M.R.O. 14—10,000—21-4-22

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 1670-71	Press ~~Mis.~~
68-70	
Dated 5—8— 1862.	

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 5th August 1862.

No. 68. Read the following letter from R. A. DALYELL, Esq., Sub-Secretary to the Board of Revenue, to J. D. SIM, Esq., Secretary to Government, Revenue Department, Fort Saint George, dated Chepauk, 1st November 1861, No. 5,988 :—

SIR,

With reference to the Proceedings of the Madras Government, under date 12th August 1861, No. 1,615, I am directed by the Board of Revenue to forward the accompanying Memorandum, as supplying the information therein called for.

In Cons. 12th August 1861, No. 5,135.

MEMORANDUM.

1. A Printing Press is now in operation at the Head Quarters of every Collectorate in the Madras Presidency.

2. The Presses and materials were supplied by Government at the public expense, but the working expenses were provided for by reductions in the Collector's Establishments. The Presses are chiefly used for the Collectors' Offices, but a considerable amount of work is also done for the other Public Departments in the Districts, viz., the Judicial, Public Works, Educational, Military, and Postal, and charged for at established rates. When not employed for Public Offices, the Presses take in work for private individuals who pay at the same rates, and the sums realized are credited in each District to a Fund, which is left at the disposal of the Collector for Press purposes, an annual report on the operation of the Press being submitted to Government through the Board of Revenue from each District.

3. THE OBJECTS WHICH THEY ARE MADE TO SERVE.—Of the objects which these Presses are made to serve, the following are among the most important :—(1.) The printing of Circular Orders issued by the Collector and Magistrate in the Revenue, Police, and Postal Departments to his various subordinates. In former days the preparation of these Circular Orders, after the draft had been passed, was necessarily left to irresponsible volunteers, as the permanent Establishment were unable to spare time for the purpose. The work was consequently imperfeely performed, and the orders were despatched with numerous omissions and inaccuracies, a state of things which has now been completely remedied. (2.) The preparation of printed forms for letters of constant recurrence, and of the headings and forms for various periodical returns, which not only ensures uniformity, but economises time and labor. (3.) The circulation of printed copies to every village of all Acts and Proclamations which materially affect the inhabitants, and which formerly it was all but impossible to make generally known. (4.) The preparation of printed forms for the various Public Departments. (5.) Reprinting such of the Collectorate records as are of value.

4. But probably the most important use to which the District Presses are at present put, is the publication of the District Gazettes, which are now issued in all Districts of this Presidency. These Gazettes are published under the authority of the Collector and Magistrate in diglott, one version in the Vernacular of the District and the English translation appearing in parallel columns. They are published weekly, and contain appointments, promotions, returns from leave, dismissals, suspensions, punishments, deaths, resignations, &c., among the District Government Servants, and other information likely to interest or prove useful to the people, such as Revenue, Police and Magisterial Orders, Notifications of the sale of land for arrears of revenue with the result of such sales, Advertisements of the sale and conditions of certain Government Farms, translations of the Circular Orders of the Board of Revenue and the Sudder Adalát, and of the more important enactments, as well as of such sentences and decisions of the Courts as are of general interest. They are supplied gratis to a large number of the officials of the District, and copies are sent to the Collectors of other Districts as well as to the Government, Board of Revenue, and other Departments. The price to subscribers is fixed at a very moderate rate, and Village Officers are allowed to subscribe on still lower terms.

5. ARRANGEMENTS UNDER WHICH THEY ARE WORKED.—As before stated the Establishment for the working of the Press was originally provided for by reducing the number of hands

	Rs.
1 Head Compositor	35
1 Compositor	25
2 do. at 15 Rupees	30
1 Pressman	12
1 do.	8
1 Ballman	8
1 do.	7
	125

in those Departments where the work was diminished, but in the recent revision of Revenue Establishments, a fixed Establishment, as per margin, has been provided at a cost of Rupees 125 per mensem, or Rupees 1,500 per annum for each Collectorate. The Head Compositor acts as Foreman, and the Department is placed under the immediate superintendence of the Deputy Collector in charge of the Treasury who never leaves Head Quarters.

6. ORIGINAL COST OF ESTABLISHING THEM.—The original estimate for wooden Presses with materials was Rs. 1,000 for each District, but Government decided on a superior description of Press, and the estimate was raised to Rupees 1,500, as per margin, and the actual eventual cost to Government may be roughly stated at Rupees 2,000 for each District, for it was found that various articles not included in the original estimate were subsequently required.

	Rs.
Improved Washington Press with inking apparatus, &c.	425
Proof do. wood	80
Vernacular types of any one kind.	350
English types, cases, &c.	350
Imposing stone	15
Leads, space rules, flowers, quotations, cheques, &c.	300
	1,500

7. COST OF MAINTAINING THEM.—The cost of maintaining the Presses may now be said to have been brought down to the minimum, for though at their first institution the charges in one or two Districts exceeded the receipts, the last General Report for 1860-61 on the subject shows that the gross income of the year exceeded the charges by Rupees 2,255, the balance of the previous year, Rupees 10,418, remaining untouched, and no credit being taken for any work done for Government. At the same time it should be stated that the cost of permanent Establishments is not included in these charges, having been originally met by a reduction in the Collector's office, and being therefore considered as a set off to the salaries of the servants that were then abolished, which salaries are similarly excluded from the credit side of the accounts. The cost of the nineteen Presses in operation in 1860-61, on account of extra Establishment, stock, and contingencies amounted in the whole year to Rupees 9,205, making an average for each of Rupees 484. Thus the actual expenses of each Press including its permanent Establishment, may be computed at Rupees 1,984, but a large portion of this sum is recovered from the Press earnings. The Collectors have now been provided generally with the necessary supply of stock from the public funds, and in a financial point of view the Presses may be considered as self supporting. Renewal of the Presses will of course be necessary hereafter, but against this there will be the set off of value of work done for, but not charged to Government, and the saving of establishment which, but for these useful appendages to the Collectorate offices would certainly have to be augmented, so greatly has public business increased of late years.

Description of Types.	Plain or Solid.						Tabular Full.					
	Up to 300 copies.			Above 300 up to 1,000, one-eighth to be added for each 100.			Up to 300 copies.			Above 300 up to 1,000, one-eighth to be added for each 100.		
	RR.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
English Small Pica	2	8	0	0	5	0	5	0	0	0	10	0
Do. Long Primer	3	0	0	0	6	0	6	0	0	0	12	0
Telugu Small Pica	2	0	0	0	4	0	4	0	0	0	8	0
Do. Long Primer	2	8	0	0	5	0	5	0	0	0	10	0
Tamil Small Pica	2	0	0	0	4	0	4	0	0	0	8	0
Do. Long Primer	2	8	0	0	5	0	5	0	0	0	10	0
Canarese Small Pica	3	0	0	0	6	0	6	0	0	0	12	0
Do. Long Primer	3	8	0	0	7	0	7	0	0	0	14	0
Malayalum Small Pica	3	0	0	0	6	0	6	0	0	0	12	0
Do. Long Primer	3	8	0	0	7	0	7	0	0	0	14	0

	Above 1,000 one-sixteenth to be added for each 100.		
	RS.	A.	P.
Plain or Solid.	0	2	6
Tabular Full.	0	5	0

8. After a careful consideration of prices to be charged for printing, whether to private individuals or for the purpose of estimating the value of the work done for Government, the Board circulated the marginal table with reference to the rates charged in private Printing offices, and these are the rates now charged, and the whole of the work done at the Collectorate Presses is calculated at these rates for the purposes of account.

9. It has been estimated that it will occupy a good Compositor about the same time to put in type a page of plain matter as it would take an ordinary writer to produce three copies by transcription; and the examination and correction of the copies may be estimated to occupy the same time as the correction of the Press and the striking off, so that if four copies are required of any document it may be assumed that the cost of printing it will not be in excess of that of making manuscript copies. The great advantages of print over manuscript as to the facility with which it is read, the saving of paper, lessening of weight for postage, and its superiority for purposes of record should all be considered in making a comparison of the relative advantages of the processes of copying or printing, though in the Collectorates, the Presses are more particularly employed in printing forms than plain matter.

(Signed) R. A. DALYELL *Sub-Secretary.*

No. 69. ORDER THEREON, 5th August 1862, No. 1,670.

Resolved that the Memorandum which accompanied this letter be forwarded in its revised form to the Supreme Government in reply to Mr. Secretary Grey's letter, No. 1,407 of 24th July 1861.

(Signed) T. PYCROFT,
Chief Secretary.

Ordered that the following letter be despatched.

No. 70. From T. PYCROFT, Esq., Chief Secretary to the Government of Fort Saint George, to the Secretary to the Government of India, Home Department, dated 5th August 1862, No. 1,671.

SIR,

1. With reference to Mr. Secretary Grey's letter of the 24th July 1861, No. 1,407, I am directed to forward for publication in the Supplement to the Calcutta Gazette the accompanying Memorandum explaining the use and cost of the Collectorate Presses now in operation throughout this Presidency, with other general information on the same subject.

2. A Circular Order of the Board of Revenue, containing the forms in use for keeping account of the work performed and for submitting to the controlling authorities the working of the Presses is also enclosed.

3. Under the instructions of His Excellency the Governor in Council, I have further the honor to enclose a specimen copy of one of the District Gazettes, which form the most remarkable and important use to which the Presses have been put.

No. 5,988.

From R. A. DALYELL, Esq, Sub-Secretary to the Board of Revenue,

To J. D. SIM, Esq., Secretary to Government, R. D.

Sir,

In Cons. 13th August 1861, No. 5,135.

With reference to the Proceedings of the Madras Government, under date 12th August 1861, No. 1,615, I am directed by the Board of Revenue to forward the accompanying Memorandum, as supplying the information therein called for.

I have the honor to be.
Sir,
Your most obedient servant.

R. A. Dalyell

Sub-Secretary.

Revenue Board Office,
Chepauk,
1st November 1861.

Exd. J. Wright.

From
The Sub-Secretary to the Board of Revenue,
To
The Secretary to Government R. D.

No 5,988.

Dated 1st *November* 1861.
Despatched. /3-
Received.

Forwarding a Memorandum supplying certain information regarding the Collectorate Presses of this Presidency.

1861 Department.
No. 2854

MEMORANDUM.

1. A Printing Press is now in operation at the Head Quarters of every Collectorate in the Madras Presidency. In 1855, Mr. Bourdillon, then Collector of the North Arcot District, being of opinion that mechanical labour would be considerably relieved by the introduction of a Press into his Office, established a small wooden Printing Press at his own expense, and, after a year's trial, reported the result of his experiment to Government.

2. Such very satisfactory results were shown to have been obtained that Government, on the recommendation of the Board of Revenue, decided on establishing a Press for each Collector's Office, on the understanding that the expense of the Establishment for working it should be provided for by making a reduction of Establishment in those Departments of the Office where work was diminished by the use of the Press.

3. At the recommendation of the Superintendent of the Government Press, ten Iron Presses were ordered from America of the pattern known as the "Patent Washington Printing Press," and were distributed to various Districts in 1856, and since that date the remaining Districts have been supplied with these useful articles, some having been purchased from private individuals, and others obtained through the Superintendent of the Government Press.

4. PRINCIPLES ON WHICH THE COLLECTORATE PRESSES WERE ESTABLISHED.—The purchase of these Presses, and materials for them, constitute the only actual expense borne by Government, as the working expenses were provided for as already stated by reductions in the Collectors' Establishments. They are chiefly used for the Collectors' Offices, but a considerable amount of work is also done for the other Public Departments in the Districts, viz., the Judicial, Public Works, Educational, Military, and Postal, and charged for at established rates. When not employed for Public Offices, the Presses take in work for private individuals who pay at the same rates, and the sums realized are credited in each District to a Press Fund, and left at the disposal of the Collector for Press purposes, an annual report on the operation of the Press being required from each District.

5. THE OBJECTS WHICH THEY ARE MADE TO SERVE.—Of the objects which these Presses are made to serve, the following are among the most important:—(1.) The printing of the numerous Circular orders issued by the Collector and Magistrate in the Revenue, Police, and Postal Departments to his various subordinates. In former days the preparation of these Circular orders, after the draft had been passed, was necessarily left to irresponsible agency in the shape of volunteers, as the permanent Establishment were unable to spare time for the purpose. The work was consequently imperfectly performed, and the orders were despatched with numerous omissions and inaccuracies, a state of things which has now been completely remedied. (2.) The preparation of printed forms for letters of constant recurrence, and of the headings and forms for various periodical returns, which not only ensures uniformity, but economises time and labor. (3.) The circulation of printed copies to every village of all Acts and Proclamations which materially affect the inhabitants, and which formerly it was all but impossible to make generally known. (4.) The preparation of printed forms for the various other Public Departments. (5.) Reprinting such of the Collectorate records as are of value.

6. But probably the most important use to which the District Presses are at present put, is the publication of the District Gazettes, which are now issued in all Districts of this Presidency. These Gazettes are published under the authority of the Collector and Magistrate in diglott, one version in the Vernacular of the District and the English translation appearing in parallel columns. They are published weekly, and contain appointments, promotions, returns from leave, dismissals, suspensions, punishments, deaths, resignations, &c., among the District Government Servants, and other information likely to interest or prove useful to the people, such as Revenue, Police and Magisterial orders, Notifications of the sale of land for arrears of revenue with the result of such sales, Advertisements of the sale and conditions of certain Government Farms, translations of the Circular Orders of the Board of Revenue and the Sudder Adawlut, and of the more important enactments, as well as of such sentences and decisions of the Courts as are of general interest. They are supplied gratis to a large number of the officials of the District, and copies are sent to the Collectors of other Districts as well as to the Government, Board of Revenue, and other Departments. The price to subscribers is fixed at a very moderate rate, and Village Officers are allowed to subscribe on still lower terms.

7. ARRANGEMENTS UNDER WHICH THEY ARE WORKED.—As before stated the Establishment for the working of the Press was originally provided for by reducing the number of hands in those Departments where the work was diminished, but in the recent revision of Revenue Establishments, a fixed Establishment, as per margin, has been provided at a cost of Rupees 125 per mensem, or Rupees 1,500 per annum for each Collectorate, ~~and, as far as experience has proved, it seems to meet every requirement~~. The Head Compositor acts as Foreman, and the Department is placed under the immediate superintendence of the Deputy Collector in charge of the Treasury who never leaves Head Quarters.

	Rs.
1 Head Compositor.....	35
1 Compositor.....	25
2 do. at 15 Rupees....	30
1 Pressman.....	12
1 do.	8
1 Ballman.....	8
1 do.	7
	125

8. ORIGINAL COST OF ESTABLISHING THEM.—The original estimate for the Presses with materials framed by Mr. Bourdillon was Rupees 1,000 for each District, but Government decided on the superior description of Press, and the estimate was raised to Rupees 1,500, as per margin, and the actual eventual cost to Government may be roughly stated as Rupees 2,000 for each District, for it was found that various articles not included in the original estimate were subsequently required.

	Rs.
Improved Washington Press with inking apparatus, &c.	425
Proof do. wood.	80
Vernacular types of any one kind	330
English types, cases, &c...	350
Imposing stone....	15
Leads, space rules, flowers, quotations, cheques, &c...	300
	1,500

9. COST OF MAINTAINING THEM.—The cost of maintaining the Presses may now be said to have been brought down to the minimum, for though at their first institution the charges in one or two Districts exceeded the receipts, the last General Report for 1859-60 on the subject shows that "the gross income "of the year exceeded the charges by Rs. 934, the balance of the previous year, Rs. 10,174, remaining "untouched, and no credit being taken for any work done for Government." At the same time in this income the value of the salaries of those servants whose offices had been abolished in consequence of the introduction of the Press was included, and this item in the year 1859 and 1860 amounted to Rupees 16,000-9-7. The cost of the 18 Presses which were in operation during that year, may be roughly stated at Rupees 15,000, so that in fact the actual expenses may be taken to have been a little over Rupees 800 per annum for each. The recently sanctioned Establishment, is at a cost as before stated of Rupees 1,500 per annum, but in all probability a considerable portion of this sum will be recovered from the Press earnings as shown in the report above referred to. The Board of Revenue state that "the Collectors have now been provided generally with the necessary supply "of stock from the public funds, and the Board think that, except under very special circumstances, "the Presses should now be left to their own resources. Renewal of the Presses will of course

Para 9. The cost of maintaining the Presses may now be said to have been brought down to the minimum, for though at their first institution the charges in one or two Districts exceeded the receipts, the last General Report for 1860/61 on the subject shows that the gross income of the year exceeded the charges by Rupees 2,255, the balance of the previous year, Rs. 19,918, remaining untouched, and no credit being taken for any work done for Govt. At the same time it should be stated that the cost of permanent establishments not included in these charges, having been originally met by a reduction in the Collectors' offices, and being therefore considered as a set off to the salaries of the servants that were then abolished, which salaries are similarly excluded from the credit side of the accounts. The case

Cost of the 19 24 presses in operation in 1860-61 on account of extra establishment, stock, and contingencies amounted in the whole year to Rs. 9205, making an average for each of Rs. 484. Thus the actual expenses of each press including its permanent establishment may be roughly computed at Rupees 1984 but a large portion of this sum will be recovered from the press earnings. The Collectors have now been provided generally with the necessary supply of stock from the public funds, and in a financial point of view the Presses may be considered as self supporting. Renewal of the Presses will of course be necessary hereafter, but against this there will be the set off of value of work done for, but not charged to Govt., and the saving of establishment which but for these useful appendages to the collectorate offices would certainly have to be augmented, so greatly has public business increased of late years

Rs.

"be necessary hereafter, but against this there will be the set off of value of work done for, but
"not charged to Government, and the saving of Establishment which but for these useful appen-
"dages to the Collectorate Offices, would certainly have to be augmented, so greatly has public
"business increased of late years."

Description of Types.	Plain or Solid.			Tabular Full.		
	Up to 300 copies.	Above 300 up to 1,000, one-eighth to be added for each 100.	Above 1,000, one-sixteenth to be added for each 100.	Up to 300 copies	Above 300 up to 1,000, one eighth to be added for each 100.	Above 1,000, one-sixteenth 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
Do. 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
Do. 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
Do. 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
Do. 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
Do. Long Primer...	3 8 0	0 7 0	0 3 6	7 0 0	0 14 0	0 7 0

10. After a careful consideration of prices to be charged for printing, whether to private individuals or for the purpose of estimating the value of the work done for Government, the Board circulated the marginal table with reference to the rates charged in private Printing Offices, and these are the rates now charged, and the whole of the work done at the Collectorate Presses is calculated at these rates for the purposes of account.

11. It has been estimated that it will occupy a good Compositor about the same time to put in type a page of plain matter as it would take an ordinary writer to produce three copies by transcription; and the examination and correction of the copies may be estimated to occupy the same time as the correction of the Press and the striking off, so that if four copies are required of any document it may be assumed that the cost of printing it will not be in excess of that of making manuscript copies. The great advantages of print over manuscript as to the facility with which it is read, the saving of paper, lessening of weight for postage, and its superiority for purposes of record should all be considered in making a comparison of the relative advantages of the processes of copying or printing, though in the Collectorates, the Presses are more particularly employed in printing forms than plain matter.

12. The Circular Order of the Board, dated April 25th 1860, No. 2,016, containing the forms now in use at the Collectorate Presses for keeping account of the work performed, and submitting to the controlling authorities the working of the Presses, is herewith appended.

H. W. Hyett

Sub-Secretary.

Exd. J. Wright.

Revenue Department

No. 1671

To

The Secretary to the Govt. of India
Home Department

Sir

With reference to Mr. Secretary Grey's letter of the 24th July 1861, No. 1407, I am directed to forward for publication in the Supplement to the Calcutta Gazette the accompanying Memorandum explaining the mode and cost of the Collectorate Presses now in operation throughout this Presidency, with other general information on the same subject.

2. A Circular order of this Board of Revenue, containing the forms now in use for keeping account of the work performed and submitting to the controlling authorities the working of the presses is also enclosed.

3 Under the instructions of

Enclosure with a letter from the Secretary to the Board of Revenue to the Secretary to Government, N.W.P. dated 15th January 1862 No 238.

Rec 26th/61

Answered

Sec. to Govt. N.W.P.

To Government of India
&c &c &c Revenue

Revenue 1862 Dept.
Pro. of Govt for Augt

No. 1671

To
The Secretary
to the Govt. of India
Home Dept.

Dated 5th August 1862.

Forwarding for publication in the Supplement to the Calcutta Gazette a Memorandum explaining the use and cost of the Collectorate Passes now in operation throughout this Presidency, with other general information on the same subject.

No 70.

Dated 28th July 30