0	0	5	0	0	2	6	5	0	0	0	10	0	0	5	0
,, Long Primer.....	3	0	0	0	6	0	0	3	0	6	0	0	0	12	0	0	6	0
Telugu Small Pica.....	2	0	0	0	4	0	0	2	0	4	0	0	0	8	0	0	4	0
,, Long Primer.....	2	8	0	0	5	0	0	2	6	5	0	0	0	10	0	0	5	0
Tamil Small Pica.....	2	0	0	0	4	0	0	2	0	4	0	0	0	8	0	0	4	0
,, Long Primer.....	2	8	0	0	5	0	0	2	6	5	0	0	0	10	0	0	5	0
Canarese Small Pica.....	3	0	0	0	6	0	0	3	0	6	0	0	0	12	0	0	6	0
,, Long Primer.....	3	8	0	0	7	0	0	3	6	7	0	0	0	14	0	0	7	0
Malayalum Small Pica..... ..	3	0	0	0	6	0	0	3	0	6	0	0	0	12	0	0	6	0
,, Long Primer.....	3	8	0	0	7	0	0	3	6	7	0	0	0	14	0	0	7	0

NOTE.—For half Tabular Statements the cost of plain matter with an addition of one-third should be charged. Thus, if the cost of a page of plain matter be 2½ Rupees, the charge for a page of blank form will be Rupees 3-5-4. If they are merely blank form containing only headings across the page one-fourth should be added, then the charge would be Rupees 3-2-0.

5. With reference to paragraph 4 Collectors will be instructed to publish their Gazettes in future only in the vernacular of the District, and to give under the head of "Contents" in the last page a clear but concise abstract of each separate article.

6. As requested in paragraph 5, the Board beg to annex a list of the Officers in all Departments to whom the Gazette should, in their opinion, be supplied gratis. After it has been approved of by Government, the Collectors will be directed to adhere to it. Even in Districts where there may be a number of Police Amíns, Salt and Sea Custom Superintendents, the number will not exceed 100.

List of Officers to whom Gazettes should be supplied gratis.

Civil Judge...	1	Sub-Inspector of Schools in the District (each).	1
Sub-Judge	1	Tahsíldárs (each)	1
Sub-Collector	1	Táluq Sarrishtadárs (each)...	1
Head Assistant...	1	Táluq Munsifs (each)	1
Assistants (each)	1	Police Amíns or heads of Police independent charge of a station (each)...	1
District Engineer	1	Superintendents or Amíns of Salt (each) ...	1
Deputy Collector in charge of táluqs, or Salt Department (each)	1	Superintendents of Sea Custom (each) ...	1
Deputy Collectors in charge of Treasury.	1	Superintendent of Police...	1
Collector's Sarrishtadár or Manager ...	1	Assistants do. (each)...	1
Do. Head Clerk	1	Chief Secretary to Government...	1
Do. Accountant...	1	Secretary to Government, Revenue Department.	1
Executive Officers, D. P. W. in the District, (each)	1	Secretary to the Board of Revenue... ...	1
Military Paymaster	1	Head Sarrishtadár to do.	1
Chaplain...	1	Register to the Sadr Court...	1
Post Master	1	Chief Engineer	1
Civil Surgeon...	1	Accountant General...	1
Commissariat Officer	1	Civil Auditor	1
Head Master of Zilá School...	1	Other Collectors (each)	1

7. The Board acknowledge the concession granted by Government in paragraph 6 respecting Gazettes subscribed for by the registered heads of villages and Karanams. The Board trust that this will prove the means of encouraging a wider circulation of the Gazettes in the Districts, and thereby diffusing much useful information among the people.

8. Adverting to paragraph 7 the Board observe, that the rates of subscription for the District Gazettes range from 1 to 4 Annas per mensem, and in three Districts the Gazettes are published only fortnightly. For the sake of uniformity, and for other obvious reasons, the Board propose to instruct all the Collectors to publish their Gazettes weekly on every Saturday without fail. The Board think that the rate of subscription should be so moderate as to encourage the largest possible number of the inhabitants of each District to make use of the paper. The paper is published chiefly for the use of public Officers in the Districts, and is confined almost entirely to pure official matters; and it is a great object gained if it is widely circulated among the people concerned in its contents. On such considerations the Board think that a rate of 3 Annas per month for subscribers other than the village servants, and 2 Annas for the village servants, will be suitable. A higher rate than 3 Annas per mensem to private individuals will probably deter subscribers as they have also to bear the cost of postage. The reduced rate of 2 Annas without payment of postage to village servants, will, it may be expected, induce many to subscribe. Spare copies will be charged at 1 Anna each. The Board submit the proposition for the approval of Government.

9. The Board are of the same opinion as expressed by Government in paragraph 9, that much useless matter is often published in the Gazettes. The attention of the Collectors will be drawn to this point. In view to useful information being published in all the Gazettes periodically on a uniform principle, the Board have prepared a set of forms of Tabular Statements which they annex. They are 10* in number of which two are weekly nine monthly. In each issue three Statements may be published. The labor of composing these Statements every month can be saved by allowing the forms once composed to stand, and they will then require only the alteration of the figures. The Board think that the publication of such Statements will not only be found useful in the District in many respects, but also secure the observance of system and regularity in the transaction of public business. They, however, submit these forms for the consideration and approval of Government. Besides these periodical Statements they also propose to instruct the Collectors to publish in their Gazettes, notices of all intended Government sales of land, and also the results of such sales and other similar information of public importance which may occur to them.

* *In MS.*

Enc. 1.

10. Adverting to paragraph 13 the Board have prepared a set of forms† of registers to be kept by the Collectors in connection with the Press. The forms are so devised that their totals may, without intermediate calculation, form the entries for the Annual Statements. Imaginary entries have been made in them to render them so clearly intelligible that there may be no excuse for mistakes. Of the first five forms, copy of only one, marked C, is intended to be sent to the Board, which is the same as the form No. 1 furnished by Government. The last Return, marked F, is to be prepared in the Collector's Office from the registers D and E, and despatched to the Board, to enable them to compile the Statement No. 2, prescribed by Government. As these forms are, however, to be circulated to the Collectors with a Circular be be prepared after the receipt of the reply of Government to these Proceedings on several other points, the Board think it proper to submit them also for the approval of Government.

† *In MS.*

Enc. 2.

11. In the instructions set down at the foot of Statement No. 1, it is stated that the value in column nine should include the subscription price for both the free and payment copies. The object of this is not apparent. The Board consider that the column in question should simply shew, as in other cases, the actual value of the printing of the Gazettes calculated according to the table of rates, and they beg to be informed if they are correct in this opinion.

12. In the foot-note of Statement No. 2, furnished by Government, column seven is required to included the value of the paper actually used during the year. The Board are of opinion that the cost of the paper, which is supplied by each Department whether Revenue, Judicial or any other, for which work is performed, does not properly form a part of the Press contingent charges. It is supplied from time to time, as occasion arises, from the general stock purchased for the use of each Department, and the cost of the paper expended is included in the general Sadirwarid charges. The inclusion of a portion of this in the Press contingent charges will

unnecessarily swell this last item, and will not represent the bonâ fide charge of the Press. The Orders of Government are requested on this point.

13. Immediately after the receipt of the instruction of Government on the several points noticed in these Proceedings, a Circular containing full instructions, will be issued to the Collectors on the subject, with all the forms, and with such other orders as may appear necessary.

(A true Extract.)

(Signed) W. HUDLESTON, *Sub-Secretary.*

No. 84. ORDER THEREON, 28th March 1860, No. 473.

In these Proceedings the Board reply to the several remarks of Government in their review* of the Annual Report on the working of the District Presses for 1857-8.

* *Pro. dated 20th Sept. 1859, No. 1,269.*

2. In paragraphs 3 and 4 the Board point out that the table of rates for valuing printing, furnished to Collectors in September 1856† is not one that can be used in the Provinces without much difficulty, and propose another in lieu. This latter, which values the work at so much for an entire foolscap page, without any measuring and but little calculation, is certainly simpler and easier to use than the one formerly ordered, and the Government authorize its adoption accordingly.

† *Board's Circular Order Book, page 83.*

3. The list of Officers to whom it is proposed to furnish District Gazettes gratis, appended to paragraph 6 of the Board's Proceedings, is approved with a few exceptions, viz., Collector's Accountant, Sub-Inspectors of Schools, Táluq Sarrishtadárs, and Chief Secretary to Government. The copy furnished to the Deputy Collector in charge of the Treasury will generally be filed and kept in the Accountant's Department, and a separate copy for the latter is not necessary; there will seldom be any thing in the Gazettes that the Sub-Inspector of Schools requires to know; and the Tahsíldár's copy must be available for the whole táluq establishment inclusive of Sarrishtadárs.

4. In paragraph 8 the Board propose—

1st. That the Gazette in every District be published every Saturday.

2ndly. That three Annas per mensem for Subscribers other than Village Servants, and two Annas for Village Servants, be fixed as the subscription for the Gazettes; and

3rdly. That spare copies be charged at one Anna each.

These rates are approved.

5. The Government see no objection to the periodical publication of Statements, of which the Board submit forms. A few suggestions occur for the improvement of the forms; these will be communicated to the Board in a separate Memorandum for their consideration.

6. The forms of registers alluded to in paragraph 10 of the Board's Proceedings are approved.

7. With reference to paragraph 11 the Government observe that it is in column 10, and not 9, of Statement No. 1 that they desire the subscription for the free copies of the District Gazette to be included. They still adhere to that mode of valuation, for to arrive at a correct financial result of the working of the Presses, the Gazettes as well as every work should be charged to Government in the same manner as is done to private individuals.

8. The Government concur in the opinion expressed by the Board in paragraph 12, that the value of paper should be excluded from Press contingent charges.

9. The other parts of the Board's Proceedings require no special remarks, and are approved.

(Signed) J. D. BOURDILLON,

Secretary to Government.

Memorandum 5 3

On the Forms submitted by the Board with their Proceedings dated 16th January 1860 in order to tabulate certain items of information proposed to be published in the District Gazettes.

Column 2 of Number 2 may be omitted and the words "arrived" and "sailed" inserted in the next column as shewn in red ink. In No. 5 (Demand, Collection and Balance) column 2 can be omitted altogether and columns 3, 4 and 5 and 6, 7 and 8 thrown into only two columns "Demand both arrears and current" and "Collection both arrears and current;" another column should be added shewing the percentage of the Collection to the demand in each Taluq. In No. 6 (State of Cadjans) columns 2 and 3, 5 and 6, and 8 and 9 can be thrown into three columns, each with the heading "remaining" and "received"; with reference to the note appended to this form that the column "disposed of" should include the number requiring no answer;

it appears that such papers ought to find a place in the return at all and the note if attended to will only swell in appearance the work done in merits. In No 8 column 7 "amount of duty" may be omitted as it cannot convey any useful information to the public or to the service. In No 10 columns 2, 3 and 4 and 9, 10 and 11 can be converted into two columns each with the heading "remained and admitted."

Signed C. E. Trevelyan.
Dy Secy to Treas

No 473.

Proceedings of the Madras Government

Under date the 28th March 1860.

Read the following

Proceedings of the Board of

Revenue.

Here enter 16 January 1860 No 212

Replying to several points noticed by Government in their Proc. of the 20 September 1859 R.D. No 1269 relative to the working of the Collectorate presses and submitting for approval a set of Tabular Statements proposed to be published in the District Gazettes and another set of forms of Registers to be kept by the Collectors in connection with the Press.

In these Proceedings the Board — — — reply to the several remarks of Government in their review of the annual report on the working of the District Presses for 1857/58.

* Proc 20th Sept 1859 No 1269

C14 1 March 1860

2 In paras 3 & 4 the Board point out that the table of rates for collecting printing, furnished to Collectors in September 1856 is not one that can be used in the Provinces without much difficulty, and propose another in lieu. This latter, which values the work at so much for an entire foolscap page, without any measuring and but little calculation, is certainly simpler and easier to use than the one formerly ordered, and the Government authorize its adoption accordingly.

3 The list of Officers to whom it is proposed to furnish District Gazettes gratis, appended to para 6 of the Board's Proceedings is approved with a few exceptions

Sanitataires

exceptions; viz. Collectors Accountant, Sub Inspectors of Schools, Taluq Sheristadars, and Chief Secretary to Government. The copy furnished to the Deputy Collector in charge of the Treasury will generally be filed and kept in the Accountants Department and a separate copy for the latter is not necessary; there will seldom be any thing in the Gazette that the Sub Inspector of Schools requires to know; and the Tahsildars copy must be available for the whole taluq establishment inclusive of Sheristadars.

In para 8 the Board propose

4 That the Gazette in every

every District be published every Saturday.

2nd That three Annas per mensem for Subscribers, other than Village Servants and two Annas for village Servants be fixed as the subscription for the Gazettes.

3rd That spare copies be charged at 1 Anna each.

These rates are approved.

The Government agree the first two with the slight modification that the subscription to others than village servants shall be further reduced to 2 Rupees per annum if paid in advance. The charge for spare copies should be increased as individuals not attaching much importance to general information might be content with buying a copy of the issue in which they may be interested. The price may be fixed at Annas each.

The Government see no objection to the periodical publication of Statements which the Board submit forms. A few suggestions occur for the improvement of the forms; these will be communicated to the Board in a separate Memo for their consideration.

6. The forms of registers alluded to in para 10 of the Board's Proceedings are approved.

7. With reference to para 11 the Government observe that it is in columns 10 and not 9 of Statement No 1 that they desire the subscription for the free copies of the District Gazette to be included. They still adhere to that mode of valuation for to arrive

arrive at a correct financial result of the working of the Presses, the Gazettes — as well as every work should be charged to Government in the same manner as is done to private individuals.

8. The Govt. concur in the opinion expressed by the Board in para 12 that the value of paper should be excluded from Press contingent charges, and accordingly authorize the proposal.

9. The other parts of the Board's Proceedings require no special remarks and are approved.

4 Copies
For the Board of Rec with Brans & 7 Rejt. Enclrs
Dirs Pay