

15 July 1879 v. 84-85
P.S.

Revenue 1869 Sept

Apr 2184

Memo

From the Public Dept.

Dated 30 June 1879

Recd July 30

LODGED

6th Aug 79

A270

Submitting a report
with statement showing
the amount value and
cost of work executed
in the Press in 1867/68 &
requiring to issue in true-
time which will secure
the adoption of the suggestion
contained in para 3 of
the Press letter.

under which a considerable saving can
without any inconvenience, be effected

Fort Saint George } (Signed) R. D. Ellis
30th June 1869

Chief Secretary

/ True copies
of the letter
of the Under Secy to Govt.

7/10/69

the adoption of these suggestions in the Department under the Chief Secretary has produced in one month a saving of 245 Rupees.

3 The undersigned ventures specially to urge the introduction of a similar system in the other Departments of the Secretariat, in consequence of the large reduction which has been made in the Budget of the Current year under the head of "Stationery" and "Printing"

4 Mr. Hammett, the First Assistant in the Chief Secretary's Office will be happy to explain to the Assistants in the other Departments of the Secretariat the details of the system

under

No 270

7

Public Department

Memorandum.

The undersigned has the honor to submit to the Secretaries to Government in the Revenue, Public Works and Military Departments, the enclosed letter from the Acting Supervisor of the Government Press and to request them, should they see no objection, to issue instructions which will secure the adoption of the suggestions contained in para 3 of Mr. Stokes' letter.

2

It will be observed that

the

enclosure should be printed in full unless specially marked for that end by the officer drafting the order or disposing of the papers in each case. Similarly when enclosures consist of tabular statements, (the printing of which is the most costly of all,) printing them in full should be purely necessary, as a summary of the facts exhibited in them is usually found in the covering letter, or may be given in the order.

These suggestions were from the beginning of May acted upon in the Department under the Chief Secretary, and the result has been a saving for that moiety ^{as} compared with the three previous ones of Rs 545-9-0.

5. A great deal of work which might be avoided is precipitated in the Revenue Department by deficiency of type, in consequence of which many Proceedings of the Board of Revenue addressed to the Government Revenue Department must be broken up and reset when the Orders of Government upon them have been passed.

Such

Such proceedings of the Board are
even now as far as possible kept standing;
but Mr. Morgan informs me that there is
a monthly loss of Papers 255 on this account.

To obviate it, he estimates that an outlay
of \$4,600 for type and fittings, would be
necessary. This large outlay if now made
would considerably embarrass our already
straitened grant for the current year; and
there would be a difficulty in providing room
for the type if purchased. This latter
difficulty is not I am inclined to think
insuperable.

I have &c.

/Signed/ W. E. Stott.

At Superior Court Press.

responsible, so long, as the excess is due to increase of work and not to bad management. That Mr Morgan's management has been economical is best proved by the fact stated in his letter that while the amount of work done has in seven years increased by (nearly) two thirds, the cost has only increased two sevenths.

3. Mr Hammett, 1st Assistant in the Chief Secretary's Office has favoured me with some suggestions for diminishing the amount of printing in the several Secretariat departments, the adoption of which, if general, would produce an appreciable effect upon the expenditure. They are as follows:-

(1st) That a more extended use should be made of the Miscellaneous Lists, in which Proceedings and orders relating to matters of routine are entered. All Proceedings of any department, recording or communicating to Subordinate Officers, or others, orders of other departments, as well as Proceedings relating to trivial matters, or such as are of no permanent interest

should be entered in abstract in these lists, instead of being as they repeatedly are, reprinted and docketed as proceedings. The communication of Proceedings to subordinate Officers, or other authorities, can be done by manuscript enclosures in spare copies of the originals.

(ii). That the printing in full of enclosures to letters addressed to Government should be restricted within the narrowest possible limits. If the rules recently republished for the guidance of Heads of Offices, in correspondence with Government were strictly adhered to, the necessity for printing in full of Proceedings enclosures to their letters should seldom arise, and in the rare cases in which the enclosures might contain important matter not noticed in the covering letters, such might by a little care be embodied in the order, the necessity for recording the enclosures in full be thus obviated, and the bulk of the Proceedings thus diminished. It should be a rule for the guidance of the Registrars that no enclosure

Government Press, Madras.
24 June 1869.

N^o 301.

From

The Acting Supervisor

Government Press

To

The Chief Secretary

to Government

Fort St George

Sir,

I have the honor to submit a report from
the Superintendent of the Government Press, with
the appended statements showing the amount, value
and cost of the work executed in the Press in 1868-69.

2. I beg to call particular attention to Mr
Morgan's Statement, in paragraph 9 of his report,
that unless the work in all departments is consi-
-derably reduced, it will not be possible to keep
the expenditure within the limits of the budget
grant. It will be seen that the work is
increasing enormously, and I submit that if
the allotment be exceeded, the officers under
whom the Press is placed cannot be held
responsible.