M.R.O. 1—20,002—12-8-65.

(1) Number of Pages 58.

(2) Date of repair 1. II. 1966.

(3) Initials of the Referencer [illegible]

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

.....DEPARTMENT

G.O. No. / ~~B.P. No.~~	Rev. 840	Press / ~~Mis.~~
Dated	6. July.	196 1874.

Not to be folded or roughly handled

Read the following papers:—

No. 40. Proceedings of the Board of Revenue, dated 19th February 1874, No. 364.

Read again Board's Proceedings, 11th December 1873, No. 2,539:—

Read also the following:—

Proceedings of the Madras Government, dated 10th January 1874, No. 41, Revenue Department.

ABSTRACT.—*Press Department of Bellary Collector's Office.*—With reference to the application for an additional establishment to the — referring the Board of Revenue to G. O., 24th October 1872, No. 1,472, and calling for a statement of the amount and proposed utilization of the savings effected with reference to Mr. Keys' report.

From E. KEYS, Esq., Deputy-Superintendent of the Government Press, to H. E. STOKES, Esq., Acting Sub-Secretary to the Board of Revenue, dated Madras, 2nd January 1874.

WITH reference to the subjects adverted to in Board's Proceedings, No. 2,539, dated 11th December 1873, upon which further and more explicit information is desired, I have the honour to submit the following explanation.

2. REVISION OF ESTABLISHMENTS.—The subjoined table shows the present permanent establishment at each District Press, with such additions or reductions as I consider practicable. The proposed alterations will involve an additional annual expense of Rupees 72. The temporary establishments should be dispensed with in every case, except at South Arcot where additional assistance will be required as long as a fair supply of copy of the Attachment Notices is in hand, which should be done on piece-work as hitherto.

10. Should the Board desire it, I anticipate but little difficulty in framing a tolerably correct estimate of the value of stock at each Press, provided the necessary particulars are entered in the form given above. The inventory that I have of the plant of the District Presses is not sufficiently exact to enable me to furnish it without such information.

11. In their Proceedings, No. 2,539, dated 11th December 1873, the Board have directed that the Attachment Notices printed at the South Arcot Press should be transferred to Madras. That course would be impracticable, as the Notices referred to form Supplements to the Gazette, and are not simply independent blank forms, as the Board probably supposed. At the time of inspection, there was a considerable amount of copy in hand. Should the whole be cleared off, the extra men could be dispensed with.

Mr. Keys, in reply to Board's Proceedings, 11th December 1873, No. 2,539, states the financial result of the charges which he proposes in the District Press establishments. The actual cost, as proposed by him, involves an additional charge of Rupees 72 per annum,—an increase of charge which can be got rid of by dispensing with the masaljee employed in Malabar. This reduction was already suggested by the Board in paragraph 11 of the Proceedings above quoted. The pay of the masaljee is Rupees 6, not Rupees 5 as misprinted in the margin. Under the explanation given in paragraph 4, the Board have retained the wheeler proposed for Madura.

2. The sanction of Government is requested for the revised arrangements which involve no increase of charge, and which include the proposals submitted to Government with Board's Proceedings, 26th November 1873, No. 2,416. It is to be remembered that temporary establishment will be discontinued where now employed, and not in future allowed, except in cases of unavoidable urgency.

3. As recommended by Mr. Keys, the establishment now employed on the piece in South Arcot may be continued till the work is done. It appears, however, to be by no means an expeditious mode of executing it.

4. The Board have already ordered the transfer of a royal press from Tanjore to North Arcot (paragraph 13 of Proceedings, 11th December 1873).

5. The Board will be glad that Mr. Keys should communicate with Arooladanam and Sons, as proposed in paragraph 6.

6. There appears to be no present difficulty anticipated as regards the stock-taking and maintenance of stock registers suggested by the Board. All Collectors who have Presses will cause stock to be carefully taken without delay and registers opened in the form suggested by Mr. Keys. Copies of the registers should be forwarded to him direct for the entry of the values.

7. The Board approve Mr. Keys' suggestions in paragraphs 7, 8, and 9, of his letter, and request him to embody them in a short section to be added to the Press Manual. Proof should be sent for the Board's approval, and, when it is passed, an Edition of 250 copies of the Manual should be struck off. Ten copies should be sent to each Collector who has a Press, and the rest deposited in the Board's Office.

3/84P

Proceedings of the Madras G
6th J

Department,

No. 40A. Official Memorandum from C
Secretary to the Board of Revenue, t
Under-Secretary to Government, R
13th June 1874, No. 803.

TCN, Esq., Acting Sub-
CAMPBELL, Esq., Acting
Department, dated Madras,

Official Memorandum from the Gover
11th March 1874, No. 48.

ue Department, dated

The undersigned has the honor to submi
showing the proposed revision of the District

Statement called for
ishments.

(By Ord

GALTON,
ing Sub-Secretary.

No. 41. Order thereon, 6t

Miscellaneous.

Revenue and entailing no additiona
temporary establishments now employ
Arcot, will be at once discontinued.
establishment in South Arcot will be re

n of the District Press
s shown in the Tabular
tted by the Board of
, is sanctioned. The
districts, except South
rt how long the special

2. The total annual cost of the P

amounts to Rs. 44,268.

(True

C. G. MASTER,
Secretary to Government.

To the Board of Revenue.
,, the Accountant-General

Exd. F. R. Bantleman.

No. 364.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 19th February 1874.

Read again Board's Proceedings, 11th December 1873, No. 2,539:—

Read also the following:—

Proceedings of the Madras Government, dated 10th January 1874, No. 41, Revenue Department.

ABSTRACT.—*Press Department of Bellary Collector's Office.*—With reference to the application for an additional establishment to the — referring the Board of Revenue to G. O., 24th October 1872, No. 1,472, and calling for a statement of the amount and proposed utilization of the savings effected with reference to Mr. Keys' report.

From E. KEYS, Esq., Deputy-Superintendent of the Government Press, to H. E. STOKES, Esq., Acting Sub-Secretary to the Board of Revenue, dated Madras, 2nd January 1874.

WITH reference to the subjects adverted to in Board's Proceedings, No. 2,539, dated 11th December 1873, upon which further and more explicit information is desired, I have the honour to submit the following explanation.

2. REVISION OF ESTABLISHMENTS.—The subjoined table shows the present permanent establishment at each District Press, with such additions or reductions as I consider practicable. The proposed alterations will involve an additional annual expense of Rupees 72. The temporary establishments should be dispensed with in every case, except at South Arcot where additional assistance will be

required as long as a fair supply of copy of the Attachment Notices is in hand, which should be done on piece-work as hitherto :—

District.	Cost per Annum of present permanent Establishment.	Proposed *Addition* to present permanent Establishment.		Proposed *Reduction* in present permanent Establishment.		Cost per Annum after proposed Alteration.
			Per Mensem.		Per Mensem.	
	RS.		RS.		RS.	RS.
Ganjam	2,496	.....	...	3rd Compositor ...	20	2,256
Vizagapatam ...	2,256	.....	...	4th Do. ...	15	2,076
Nellore	2,256	1 Compositor ...	15	...	...	2,436
Madura	2,256	1 Wheeler... ...	5	...	...	2,316
Tanjore	2,256	1 Compositor ...	15	...	...	2,868
Do. ...	...	1 Do. ...	12	...	...	...
Do. ...	...	1 Pressman ...	8	...	...	...
Do. ...	...	1 Ballman... ...	6	...	...	...
		2 Wheelers, at Rs. 5 each ...	10	...	...	...
Cuddapah... ...	2,256	.....	...	5th Compositor ...	12	2,112
Kurnool	2,256	.....	...	4th Do. ...	15	2,076
Bellary	2,256	1 Compositor ...	15	...	...	2,616
Do. ...	...	1 Pressman ...	8	...	...	...
Do. ...	...	1 Ballman... ...	7	...	...	...
Coimbatore ...	2,256	1 Wheeler... ...	5	6th Compositor ...	10	2,196
Malabar	2,880	.....	...	5th Do. ...	12	2,544
Do. ...	...	.....	...	2 Pressmen, at Rs. 8 each	16	...
South Canara...	2,256	1 Compositor ...	8	...	...	2,436
Do. ...	...	1 Wheeler ...	7	...	...	...
North Arcot ...	2,796	.....	...	3rd Pressman ...	8	2,616
...	...	.....	...	3rd Ballman	7	...
Godavery... ...	2,256	.....	121		115	
Kistna	2,256	.....	...	..	...	2,256
Chingleput ...	2,256	.....	...	...	...	2,256
South Arcot ...	2,256	.....	...	...	...	2,256
Trichinopoly ...	2,256	.....	...	...	...	2,256
Tinnevelly ...	2,256	.....	...	...	...	2,256
Salem	2,256	.....	...	...	...	2,256
		.....	...	....	...	2,256
	44,268		...	Total cost of proposed Establishments.	...	44,340
				Total cost of present Establishments ...	...	44,268
				Total extra cost per annum...	...	72

3. The reductions which were formerly stated as being feasible in Chingleput and Salem had reference only to the temporary establishments. It was only after the reports on those Presses had been submitted that I gathered from the Board's order, Proceedings No. 351, dated 11th March 1873, paragraph 11, that all reductions and calculations "should have been independent of the cost of temporary establishment." The ordinary permanent staff should, therefore, be retained at both Presses.

4. The possession of a machine at Madura renders a wheeler necessary. Should the Board decide upon transferring the machine to another district, it will be absolutely necessary to supply a royal press in its stead, as the establishment has but one press large enough for striking the Gazette.

5. The addition to the establishment at Tanjore proposed in the above table, though differing somewhat from that previously suggested, would be found adequate, provided that the machine were more fully utilized. The arrangement will admit of two of the royal presses and the machine being worked simultaneously. One of the royal presses should be sent to North Arcot.

6. Supply of Telugu Type.—The revision of the scale regulating the proportional quantity of each letter to be supplied in a fount of Telugu type is a matter of some little difficulty, and belongs peculiarly to the type-founder. If the Board do not object, I will communicate with Messrs. Aroolanandam and Co., with the object of effecting some improvement. The Price List, etc., forwarded to me with Board's Proceedings, No. 2,539, dated 11th December 1873, has no connection with the subject.

7. Stock-taking, etc.—As the District Press establishments are comparatively small, very little difficulty need be felt in carrying out the Board's suggestions in this matter. Stock could well be taken once a-year, and the month of December would probably be a convenient time. The following deductions, which approximate those at the Government Press, should be made yearly from the original cost of plant, to allow for depreciation or wear and tear :—

Type...	17 per cent.
Presses	4 ,,
Machines...	6 ,,
Cases, Frames (or Stands), Almirahs, Racks, Imposing Stones, Inking Tables, Composing Sticks, Galleys, Clumps, Quotations, and Chases	10 ,,
Leads and Brass Rule	20 ,,

Depreciation of stock, interest at 6 per cent. per annum on value of plant at beginning of year, and cost of printing ink, should be entered as items of cost against the value of work done.

8. The subjoined form of Stock Register is submitted as suitable for the purpose :—

Register of Stock District Press, December 1874.

Date of Supply.	Original.			Description of Article.	Present.		
	Cost.	No.	Weight.		No.	Weight.	Value.
	RS. A. P.						RS. A. P.

9. Whenever stock is taken, all the type and metal-furniture, such as clumps, quotations, etc., should be carefully weighed and correctly entered, the weight of the cases in which the type is placed being deducted as under :—

For 1 pair of English Cases about...	10	lbs.
For 1 ,, of Tamil ,, ,, ...	46	,,
For 1 ,, of Malayalam ,, ,, ...	49	,,
For 1 ,, of Telugu ,, ,, ...	57	,,

10. Should the Board desire it, I anticipate but little difficulty in framing a tolerably correct estimate of the value of stock at each Press, provided the necessary particulars are entered in the form given above. The inventory that I have of the plant of the District Presses is not sufficiently exact to enable me to furnish it without such information.

11. In their Proceedings, No. 2,539, dated 11th December 1873, the Board have directed that the Attachment Notices printed at the South Arcot Press should be transferred to Madras. That course would be impracticable, as the Notices referred to form Supplements to the Gazette, and are not simply independent blank forms, as the Board probably supposed. At the time of inspection, there was a considerable amount of copy in hand. Should the whole be cleared off, the extra men could be dispensed with.

Mr. Keys, in reply to Board's Proceedings, 11th December 1873, No. 2,539, states the financial result of the charges which he proposes in the District Press establishments. The actual cost, as proposed by him, involves an additional charge of Rupees 72 per annum,—an increase of charge which can be got rid of by dispensing with the masaljee employed in Malabar. This reduction was already suggested by the Board in paragraph 11 of the Proceedings above quoted. The pay of the masaljee is Rupees 6, not Rupees 5 as misprinted in the margin. Under the explanation given in paragraph 4, the Board have retained the wheeler proposed for Madura.

2. The sanction of Government is requested for the revised arrangements which involve no increase of charge, and which include the proposals submitted to Government with Board's Proceedings, 26th November 1873, No. 2,416. It is to be remembered that temporary establishment will be discontinued where now employed, and not in future allowed, except in cases of unavoidable urgency.

3. As recommended by Mr. Keys, the establishment now employed on the piece in South Arcot may be continued till the work is done. It appears, however, to be by no means an expeditious mode of executing it.

4. The Board have already ordered the transfer of a royal press from Tanjore to North Arcot (paragraph 13 of Proceedings, 11th December 1873).

5. The Board will be glad that Mr. Keys should communicate with Arcolanandam and Sons, as proposed in paragraph 6.

6. There appears to be no great difficulty anticipated as regards the stock-taking and maintenance of stock registers suggested by the Board. All Collectors who have Presses will cause stock to be carefully taken without delay and registers opened in the form suggested by Mr. Keys. Copies of the registers should be forwarded to him direct for the entry of the values.

7. The Board approve Mr. Keys' suggestions in paragraphs 7, 8, and 9, of his letter, and request him to embody them in a short section to be added to the Press Manual. Proof should be sent for the Board's approval, and, when it is passed, an Edition of 250 copies of the Manual should be struck off. Ten copies should be sent to each Collector who has a Press, and the rest deposited in the Board's Office.

(A true Copy and Extract.)

H Nicholas

Acting Sub-Secretary.

To the Secretary to Government, Revenue Department,
with Board's Proceedings, dated 11th December 1873, No. 2,539.
,, the Superintendent of the Government Press, with Manual returned.
,, the Collector of Bellary, with spare copies of Government Order,
10th January 1874, No. 41.
,, all other Collectors.
Copy to the Accountant-General.

Exd. F. R. Bantleman.

Board of Revenue,
MADRAS.
No. 753

Received 1874.

PROCEEDINGS, 19TH FEBRUARY 1874, No. 364.

Encl. 1

FEBRUARY.

No. 364.

District Presses.—Sanction of Government, requested for revision of establishment employed in —. Maintenance of Stock Registers by Collectors directed. Press Manual prepared by Deputy-Superintendent, Government Press, to be printed with certain additions.

40

O. No. 1648 dated 5th Aug. 1874

S & G Judl. Pros. No. 820

Copies sent to the Press

7/890

No. 2,539.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 11th December 1873.

Read the following letters:—

From E. KEYS, Esq., Deputy Superintendent, Government Press, to H. E. STOKES, Esq., Acting Sub-Secretary to the Board of Revenue, dated 20th October 1873, No. 1.

I HAVE now the honour to submit, for the information of the Board, the results of my inspection of the Presses mentioned in their Proceedings, No. 990, dated 12th June 1873, viz., Ganjam, Vizagapatam, Godavery, Kistna, Nellore, South Arcot, Madura, and Tinnevelly, which, with those formerly visited, complete the whole of the nineteen districts in which Presses have been established.

2. These Presses, like those formerly reported on, vary considerably in character; some being in a satisfactory condition, while others are below the average. Great difficulty has been experienced almost everywhere in understanding the old Scale by which the work was valued. Ganjam, it will be seen, has followed quite a unique system, viz., that of charging by the *square inch*; and that a new Scale had been approved of by the Board and ordered to be adopted from the commencement of the official year was, at the time of inspection, apparently unknown there. At this Press, forms of an unusual character are printed for the Civil Judge of the district.

3. Two establishments have a redundancy of materials. At Vizagapatam there is a double-crown Albion press, and at Kistna (Masulipatam) a double-crown machine, both being rarely used. The former I have proposed to transfer to Chingleput, and the latter to Bellary, which should send one of its royal presses to Chingleput also.

4. At nearly all the District Presses using Telugu type, there will be found considerable accumulations of superfluous letters of this Vernacular. It has been pointed out that the attention of Messrs. Arolanandum and Co. should be called to the subject, as, by an alteration of their scale or "bill" regulating the proportions in which each letter should be supplied, the fault referred to will, in future, be remedied.

5. The Selections from Records hitherto printed at District Presses have been done in various sizes; some being in Foolscap folio, some small quarto, and others in octavo. If they were all printed in the folio (or Gazette) size, uniformity would be secured, and the materials possessed by the Presses would be found suitable for the purpose. Some of the Selections that have come under my notice abound with typographical errors. This should be remedied in future by more careful examination of the proof-sheets.

6. As the Foremen of the District Presses not infrequently indent for articles that are both unnecessary and unsuitable, it is suggested, for the consideration of the Board, whether it would not be prudent to send me the indents for examination before sanction is accorded. Madura, it will be seen, recently indented for two or three articles that are quite unnecessary.

7. In Board's Proceedings, No. 990, dated 12th June 1873, an error or two has crept into the fourth column of the tabular statement in paragraph 7; Rupees 2,328 being entered under the heading "Proposed" opposite to the Districts Kurnool, Cuddapah, and Trichinopoly. The amount in each case should not exceed Rupees 2,256, since no proposition has been made to increase those establishments. In fact, it was proposed to reduce the staff at Kurnool and Cuddapah, but as work is apparently increasing in the latter district, the usual number of men should, I think, be retained.

8. The establishments at Ganjam and Vizagapatam, it is proposed, should be somewhat reduced, while those of Nellore and Madura will need strengthening; the latter but little.

GANJAM (CHETTERPORE).

9. The building in which the work of this establishment is conducted is small and badly lighted—a defect that could well be remedied by two or three sky-lights. There is no provision for damping paper, which is very inefficiently done by being simply sprinkled, instead of being drawn through the water. For want of better means a tub could be used for the purpose.

10. The plant is of the ordinary character. There is one very large Columbian press (of double royal size) taking eight pages of Gazette, but much too large for the ordinary work of the establishment. There are also two smaller iron presses (a demy Albion and a Foolscap broadside Washington). These are in tolerably fair order, but have been somewhat neglected, not having been kept clean.

11. As certain portions of the Gazette are printed in triglott, there are two Vernaculars. The types in use consist of Telugu (English and Great Primer body), Uriya (of English body), with an adequate supply of Small Pica English, besides Pica, Long Primer, and Brevier, with several small founts of heading and other useful types; but these are not used to the best advantage from want of ability in the workmen, who are somewhat inefficient.

12. In addition to the above, there is a fair supply of all other necessary materials, such as inking tables, imposing stones, composing sticks, galleys, and galley-racks. The latter, however, are unusually cumbersome, occupying too much space in the centre of the room. They should be reduced in size and fixed against the wall.

13. Some Uriya type, now lying in boxes unutilized, should be distributed into the new empty cases in store, and brought into use.

14. The use of balls for inking the type should be discarded, and the more modern roller substituted in its stead, as it turns out better work and tends to greater expedition.

15. This Press is unusually well supplied with Compositors; there being no less than nine permanent hands, besides one man on Rupees 12 per mensem (nominally a policeman), employed almost wholly on the work of, and paid by, the Police Department. There are two Pressmen and two Ballmen. An ordinarily efficient staff of eight Compositors and four Press and Ballmen should suffice for this establishment. It is, therefore, suggested that the services of the 3rd Compositor and the Policeman be dispensed with.

16. Up to the time of inspection the old system of valuing the work was in use, the recent order of the Board, directing the adoption of the new Scale, having been overlooked by the officer in charge of the Press. His attention was drawn to this, and orders were issued by him for the re-calculation of the accounts from the beginning of the present official year. This duty, which now devolves upon the Uriya Translator, should be transferred to a more efficient officer. While the usual rates are professedly followed, the unique system of charging by the *square inch* has hitherto been adopted; thus, instead of entering 1½ page as such, it is put down as 1 page 31½ square inches, rendering it exceedingly difficult to examine and check the accounts. This mode of charging must be abolished, and the new Scale rigidly adhered to.

17. The work turned out at the Press is generally of the usual description, except some of the forms printed for the District and Sessions Judge. These are of a very intricate and apparently most irregular and unusual kind, involving great loss of time both in composition and correction, besides a wasteful cutting up of brass rule.

18. A suitable form showing the Receipt and Expenditure of Paper, as directed in Proceedings of the Board, No. 3,640, dated 23rd August 1871, should be introduced at this Press in lieu of that at present in use.

8/840

2

VIZAGAPATAM.

19. When inspected, this Press was in a somewhat slovenly and unsatisfactory condition, much confusion and irregularity existing, and the state of the plant showing neglect, the presses and some of the cases being very dirty.

20. There are three small ill-swept and badly-arranged composing-rooms, one press-room, very dark and unsuitable, and a small ante-room for storing paper, etc. Conveniences for damping paper there are none, but other necessary fittings ample. As the establishment is about to be removed to premises now in course of construction, a marked improvement in order, arrangement, and cleanliness should be looked for. In the new building, suitable provision should be made for damping paper, etc.

21. Although the amount of work turned out at this Press is less than that of any other hitherto inspected, most ample provision has been made in the matter of presses, of which there are no less than four, viz., one double-crown Albion (a size somewhat larger than royal) scarcely ever used, and could be transferred to Chingleput (where it would prove useful instead of the smaller of the two demy presses now in use there), two demy Columbian presses, at which the Gazette is usually struck, and one post-folio Albion; there is, however, but *one* small inking table (two are absolutely necessary), and the want could probably be supplied in the district, as a smooth stone slab, mounted on a wooden frame, would answer the purpose. The plant also comprises a wooden standing press with 300 glazed boards, used occasionally for hot-pressing, but which should be discontinued, one galley press, two royal imposing stones (which should be more frequently utilized for the imposing of the Gazette), with most of the other necessaries suitable for a Press. The types consist of Great Primer and English body Telugu, Brevier, Long Primer, Small Pica, and a few founts of fancy type of different sizes in fair working order.

22. The staff of this establishment consists of eight Compositors, two Pressmen, and two Ballmen; the four latter and the 2nd and 4th Compositors being inefficient. Eleven men in all (seven Compositors and four Press and Ballmen) should be amply sufficient for the limited quantity of work falling to this Press. The services of the 4th Compositor should be dispensed with.

23. The character of the work, especially some of the tabular statements, is very indifferent, much unnecessary space being occupied.

24. In the valuation of the work and the rates, the 3rd English Correspondence Clerk, upon whom the duty devolves, has fallen into numerous errors, especially in calculating the work done for the various outside offices, having failed to charge for the numbers in excess of 300 copies (*i.e.*, charging sometimes for 1,000 copies the same price as for 300); but as the work done for these departments amounts to but little, the loss is not great, and is more than compensated for by the excess of charge made on the Gazette. The Revenue work is correctly calculated.

25. For the current official year the new Scale has been introduced, but the accounts are slightly in arrears, and not altogether free from errors, arising from the inability of the Accountant to distinguish the sizes of the type. The Foreman should see that full particulars as to size of type, number of pages, character of work, etc., as already directed, are written on the files furnished to the Clerk. All the books of the Press are very neatly kept.

26. The account showing the Receipt and Expenditure of Paper is kept in Telugu. The Board's form should be introduced, and the account kept in English.

27. In no particular (except quantity) does the work turned out at this establishment differ from that ordinarily printed at the District Presses.

28. The following materials are needed:—

15 dozen 8 to Pica Brass Rule.
60 lbs. 4 to Pica Leads, 36 ems Pica long.
70 ,, Long Primer Quadrats.
100 ,, of 2, 3, and 4 em Quotations.
50 ,, of English body Quadrats.

8. The establishments at Ganjam and Vizagapatam, it is proposed, should be somewhat reduced, while those of Nellore and Madura will need strengthening; the latter but little.

GANJAM (CHETTEAPORE).

9. The building in which the work of this establishment is conducted is small and badly lighted—a defect that could well be remedied by two or three sky-lights. There is no provision for damping paper, which is very inefficiently done by being simply sprinkled, instead of being drawn through the water. For want of better means a tub could be used for the purpose.

10. The plant is of the ordinary character. There is one very large Columbian press (of double royal size) taking eight pages of Gazette, but much too large for the ordinary work of the establishment. There are also two smaller iron presses (a demy Albion and a Foolscap broadside Washington). These are in tolerably fair order, but have been somewhat neglected, not having been kept clean.

11. As certain portions of the Gazette are printed in triglott, there are two Vernaculars. The types in use consist of Telugu (English and Great Primer body), Uriya (of English body), with an adequate supply of Small Pica English, besides Pica, Long Primer, and Brevier, with several small founts of heading and other useful types; but these are not used to the best advantage from want of ability in the workmen, who are somewhat inefficient.

12. In addition to the above, there is a fair supply of all other necessary materials, such as inking tables, imposing stones, composing sticks, galleys, and galley-racks. The latter, however, are unusually cumbersome, occupying too much space in the centre of the room. They should be reduced in size and fixed against the wall.

13. Some Uriya type, now lying in boxes unutilized, should be distributed into the new empty cases in store, and brought into use.

14. The use of balls for inking the type should be discarded, and the more modern roller substituted in its stead, as it turns out better work and tends to greater expedition.

15. This Press is unusually well supplied with Compositors; there being no less than nine permanent hands, besides one man on Rupees 12 per mensem (nominally a policeman), employed almost wholly on the work of, and paid by, the Police Department. There are two Pressmen and two Ballmen. An ordinarily efficient staff of eight Compositors and four Press and Ballmen should suffice for this establishment. It is, therefore, suggested that the services of the 3rd Compositor and the Policeman be dispensed with.

16. Up to the time of inspection the old system of valuing the work was in use, the recent order of the Board, directing the adoption of the new Scale, having been overlooked by the officer in charge of the Press. His attention was drawn to this, and orders were issued by him for the re-calculation of the accounts from the beginning of the present official year. This duty, which now devolves upon the Uriya Translator, should be transferred to a more efficient officer. While the usual rates are professedly followed, the unique system of charging by the *square inch* has hitherto been adopted; thus, instead of entering 1½ page as such, it is put down as 1 page 31½ square inches, rendering it exceedingly difficult to examine and check the accounts. This mode of charging must be abolished, and the new Scale rigidly adhered to.

17. The work turned out at the Press is generally of the usual description, except some of the forms printed for the District and Sessions Judge. These are of a very intricate and apparently most irregular and unusual kind, involving great loss of time both in composition and correction, besides a wasteful cutting up of brass rule.

18. A suitable form showing the Receipt and Expenditure of Paper, as directed in Proceedings of the Board, No. 3,640, dated 23rd August 1871, should be introduced at this Press in lieu of that at present in use.

8/840

VIZAGAPATAM.

19. When inspected, this Press was in a somewhat slovenly and unsatisfactory condition, much confusion and irregularity existing, and the state of the plant showing neglect, the presses and some of the cases being very dirty.

20. There are three small ill-swept and badly-arranged composing-rooms, one press-room, very dark and unsuitable, and a small ante-room for storing paper, etc. Conveniences for damping paper there are none, but other necessary fittings ample. As the establishment is about to be removed to premises now in course of construction, a marked improvement in order, arrangement, and cleanliness should be looked for. In the new building, suitable provision should be made for damping paper, etc.

21. Although the amount of work turned out at this Press is less than that of any other hitherto inspected, most ample provision has been made in the matter of presses, of which there are no less than four, viz., one double-crown Albion (a size somewhat larger than royal) scarcely ever used, and could be transferred to Chingleput (where it would prove useful instead of the smaller of the two demy presses now in use there), two demy Columbian presses, at which the Gazette is usually struck, and one post-folio Albion; there is, however, but *one* small inking table (two are absolutely necessary), and the want could probably be supplied in the district, as a smooth stone slab, mounted on a wooden frame, would answer the purpose. The plant also comprises a wooden standing press with 300 glazed boards, used occasionally for hot-pressing, but which should be discontinued, one galley press, two royal imposing stones (which should be more frequently utilized for the imposing of the Gazette), with most of the other necessaries suitable for a Press. The types consist of Great Primer and English body Telugu, Brevier, Long Primer, Small Pica, and a few founts of fancy type of different sizes in fair working order.

22. The staff of this establishment consists of eight Compositors, two Pressmen, and two Ballmen; the four latter and the 2nd and 4th Compositors being inefficient. Eleven men in all (seven Compositors and four Press and Ballmen) should be amply sufficient for the limited quantity of work falling to this Press. The services of the 4th Compositor should be dispensed with.

23. The character of the work, especially some of the tabular statements, is very indifferent, much unnecessary space being occupied.

24. In the valuation of the work and the rates, the 3rd English Correspondence Clerk, upon whom the duty devolves, has fallen into numerous errors, especially in calculating the work done for the various outside offices, having failed to charge for the numbers in excess of 300 copies (*i.e.*, charging sometimes for 1,000 copies the same price as for 300); but as the work done for these departments amounts to but little, the loss is not great, and is more than compensated for by the excess of charge made on the Gazette. The Revenue work is correctly calculated.

25. For the current official year the new Scale has been introduced, but the accounts are slightly in arrears, and not altogether free from errors, arising from the inability of the Accountant to distinguish the sizes of the type. The Foreman should see that full particulars as to size of type, number of pages, character of work, etc., as already directed, are written on the files furnished to the Clerk. All the books of the Press are very neatly kept.

26. The account showing the Receipt and Expenditure of Paper is kept in Telugu. The Board's form should be introduced, and the account kept in English.

27. In no particular (except quantity) does the work turned out at this establishment differ from that ordinarily printed at the District Presses.

28. The following materials are needed:—

15 dozen 8 to Pica Brass Rule.
60 lbs. 4 to Pica Leads, 36 ems Pica long.
70 ,, Long Primer Quadrats.
100 ,, of 2, 3, and 4 em Quotations.
50 ,, of English body Quadrats.

8. The establishments at Ganjam and Vizagapatam, it is proposed, should be somewhat reduced, while those of Nellore and Madura will need strengthening; the latter but little.

GANJAM (CHETTERPORE).

9. The building in which the work of this establishment is conducted is small and badly lighted—a defect that could well be remedied by two or three sky-lights. There is no provision for damping paper, which is very inefficiently done by being simply sprinkled, instead of being drawn through the water. For want of better means a tub could be used for the purpose.

10. The plant is of the ordinary character. There is one very large Columbian press (of double royal size) taking eight pages of Gazette, but much too large for the ordinary work of the establishment. There are also two smaller iron presses (a demy Albion and a Foolscap broadside Washington). These are in tolerably fair order, but have been somewhat neglected, not having been kept clean.

11. As certain portions of the Gazette are printed in triglott, there are two Vernaculars. The types in use consist of Telugu (English and Great Primer body), Uriya (of English body), with an adequate supply of Small Pica English, besides Pica, Long Primer, and Brevier, with several small founts of heading and other useful types; but these are not used to the best advantage from want of ability in the workmen, who are somewhat inefficient.

12. In addition to the above, there is a fair supply of all other necessary materials, such as inking tables, imposing stones, composing sticks, galleys, and galley-racks. The latter, however, are unusually cumbersome, occupying too much space in the centre of the room. They should be reduced in size and fixed against the wall.

13. Some Uriya type, now lying in boxes unutilized, should be distributed into the new empty cases in store, and brought into use.

14. The use of balls for inking the type should be discarded, and the more modern roller substituted in its stead, as it turns out better work and tends to greater expedition.

15. This Press is unusually well supplied with Compositors; there being no less than nine permanent hands, besides one man on Rupees 12 per mensem (nominally a policeman), employed almost wholly on the work of, and paid by, the Police Department. There are two Pressmen and two Ballmen. An ordinarily efficient staff of eight Compositors and four Press and Ballmen should suffice for this establishment. It is, therefore, suggested that the services of the 3rd Compositor and the Policeman be dispensed with.

16. Up to the time of inspection the old system of valuing the work was in use, the recent order of the Board, directing the adoption of the new Scale, having been overlooked by the officer in charge of the Press. His attention was drawn to this, and orders were issued by him for the re-calculation of the accounts from the beginning of the present official year. This duty, which now devolves upon the Uriya Translator, should be transferred to a more efficient officer. While the usual rates are professedly followed, the unique system of charging by the *square inch* has hitherto been adopted; thus, instead of entering 1½ page as such, it is put down as 1 page 31½ square inches, rendering it exceedingly difficult to examine and check the accounts. This mode of charging must be abolished, and the new Scale rigidly adhered to.

17. The work turned out at the Press is generally of the usual description, except some of the forms printed for the District and Sessions Judge. These are of a very intricate and apparently most irregular and unusual kind, involving great loss of time both in composition and correction, besides a wasteful cutting up of brass rule.

18. A suitable form showing the Receipt and Expenditure of Paper, as directed in Proceedings of the Board, No. 3,640, dated 23rd August 1871, should be introduced at this Press in lieu of that at present in use.

8/890

VIZAGAPATAM.

19. When inspected, this Press was in a somewhat slovenly and unsatisfactory condition, much confusion and irregularity existing, and the state of the plant showing neglect, the presses and some of the cases being very dirty.

20. There are three small ill-swept and badly-arranged composing-rooms, one press-room, very dark and unsuitable, and a small ante-room for storing paper, etc. Conveniences for damping paper there are none, but other necessary fittings ample. As the establishment is about to be removed to premises now in course of construction, a marked improvement in order, arrangement, and cleanliness should be looked for. In the new building, suitable provision should be made for damping paper, etc.

21. Although the amount of work turned out at this Press is less than that of any other hitherto inspected, most ample provision has been made in the matter of presses, of which there are no less than four, viz., one double-crown Albion (a size somewhat larger than royal) scarcely ever used, and could be transferred to Chingleput (where it would prove useful instead of the smaller of the two demy presses now in use there), two demy Columbian presses, at which the Gazette is usually struck, and one post-folio Albion; there is, however, but *one* small inking table (two are absolutely necessary), and the want could probably be supplied in the district, as a smooth stone slab, mounted on a wooden frame, would answer the purpose. The plant also comprises a wooden standing press with 300 glazed boards, used occasionally for hot-pressing, but which should be discontinued, one galley press, two royal imposing stones (which should be more frequently utilized for the imposing of the Gazette), with most of the other necessaries suitable for a Press. The types consist of Great Primer and English body Telugu, Brevier, Long Primer, Small Pica, and a few founts of fancy type of different sizes in fair working order.

22. The staff of this establishment consists of eight Compositors, two Pressmen, and two Ballmen; the four latter and the 2nd and 4th Compositors being inefficient. Eleven men in all (seven Compositors and four Press and Ballmen) should be amply sufficient for the limited quantity of work falling to this Press. The services of the 4th Compositor should be dispensed with.

23. The character of the work, especially some of the tabular statements, is very indifferent, much unnecessary space being occupied.

24. In the valuation of the work and the rates, the 3rd English Correspondence Clerk, upon whom the duty devolves, has fallen into numerous errors, especially in calculating the work done for the various outside offices, having failed to charge for the numbers in excess of 300 copies (*i.e.*, charging sometimes for 1,000 copies the same price as for 300); but as the work done for these departments amounts to but little, the loss is not great, and is more than compensated for by the excess of charge made on the Gazette. The Revenue work is correctly calculated.

25. For the current official year the new Scale has been introduced, but the accounts are slightly in arrears, and not altogether free from errors, arising from the inability of the Accountant to distinguish the sizes of the type. The Foreman should see that full particulars as to size of type, number of pages, character of work, etc., as already directed, are written on the files furnished to the Clerk. All the books of the Press are very neatly kept.

26. The account showing the Receipt and Expenditure of Paper is kept in Telugu. The Board's form should be introduced, and the account kept in English.

27. In no particular (except quantity) does the work turned out at this establishment differ from that ordinarily printed at the District Presses.

28. The following materials are needed:—

15 dozen 8 to Pica Brass Rule.
60 lbs. 4 to Pica Leads, 36 ems Pica long.
70 ,, Long Primer Quadrats.
100 ,, of 2, 3, and 4 em Quotations.
50 ,, of English body Quadrats.

8/840

8. The establishments at Ganjam and Vizagapatam, it is proposed, should be somewhat reduced, while those of Nellore and Madura will need strengthening; the latter but little.

GANJAM (CHETTERPORE).

9. The building in which the work of this establishment is conducted is small and badly lighted—a defect that could well be remedied by two or three sky-lights. There is no provision for damping paper, which is very inefficiently done by being simply sprinkled, instead of being drawn through the water. For want of better means a tub could be used for the purpose.

10. The plant is of the ordinary character. There is one very large Columbian press (of double royal size) taking eight pages of Gazette, but much too large for the ordinary work of the establishment. There are also two smaller iron presses (a demy Albion and a Foolscap broadside Washington). These are in tolerably fair order, but have been somewhat neglected, not having been kept clean.

11. As certain portions of the Gazette are printed in triglott, there are two Vernaculars. The types in use consist of Telugu (English and Great Primer body), Uriya (of English body), with an adequate supply of Small Pica English, besides Pica, Long Primer, and Brevier, with several small founts of heading and other useful types; but these are not used to the best advantage from want of ability in the workmen, who are somewhat inefficient.

12. In addition to the above, there is a fair supply of all other necessary materials, such as inking tables, imposing stones, composing sticks, galleys, and galley-racks. The latter, however, are unusually cumbersome, occupying too much space in the centre of the room. They should be reduced in size and fixed against the wall.

13. Some Uriya type, now lying in boxes unutilized, should be distributed into the new empty cases in store, and brought into use.

14. The use of balls for inking the type should be discarded, and the more modern roller substituted in its stead, as it turns out better work and tends to greater expedition.

15. This Press is unusually well supplied with Compositors; there being no less than nine permanent hands, besides one man on Rupees 12 per mensem (nominally a policeman), employed almost wholly on the work of, and paid by, the Police Department. There are two Pressmen and two Ballmen. An ordinarily efficient staff of eight Compositors and four Press and Ballmen should suffice for this establishment. It is, therefore, suggested that the services of the 3rd Compositor and the Policeman be dispensed with.

16. Up to the time of inspection the old system of valuing the work was in use, the recent order of the Board, directing the adoption of the new Scale, having been overlooked by the officer in charge of the Press. His attention was drawn to this, and orders were issued by him for the re-calculation of the accounts from the beginning of the present official year. This duty, which now devolves upon the Uriya Translator, should be transferred to a more efficient officer. While the usual rates are professedly followed, the unique system of charging by the *square inch* has hitherto been adopted; thus, instead of entering 1½ page as such, it is put down as 1 page 31½ square inches, rendering it exceedingly difficult to examine and check the accounts. This mode of charging must be abolished, and the new Scale rigidly adhered to.

17. The work turned out at the Press is generally of the usual description, except some of the forms printed for the District and Sessions Judge. These are of a very intricate and apparently most irregular and unusual kind, involving great loss of time both in composition and correction, besides a wasteful cutting up of brass rule.

18. A suitable form showing the Receipt and Expenditure of Paper, as directed in Proceedings of the Board, No. 3,640, dated 23rd August 1871, should be introduced at this Press in lieu of that at present in use.

VIZAGAPATAM.

19. When inspected, this Press was in a somewhat slovenly and unsatisfactory condition, much confusion and irregularity existing, and the state of the plant showing neglect, the presses and some of the cases being very dirty.

20. There are three small ill-swept and badly-arranged composing-rooms, one press-room, very dark and unsuitable, and a small ante-room for storing paper, etc. Conveniences for damping paper there are none, but other necessary fittings ample. As the establishment is about to be removed to premises now in course of construction, a marked improvement in order, arrangement, and cleanliness should be looked for. In the new building, suitable provision should be made for damping paper, etc.

21. Although the amount of work turned out at this Press is less than that of any other hitherto inspected, most ample provision has been made in the matter of presses, of which there are no less than four, viz., one double-crown Albion (a size somewhat larger than royal) scarcely ever used, and could be transferred to Chingleput (where it would prove useful instead of the smaller of the two demy presses now in use there), two demy Columbian presses, at which the Gazette is usually struck, and one post-folio Albion; there is, however, but *one* small inking table (two are absolutely necessary), and the want could probably be supplied in the district, as a smooth stone slab, mounted on a wooden frame, would answer the purpose. The plant also comprises a wooden standing press with 300 glazed boards, used occasionally for hot-pressing, but which should be discontinued, one galley press, two royal imposing stones (which should be more frequently utilized for the imposing of the Gazette), with most of the other necessaries suitable for a Press. The types consist of Great Primer and English body Telugu, Brevier, Long Primer, Small Pica, and a few founts of fancy type of different sizes in fair working order.

22. The staff of this establishment consists of eight Compositors, two Pressmen, and two Ballmen; the four latter and the 2nd and 4th Compositors being inefficient. Eleven men in all (seven Compositors and four Press and Ballmen) should be amply sufficient for the limited quantity of work falling to this Press. The services of the 4th Compositor should be dispensed with.

23. The character of the work, especially some of the tabular statements, is very indifferent, much unnecessary space being occupied.

24. In the valuation of the work and the rates, the 3rd English Correspondence Clerk, upon whom the duty devolves, has fallen into numerous errors, especially in calculating the work done for the various outside offices, having failed to charge for the numbers in excess of 300 copies (*i.e.*, charging sometimes for 1,000 copies the same price as for 300); but as the work done for these departments amounts to but little, the loss is not great, and is more than compensated for by the excess of charge made on the Gazette. The Revenue work is correctly calculated.

25. For the current official year the new Scale has been introduced, but the accounts are slightly in arrears, and not altogether free from errors, arising from the inability of the Accountant to distinguish the sizes of the type. The Foreman should see that full particulars as to size of type, number of pages, character of work, etc., as already directed, are written on the files furnished to the Clerk. All the books of the Press are very neatly kept.

26. The account showing the Receipt and Expenditure of Paper is kept in Telugu. The Board's form should be introduced, and the account kept in English.

27. In no particular (except quantity) does the work turned out at this establishment differ from that ordinarily printed at the District Presses.

28. The following materials are needed:—

15 dozen 8 to Pica Brass Rule.
60 lbs. 4 to Pica Leads, 36 ems Pica long.
70 ,, Long Primer Quadrats.
100 ,, of 2, 3, and 4 em Quotations.
50 ,, of English body Quadrats.

29. When visited, this establishment was in temporary apartments, the building in which the work was formerly carried on having become so dilapidated as to compel a hasty retreat, a few months since, to the best available accommodation, which is exceedingly limited and inconvenient, the three presses being set up in a small verandah attached to the Treasury Department, and at some distance from the composing-room. The place is adequately supplied with almirahs, racks, etc.; but the whole establishment is in rather an unsatisfactory state, being disorderly and slovenly in appearance, and calls for more care and attention on the part of the Foreman in the keeping of the plant. The cases containing the type need careful looking to, their contents being in much confusion.

30. The Gazette issued from this Press will admit of considerable improvement. Its pages should be of uniform and increased length; the material possessed admitting of this being done. The workmanship generally is bad and much space is lost by the matter being at times unnecessarily "whited out." The Attachment Notices issued as a Supplement with almost every number of this Gazette should be got into about half the space they at present occupy by being printed in double columns. When practicable, the Local Fund Sheets and other Supplements should be printed in Small Pica instead of Pica.

31. An adequate supply of materials exists here. The plant consists of one royal Columbian press, one demy Albion, one foolscap broadside Washington, inking tables, imposing stones, galleys (mostly wooden), leads, quotations, chases, etc., as well as Great Primer and English body Telugu, with Pica, Small Pica, Nonpareil, and other English types. The condition of the plant is fair on the whole, and by improved press-work and more attention being given to the details, the character of the workmanship would be considerably raised.

32. Eight Compositors, two Pressmen, and two Ballmen form the present staff of this establishment—a staff large enough for the work. The number of Gazettes struck off here is large (1,550 copies fortnightly). The men are fairly efficient.

33. Up to the commencement of the present official year the accounts of the Press were in charge of a Clerk in the Sheristadar's office, by whom they were kept with neatness and tolerable correctness. Since April last the duties have been performed by the proper officer, and the new Scale adopted. The accounts for the current year are brought up to date, are satisfactorily kept, and duly initialled by the Treasury Deputy Collector.

34. There is no departure here from the ordinary character of the work printed at District Presses, and all is apparently of the most legitimate official kind. Material assistance is rendered to this Press by considerable quantities of Puttas, Receipts, and other forms being struck off at Madras.

KISTNA (MASULIPATAM).

35. This Press is tolerably well accommodated, there being one composing-room, in which the cases, frames, etc., as well as a small iron Washington press and a wooden one used for proof-pulling, are neatly arranged and in fair order. The place is also adequately supplied with shelves, almirahs, etc. Adjacent to this is a machine room, at one end of which are three machines; the other end being used for folding and despatching Gazettes. The whole being contiguous to the offices of the Treasury Deputy Collector is under his immediate supervision.

36. One double crown Main's single-cylinder gripper machine, two Foolscap broadside machines (The Little Favourite), one Foolscap broadside Washington press, and one wooden press, together with one long table with iron plate for standing matter, in addition to imposing slab and two small inking tables, are the principal articles at this establishment. The types, of which there is a good supply, in fair working order generally, consist of Great Primer and English body Vernacular, Small Pica English, some Nonpareil, besides a few useful founts of larger types, as Great Primer (roman, italic, and condensed), English body roman and italic, Pica Clarendon, with seven or eight founts of ornamental letter of various sizes, the supply of which was quite unnecessary, and which, up to the time of inspection, had been most freely but most unsuitably used in the Gazette, to the sacrifice of space and appearance. The worn-out type (about 500 lbs.) lying at this Press should be sold.

37. From the above it will be seen that, in addition to the two small machines and two presses, there is a large machine, which was supplied to this establishment in April 1872, in every way suitable for striking the Gazette, but rarely, if ever, used; not more than two days' work having been struck off at it since its first arrival in the district. In fact, it could not be properly utilized at this establishment, as at present it does not possess suitable chases, not even one large enough to contain 4 pages of Gazette. I would, therefore, suggest that the machine be transferred to Bellary, where it would prove a valuable acquisition, as, next to Tanjore, its issue of Gazettes is larger than that at any other district, rendering the possession of a machine almost a necessity. Should the Board decide upon this course, it will be necessary to send to Masulipatam either a demy or royal press for jobs of that size that have occasionally to be struck off. Such a press (one of demy size) could be sent from Chingleput, while this latter establishment could be supplied with two presses of suitable size; one being sent from Bellary, the other from Vizagapatam. The Kistna District Gazette can be struck off, as hitherto, at the two small machines.

38. The staff (twelve men in all) is somewhat below the average, and consequently there has been a failure in utilizing to the best advantage the materials possessed by the establishment.

39. From the commencement of the present official year the accounts have been very neatly and correctly kept by the 2nd English Correspondence Clerk according to the new Scale. Prior to that the duty was performed by the Foreman; the old system of valuing the work and the rates having been followed with tolerable correctness. There are a few irregularities, however, in the accounts for 1872-73.

40. There is nothing unusual in the character of the work printed here. The outturn is generally good; the small machines enabling the establishment to strike off large numbers of small-sized forms with expedition. Material aid in printing Puttas and Magisterial forms has been received from Madras.

41. The under-mentioned articles should be supplied to this Press:—

60 lbs. of 4 to Pica Leads, 37 ems Pica long.
4 Foolscap broadside Chases.

NELLORE.

42. This District Press is suitably accommodated as regards premises, and the furniture is adequate. The whole establishment is in fair order, the cases and plant generally having been well looked after by the late Foreman.

43. The stock consists of three iron presses (one super-royal Columbian, one royal Columbian, and one Foolscap broadside Washington), suitable in every respect for the work, one wooden press, and a galley press, with three inking tables, two imposing stones, case and galley-racks, and other necessary materials.

44. Small Pica English and English body Telugu are the types chiefly in use. There is also a fair supply of other useful sizes, such as Great Primer, English, and Brevier, and a somewhat larger assortment than necessary of jobbing founts.

45. There are several hundred pounds' weight of certain superfluous letters of Telugu (English body chiefly) lying at this Press. In future indents, strict regard must be had to this accumulation, and such letters only ordered as are not in stock. These accumulated sorts should be carefully examined, and a list made of the whole. Messrs. Arolanandum and Co. should be required, in executing indents for complete founts of Vernacular type, to give more particular

GODAVERY (COCANADA).

29. When visited, this establishment was in temporary apartments, the building in which the work was formerly carried on having become so dilapidated as to compel a hasty retreat, a few months since, to the best available accommodation, which is exceedingly limited and inconvenient, the three presses being set up in a small verandah attached to the Treasury Department, and at some distance from the composing-room. The place is adequately supplied with almirahs, racks, etc.; but the whole establishment is in rather an unsatisfactory state, being disorderly and slovenly in appearance, and calls for more care and attention on the part of the Foreman in the keeping of the plant. The cases containing the type need careful looking to, their contents being in much confusion.

30. The Gazette issued from this Press will admit of considerable improvement. Its pages should be of uniform and increased length; the material possessed admitting of this being done. The workmanship generally is bad and much space is lost by the matter being at times unnecessarily "whited out." The Attachment Notices issued as a Supplement with almost every number of this Gazette should be got into about half the space they at present occupy by being printed in double columns. When practicable, the Local Fund Sheets and other Supplements should be printed in Small Pica instead of Pica.

31. An adequate supply of materials exists here. The plant consists of one royal Columbian press, one demy Albion, one foolscap broadside Washington, inking tables, imposing stones, galleys (mostly wooden), leads, quotations, chases, etc., as well as Great Primer and English body Telugu, with Pica, Small Pica, Nonpareil, and other English types. The condition of the plant is fair on the whole, and by improved press-work and more attention being given to the details, the character of the workmanship would be considerably raised.

32. Eight Compositers, two Pressmen, and two Ballmen form the present staff of this establishment—a staff large enough for the work. The number of Gazettes struck off here is large (1,550 copies fortnightly). The men are fairly efficient.

33. Up to the commencement of the present official year the accounts of the Press were in charge of a Clerk in the Sheristadar's office, by whom they were kept with neatness and tolerable correctness. Since April last the duties have been performed by the proper officer, and the new Scale adopted. The accounts for the current year are brought up to date, are satisfactorily kept, and duly initialled by the Treasury Deputy Collector.

34. There is no departure here from the ordinary character of the work printed at District Presses, and all is apparently of the most legitimate official kind. Material assistance is rendered to this Press by considerable quantities of Puttas, Receipts, and other forms being struck off at Madras.

KISTNA (MASULIPATAM).

35. This Press is tolerably well accommodated, there being one composing-room, in which the cases, frames, etc., as well as a small iron Washington press and a wooden one used for proof-pulling, are neatly arranged and in fair order. The place is also adequately supplied with shelves, almirahs, etc. Adjacent to this is a machine room, at one end of which are three machines; the other end being used for folding and despatching Gazettes. The whole being contiguous to the offices of the Treasury Deputy Collector is under his immediate supervision.

36. One double crown Main's single-cylinder gripper machine, two Foolscap broadside machines (The Little Favourite), one Foolscap broadside Washington press, and one wooden press, together with one long table with iron plate for standing matter, in addition to imposing slab and two small inking tables, are the principal articles at this establishment. The types, of which there is a good supply, in fair working order generally, consist of Great Primer and English body Vernacular, Small Pica English, some Nonpareil, besides a few useful founts of larger types, as Great Primer (roman, italic, and condensed), English body roman and italic, Pica Clarendon, with seven or eight founts of ornamental letter of various sizes, the supply of which was quite unnecessary, and which, up to the time of inspection, had been most freely but most unsuitably used in the Gazette, to the sacrifice of space and appearance. The worn-out type (about 500 lbs.) lying at this Press should be sold.

37. From the above it will be seen that, in addition to the two small machines and two presses, there is a large machine, which was supplied to this establishment in April 1872, in every way suitable for striking the Gazette, but rarely, if ever, used; not more than two days' work having been struck off at it since its first arrival in the district. In fact, it could not be properly utilized at this establishment, as at present it does not possess suitable chases, not even one large enough to contain 4 pages of Gazette. I would, therefore, suggest that the machine be transferred to Bellary, where it would prove a valuable acquisition, as, next to Tanjore, its issue of Gazettes is larger than that at any other district, rendering the possession of a machine almost a necessity. Should the Board decide upon this course, it will be necessary to send to Masulipatam either a demy or royal press for jobs of that size that have occasionally to be struck off. Such a press (one of demy size) could be sent from Chingleput, while this latter establishment could be supplied with two presses of suitable size; one being sent from Bellary, the other from Vizagapatam. The Kistna District Gazette can be struck off, as hitherto, at the two small machines.

38. The staff (twelve men in all) is somewhat below the average, and consequently there has been a failure in utilizing to the best advantage the materials possessed by the establishment.

39. From the commencement of the present official year the accounts have been very neatly and correctly kept by the 2nd English Correspondence Clerk according to the new Scale. Prior to that the duty was performed by the Foreman; the old system of valuing the work and the rates having been followed with tolerable correctness. There are a few irregularities, however, in the accounts for 1872-73.

40. There is nothing unusual in the character of the work printed here. The outturn is generally good; the small machines enabling the establishment to strike off large numbers of small-sized forms with expedition. Material aid in printing Puttas and Magisterial forms has been received from Madras.

41. The under-mentioned articles should be supplied to this Press:—

60 lbs. of 4 to Pica Leads, 37 ems Pica long.
4 Foolscap broadside Chases.

NELLORE.

42. This District Press is suitably accommodated as regards premises, and the furniture is adequate. The whole establishment is in fair order, the cases and plant generally having been well looked after by the late Foreman.

43. The stock consists of three iron presses (one super-royal Columbian, one royal Columbian, and one Foolscap broadside Washington), suitable in every respect for the work, one wooden press, and a galley press, with three inking tables, two imposing stones, case and galley-racks, and other necessary materials.

44. Small Pica English and English body Telugu are the types chiefly in use. There is also a fair supply of other useful sizes, such as Great Primer, English, and Brevier, and a somewhat larger assortment than necessary of jobbing founts.

45. There are several hundred pounds' weight of certain superfluous letters of Telugu (English body chiefly) lying at this Press. In future indents, strict regard must be had to this accumulation, and such letters only ordered as are not in stock. These accumulated sorts should be carefully examined, and a list made of the whole. Messrs. Arolanandum and Co. should be required, in executing indents for complete founts of Vernacular type, to give more particular

9/840

29. When visited, this establishment was in temporary apartments, the building in which the work was formerly carried on having become so dilapidated as to compel a hasty retreat, a few months since, to the best available accommodation, which is exceedingly limited and inconvenient, the three presses being set up in a small verandah attached to the Treasury Department, and at some distance from the composing-room. The place is adequately supplied with almirahs, racks, etc.; but the whole establishment is in rather an unsatisfactory state, being disorderly and slovenly in appearance, and calls for more care and attention on the part of the Foreman in the keeping of the plant. The cases containing the type need careful looking to, their contents being in much confusion.

30. The Gazette issued from this Press will admit of considerable improvement. Its pages should be of uniform and increased length; the material possessed admitting of this being done. The workmanship generally is bad and much space is lost by the matter being at times unnecessarily "whited out." The Attachment Notices issued as a Supplement with almost every number of this Gazette should be got into about half the space they at present occupy by being printed in double columns. When practicable, the Local Fund Sheets and other Supplements should be printed in Small Pica instead of Pica.

31. An adequate supply of materials exists here. The plant consists of one royal Columbian press, one demy Albion, one foolscap broadside Washington, inking tables, imposing stones, galleys (mostly wooden), leads, quotations, chases, etc., as well as Great Primer and English body Telugu, with Pica, Small Pica, Nonpareil, and other English types. The condition of the plant is fair on the whole, and by improved press-work and more attention being given to the details, the character of the workmanship would be considerably raised.

32. Eight Compositers, two Pressmen, and two Ballmen form the present staff of this establishment—a staff large enough for the work. The number of Gazettes struck off here is large (1,550 copies fortnightly). The men are fairly efficient.

33. Up to the commencement of the present official year the accounts of the Press were in charge of a Clerk in the Sheristadar's office, by whom they were kept with neatness and tolerable correctness. Since April last the duties have been performed by the proper officer, and the new Scale adopted. The accounts for the current year are brought up to date, are satisfactorily kept, and duly initialled by the Treasury Deputy Collector.

34. There is no departure here from the ordinary character of the work printed at District Presses, and all is apparently of the most legitimate official kind. Material assistance is rendered to this Press by considerable quantities of Puttas, Receipts, and other forms being struck off at Madras.

KISTNA (MASULIPATAM).

35. This Press is tolerably well accommodated, there being one composing-room, in which the cases, frames, etc., as well as a small iron Washington press and a wooden one used for proof-pulling, are neatly arranged and in fair order. The place is also adequately supplied with shelves, almirahs, etc. Adjacent to this is a machine room, at one end of which are three machines: the other end being used for folding and despatching Gazettes. The whole being contiguous to the offices of the Treasury Deputy Collector is under his immediate supervision.

36. One double crown Main's single-cylinder gripper machine, two Foolscap broadside machines (The Little Favourite), one Foolscap broadside Washington press, and one wooden press, together with one long table with iron plate for standing matter, in addition to imposing slab and two small inking tables, are the principal articles at this establishment. The types, of which there is a good supply, in fair working order generally, consist of Great Primer and English body Vernacular, Small Pica English, some Nonpareil, besides a few useful founts of larger types, as Great Primer (roman, italic, and condensed), English body roman and italic, Pica Clarendon, with seven or eight founts of ornamental letter of various sizes, the supply of which was quite unnecessary, and which, up to the time of inspection, had been most freely but most unsuitably used in the Gazette, to the sacrifice of space and appearance. The worn-out type (about 500 lbs.) lying at this Press should be sold.

37. From the above it will be seen that, in addition to the two small machines and two presses, there is a large machine, which was supplied to this establishment in April 1872, in every way suitable for striking the Gazette, but rarely, if ever, used; not more than two days' work having been struck off at it since its first arrival in the district. In fact, it could not be properly utilized at this establishment, as at present it does not possess suitable chases, not even one large enough to contain 4 pages of Gazette. I would, therefore, suggest that the machine be transferred to Bellary, where it would prove a valuable acquisition, as, next to Tanjore, its issue of Gazettes is larger than that at any other district, rendering the possession of a machine almost a necessity. Should the Board decide upon this course, it will be necessary to send to Masulipatam either a demy or royal press for jobs of that size that have occasionally to be struck off. Such a press (one of demy size) could be sent from Chingleput, while this latter establishment could be supplied with two presses of suitable size; one being sent from Bellary, the other from Vizagapatam. The Kistna District Gazette can be struck off, as hitherto, at the two small machines.

38. The staff (twelve men in all) is somewhat below the average, and consequently there has been a failure in utilizing to the best advantage the materials possessed by the establishment.

39. From the commencement of the present official year the accounts have been very neatly and correctly kept by the 2nd English Correspondence Clerk according to the new Scale. Prior to that the duty was performed by the Foreman; the old system of valuing the work and the rates having been followed with tolerable correctness. There are a few irregularities, however, in the accounts for 1872-73.

40. There is nothing unusual in the character of the work printed here. The outturn is generally good; the small machines enabling the establishment to strike off large numbers of small-sized forms with expedition. Material aid in printing Puttas and Magisterial forms has been received from Madras.

41. The under-mentioned articles should be supplied to this Press:—

60 lbs. of 4 to Pica Leads, 37 ems Pica long.
4 Foolscap broadside Chases.

NELLORE.

42. This District Press is suitably accommodated as regards premises, and the furniture is adequate. The whole establishment is in fair order, the cases and plant generally having been well looked after by the late Foreman.

43. The stock consists of three iron presses (one super-royal Columbian, one royal Columbian, and one Foolscap broadside Washington), suitable in every respect for the work, one wooden press, and a galley press, with three inking tables, two imposing stones, case and galley-racks, and other necessary materials.

44. Small Pica English and English body Telugu are the types chiefly in use. There is also a fair supply of other useful sizes, such as Great Primer, English, and Brevier, and a somewhat larger assortment than necessary of jobbing founts.

45. There are several hundred pounds' weight of certain superfluous letters of Telugu (English body chiefly) lying at this Press. In future indents, strict regard must be had to this accumulation, and such letters only ordered as are not in stock. These accumulated sorts should be carefully examined, and a list made of the whole. Messrs. Arolanandum and Co. should be required, in executing indents for complete founts of Vernacular type, to give more particular

(rendering unnecessary the one recently indented for), and adjoining is another room used for storing paper. The whole has an adequate supply of fittings. The place is clean and neatly arranged, and the plant intolerably fair order. More attention must be given to the machine, to keep it free from dust, etc., and the Compositors' cases, which were in a slovenly state, must be kept in much better condition.

66. One demy machine, one double-crown Columbian press, one Foolscap broadside Washington, and one old wooden press (useful, however, for proof-pulling), with two inking tables, one imposing stone, and two Bookbinder's cutting presses, with plough and knives complete, are the principal articles.

67. The assortment of type is very limited, consisting only of Small Pica, Great Primer, and two-line Small Pica, with Long Primer, Small Pica, and English body Tamil. The English Small Pica, which consists of three different founts, one being of country manufacture and the two others of English make, have been carelessly mixed, thus giving a very irregular appearance to the work of the Press. There is a marked deficiency also of some absolutely necessary articles, such as leads, brass rule, composing sticks, and brass galleys.

68. More discretion must be used in the preparation of indents at this Press. In one recently submitted application was made for a standing press and glazed boards for hot-pressing—"a luxury which," as the Board have already stated, "District Presses can do without." Two or three other articles, besides those mentioned above, indented for at the same time, are quite unnecessary.

69. Besides the usual establishment of twelve men, there are two extra Compositors at Rupees 6 each per mensem, and one Wheeler at Rupees 5. This latter it will be necessary to add to the permanent establishment, since three men are absolutely necessary to work the machine: but the ordinary number of Compositors should suffice for the work of this Press. A machine was not needed here, as the number of Gazettes issued fortnightly rarely exceeds 500. At present, however, it is fairly utilized; not so, however, the large Columbian press. This latter should be more freely used for the purpose of expediting the issue of the Gazette.

70. The men are punctual in attendance, industrious, and painstaking, but rather slow.

71. Hitherto the Register A, showing the value of work done, has been kept by the Foreman. The old Scale has been greatly misunderstood, and in the returns for 1872-73 most irregular entries are to be found, instances occurring of Rupees 120 and Rupees 80 being charged for work that, if properly calculated, would only amount to about Rupees 7: and in several instances a *quarter* of a page is charged double the price of a *full* page; thus:—

	RS.	A.	P.
¼ page, 5,500 copies	24	12	0
¼ ,, 5,800 ,, ...	12	0	0
½ ,, 8,500 ,, ...	38	0	0
1 ,, 8,200 ,, ...	15	0	0

Matter that is really *half* a page is in numerous instances entered as a *quarter*, while the amount really charged is that for a *full* page.

72. For the current official year the accounts have been much more correctly kept. This duty should be transferred to the proper officer.

73. The work executed at this Press is of the usual character. Sometimes rather heavy numbers, which might have been sent to Madras, are struck off at the machine.

74. The two Bookbinder's cutting presses referred to above should be disposed of, as they are never used.

75. The following materials should be supplied:—

6 8 inch Brass Composing Sticks.
50 lbs. of 4 to Pica Leads, 36 ems Pica long.
15 dozens 8 to Pica Brass Rule (English make).
15 Brass-bottomed Galleys, to hold 2 pages of Gazette each.

76. The accommodation possessed by this Press is good, consisting of a long, well-lighted room; one portion being devoted to the composing department, the other to the presses. Another room of smaller dimensions adjoins, and is used chiefly as a store-room. The fittings generally throughout the premises are sufficient, but a tub or trough is wanted for damping paper; the large cistern outside the building being inconvenient and altogether unsuitable for the purpose. The presses and Compositors' frames are well arranged, and the whole establishment is in creditable condition.

77. The stock is of the ordinary kind, and comprises one royal and two demy Columbian presses, a wooden one (used for proof-pulling), three inking tables, three Pressmen's tables with rollers, and other necessary press appliances. The type consists of Small Pica and Long Primer, both English and Vernacular; but the proportions are unsuitable, Small Pica Tamil predominating. Eventually Long Primer Tamil should be made to take the place of Small Pica, so that the standard type used for the Gazette may be Long Primer Tamil with Small Pica English. At present, all four kinds are used indiscriminately. In addition to the above, there are but three or four small founts of useful type, therefore this establishment does not by any means possess an unnecessary stock.

78. The Small Pica, both English and Vernacular, is somewhat worn, but the rest of the plant is in fair working order.

79. Some worn-out type, weighing about 600 lbs., is lying at the Press, and should be disposed of. The unsorted type or "pie" must be at once distributed, and no accumulation permitted in future.

80. Besides the ordinary permanent hands, an extra Pressman and Ballman have been employed since August last in striking off Settlement Forms (Rough Puttas, etc.), of which a large number is required. If these had been transferred to Madras, the entertainment of extra hands would not have been required.

81. With regard to efficiency the men differ materially; two or three of the Compositors being tolerably good and quick workmen, while the rest are slow. The Pressmen's work is very indifferently done, and therefore requires much more care and attention, and the amount turned out by them daily is below the average. An ordinary establishment should suffice for the work of this Press, and efforts must be made to reduce the arrears. It is important that the Foreman should be relieved of the proof-reading, to enable him to give more attention to his legitimate duties. The hours of business are from 10 to 6, and strict punctuality is observed in the attendance.

82. For the year 1872-73 the work of the Press was accurately valued according to the old Scale, and the Registers neatly kept. The new mode of valuation was introduced in April last, and the accounts have been correctly kept, with the exception of a few irregular entries in the "Impression" column, with two or three other slight discrepancies, which will now be rectified. The duties are performed by the proper officer.

83. This Press apparently differs in no respect from the others in the character of the work thrown upon it. At present a large number of Settlement Forms, which could have been printed at Madras, is being struck off here, involving the employment of an extra Pressman and Ballman. It is stated that the urgency of the work rendered it necessary that it should be done on the spot at once.

84. The Foreman should give his best attention to improve the Gazette, and to effect the alterations which have been pointed out to him, particularly as to the regularity and uniformity in the length of its pages.

85. In closing my reports, I desire again to express my thanks to the officers in charge of the various District Presses for the aid rendered during my inspection.

attention to the proportions in which each sort of letter is supplied; it is, therefore, essentially necessary that their present scale regulating these proportions should be revised. Smaller supplies of letters that are not frequently used, with larger supplies of more frequently recurring ones, would, in a very considerable degree, do away with the necessity of casting imperfections, and enable the Presses to utilize more of their Vernacular founts than they are at present able to do.

46. There is an accumulation also of certain letters of Great Primer italic (a type but rarely used) and Brevier. These founts were formerly supplied in unusual and unsuitable proportions. As Brevier type can only be economically used at District Presses for tabular statements, it should be supplied generally in the proportions given in Board's Proceedings, No. 990, dated 12th June 1873.

47. The worn-out type (about 200 lbs.) should be sold.

48. In addition to the ordinary permanent establishment of eight Compositors, two Pressmen, and two Ballmen, there were, at the time of inspection, three extra hands (one Compositor and two Ballmen) at Rupees 7 each per mensem. These men it will be necessary to retain until the present arrears (which are rather heavy) are reduced.

49. An active and industrious Foreman, with the addition of one efficient man to the ordinary number of Compositors, will most probably be able to do the work of the Press. The staff is not a very efficient one; the Pressmen very indifferent, the quality of their work being decidedly bad. With the means possessed it should be much improved.

50. For the official year 1872-73 the old Scale for valuing the work was in use, and was correctly applied to the ordinary job-work; but in charging the Gazette matter all Statements were reckoned as full tabular at Rupees 5 per page, whereas much of it was half and quarter tabular. This, combined with the fact that the Police Sheet has been invariably charged twice over, first as a Supplement to the Gazette, and in the next place for 150 extra copies supplied to the Police Department, has raised somewhat fictitiously the annual total value of work turned out. These extra copies should invariably be struck off with the impressions for the Gazette, and the Police Department debited with the cost for striking only. Private Advertisements are in like manner entered twice over in the accounts of the Press.

51. For the current year the Register A is kept according to the new Scale, and is correct except the tabular matter of the Gazette, which is invariably overrated as above. This should be re-calculated.

52. The work turned out at this Press is rather considerable, and is of the usual description. During the year 1872-73 heavy numbers of Puttas and other forms were struck off, rendering the employment of extra hands necessary. In future, heavy numbers should be transferred to Madras.

53. The following materials are required :—

50 lbs. of 4 to Pica Leads, 40 ems Pica long.
15 dozens 8 to Pica Brass Rule.
4 Royal Chases.
2 Small Coats of Arms.
1 Large ditto. (for 1st page of Gazette).
50 lbs. of 2, 3, and 4 ems Small Pica Quadrats.
15 ,, of 1 em ditto.
10 ,, of en ditto.

South Arcot (Cuddalore).

54. The business of this establishment is conducted in commodious and suitable premises, which are fitted up with necessary furniture and appliances. More light, however, is needed for the presses. The whole is in a very satisfactory condition, being well arranged, clean, and in good order.

55. The plant consists of one royal Columbian press, one demy Columbian, of somewhat smaller proportions than usual, and one Foolscap broadside Albion, with three inking tables of inferior quality. There is also a fair supply of brass and wooden galleys, brass composing sticks, and other miscellaneous articles forming the ordinary plant of a printing establishment.

56. Small Pica English and Long Primer Tamil are the types chiefly in use, of which there is a good supply. Also smaller founts of Great Primer, English, Pica, Long Primer, Brevier, some heading or display types, with Small Pica, English body, and two other larger sizes of Vernacular. All the above-named articles are in tolerably fair order, and, with the exception of a small fount of "Script," which can be but seldom used, may be considered necessary for the proper carrying on of the work.

57. In addition to the above, there are about 200 lbs. of English body Telugu, which has been lying unused at this Press for two or three years. It is in good order, and, if not likely to be again required, could be advantageously transferred to a Telugu-speaking district. This type was supplied originally for the purpose of printing a few extracts (about 34 lines in all) quoted in some "Selections" printed in 1870.

58. Besides the ordinary establishment of twelve men, tolerably efficient hands, there are six extra Compositors, who, since May last, have been wholly engaged in composing Attachment Notices, for which they are paid on the "*piece*." As the work is almost uniform in character, and there being no difficulty in the matter of the charge per page, this system is quite practicable, is economical, and should, therefore, be continued as long as necessity requires, since the permanent staff is insufficient for the work. For the four months, May to August, 164¼ pages of tabular statement, at a cost of Rupees 132-8-7, have been set up by the piece-hands. The rate paid per page is a fair one, and the piece-work accounts, which have been personally examined by the Deputy Collector, are correct.

59. The accounts for the current official year are in charge of the 2nd English Correspondence Clerk, by whom they are neatly kept. A few errors, however, occur here and there, arising from misdescription inadvertently made by the Foreman. Care must be taken to remedy this. The Gazette account, which is now mixed up with the ordinary office-work, must be kept separate.

60. The Register A for 1872-73 is somewhat irregular, and not nearly so well kept as that for the present year. The Police Sheet, for which no charge has been made to the department in the current year's accounts for the extra copies supplied, was doubly charged last year.

61. Very considerable aid has been rendered to this Press by the transference of some of its heavy numbers to Madras, but notwithstanding the help thus afforded, a considerable amount of work of the usual description has been turned out, and generally well done.

62. The amount expended for Contingencies at this Press is somewhat excessive and should be reduced.

63. Arrangements should be made to supply the Press with four rollers of demy size, in addition to the present small ones, the use of which is unsuitable for larger forms, entailing loss of time.

64. The following articles also should be supplied :—

50 lbs. 4 to Pica Leads, 38 ems Pica long.
1 Brass Roller Mould, demy size.
4 Royal Chases.

Madura.

65. Excellent accommodation is possessed by this establishment, there being a good composing-room, machine-room, as well as a press-room, contiguous to which is a small apartment, furnished with a convenient brick-work water trough, suitable in every respect for damping paper

From the Office Officer, dated 20th October 1873, (No. 2.)

HAVING been directed by the Board of Revenue, Proceedings No. 990, dated 12th June 1873, to prepare a short Manual for the guidance of the Foremen and Accountants of the District Presses, I have now the honour to submit it for their approval.

2. To a few plain Rules on Press management I have added an Appendix, consisting, among other things, of the new Scale of Charges, besides a specimen Register A of both Revenue and Gazette work, to secure a uniform system of entry throughout all the districts. I have also prepared two tables; one showing the quantity of paper to be issued for any given number of Gazettes, the other for ordinary job-work. These will no doubt prove useful not only to the Foremen, but to the officers in charge of the stationery in the various districts.

3. Should the Rules be approved of by the Board I would suggest that they be printed in octavo size.

ENCLOSURE No. 1.—Manual for the guidance of the Foremen and Accountants of the District Presses.

THIS letter, dated 20th October 1873, No. 1, contains Mr. Keys' reports on the District Presses of Ganjam, Vizagapatam, Godavery, Kistna, Nellore, South Arcot, Madura, and Tinnevelly, which complete the number to be reported on, and the Board are now in a position to review the results of Mr. Keys' inspection as a whole. They will first notice such points as suggest themselves for remark in connection with the Presses now reported on.

2. GANJAM.—The plant is in fair order and, with the appliances, is generally sufficient. Steps should be taken at once to provide proper means for damping paper, and Mr. Keys' suggestions in paragraphs 12, 13, 14, and 18 should be carried out at once. Mr. Keys recommends reduction in the staff, which is numerically strong but "somewhat inefficient;" the reduction of the regular staff will be noticed below, but the Inspector-General of Police will be requested to withdraw the Policeman-Compositor, whose employment in such work is, the Board presume, irregular. The extraordinary system of valuing the work by the square inch, and the neglect of the Board's orders for the adoption of a new scale from the commencement of the current official year, argue want of proper supervision on the part of the Deputy-Collector, who should be called on to explain. The Board have obtained from Mr. Keys some specimens of the extraordinary forms printed for the Civil Judge. They are certainly not work such as District Presses, with mediocre workmen and plant of the most ordinary character and adapted for the plainest work only, were intended to execute; and the Board authorize the refusal of such work in future. If the Civil Judge wants work of this kind he must get it done elsewhere under the sanction of the High Court.

3. VIZAGAPATAM.—Mr. Keys proposes reductions in the staff of this Press also. The Press, on the whole, seems to be one of the worst managed of all, and its state demands the immediate attention of the officer in charge of the Treasury. The plant is neglected and dirty, and the work badly done and carelessly valued. The Board trust that things will improve when the new building is ready. Meanwhile, a damping tub (paragraph 20) and an inking table (paragraph 21) should be procured, and the articles enumerated in paragraph 28 should be included in the next indent. The wooden Standing Press should be disposed of as hot-pressing is unnecessary.

4. GODAVERY.—The report on this Press is satisfactory, the plant being fair and the workmen fairly efficient. The confused arrangement was probably unavoidable owing to the removal of the Press into temporary quarters. The Deputy-Collector should see that Mr. Keys' suggestions in paragraphs 30 and 31 are carried into effect.

5. KISTNA.—The plant in this Press is more than ample, and the staff being below the average in efficiency, is not fully utilized. Orders will be noted below as to the transfers proposed to other districts. What Mr. Keys states about the machine being very rarely used, and not supplied with chases to enable it to be utilized for the work for which it is most adapted, illustrates the Board's remarks in paragraph 5 of Proceedings, dated 11th March 1873, No. 351, as to the unsuitableness of these articles for District Presses. The Kistna machine has now been useless for nearly two years, and the large sum paid for it might have been usefully devoted to the purchase of many articles absolutely necessary elsewhere. The worn-out type should be sold, and the materials specified in paragraph 41 should be included in the next indent.

6. NELLORE.—The plant of the Nellore Press is stated to be adequate and in good order. The Press appears to have been tolerably well managed, but the staff is not efficient, the Pressmen being especially bad. They should be warned that, unless their work improves, others will be got. The inefficiency of the permanent staff, and the fact that heavy numbers which, under the orders issued, ought to have been transferred to Madras, have been undertaken, account for the accumulation of arrears and the necessity for temporary establishment. The Collector will report as to the nature and amount of the arrears and the time within which they may be expected to be cleared off. The Treasury Deputy-Collector should attend to paragraph 50 of the report, and the materials specified in paragraph 53 should be indented for on the next occasion.

7. SOUTH ARCOT.—The condition of this Press and its plant is reported to be very satisfactory, and the staff is said to be efficient. The Collector should consult the Engineer as to the possibility of supplying more light which, Mr. Keys says, is required in the existing building. The Board will cause the 200 lbs. of Telugu type, English body, mentioned in paragraph 57, to be transferred in satisfaction of the next indent received for type of that description. It appears that piece-work has been successfully introduced for composing attachment notices, six Compositors being employed. The rate paid per page is moderate, but the work must be light, and the whole quantity composed, viz., 164½ pages, is not much more than four months' work for a single good workman, according to paragraph 28 of Mr. Keys' Manual. The notices are probably required in large numbers, and cannot differ from those in use elsewhere. The job should be transferred to Madras, and the extra men discontinued. The Deputy-Collector should scrutinize the Press contingencies more closely. The roller, etc., mentioned in paragraphs 63 and 64 should be procured.

8. MADURA.—Here the accommodation is excellent, and the press fittings adequate. The report indicates an inefficient or inexperienced Foreman. It is this officer's duty to see that the Compositors' cases are in proper order (paragraph 65), the type properly kept (paragraph 67), and the indents properly drawn up. The next indent should comprise, besides the type required, the articles specified in paragraph 75. The water-trough and Standing Press were struck out in a revised indent submitted, but a separate communication on the subject has been received from Arooloanandam and Sons. The book-binders' presses should be disposed of. The machine is clearly unnecessary, and has been kept in work on jobs which ought to have been transferred to Madras. The Deputy-Collector's attention should be called to Mr. Keys' remarks regarding the accounts.

9. TINNEVELLY.—This Press seems to be in a satisfactory and creditable state on the whole. The worn-out type should be sold, and the "pie" distributed. The establishment is not very efficient, though of adequate strength, and there are arrears. The Deputy-Collector will arrange at once to relieve the Foreman of all proof-reading, to enable him to get the arrears cleared off and to keep the men up to their work. The necessity for the settlement rough puttas ought to have been foreseen and the work should have been done at Madras, when its cost would be charged to the proper head, the Settlement grant. The Collector will arrange at once for the transfer of so much of the job as may not be of absolute and immediate necessity to Madras, and discontinue, as soon as possible, the extra Pressman and Ballman.

10. The Board now proceed to general questions arising out of Mr. Keys' inspection.

Ordinary.

	Rupees
Compositors, 6 (Rupees 50, 30, 20, 15, 12, and 10).	137
Apprentices, 2 (at Rupees 7 each)	14
Pressmen, 2 (at Rupees 12 and 10)	22
Ballmen, 2 (at Rupees 8 and 7)	15
Per mensem ...	188
Per annum ...	2,256

Ganjam (Compositor 1, at Rupees 20).

Per annum ... 2,[illegible]

North Arcot (Compositors 2, at Rupees 20 and 10; Pressman 1, at Rupees 8; and Ballman 1, at Rupees 8—total Rs. 45).

Per annum... 2,7[illegible]

Malabar (Compositors 2, at Rupees 8 each; Pressmen 2, at Rupees 8 each; Wheel-turners 2, at Rupees 7 each; Masaljee 1, at Rupees 5—total, Rupees 52).

Per annum... 2,880

11. Revision of Establishments.—The sanctioned scale of establishment for an ordinary District Press costs Rupees 188 per mensem, and coincides with the strength proposed by Mr. Keys as the standard. In certain districts additional establishment has been allowed, as shown in the margin. Mr. Keys has not dealt with the subject very clearly, but the Board gather from his report that no change whatever is required in the permanent establishments in Godavery, Kistna, South Arcot, Tinnevelly, and Trichinopoly. He recommends reductions and additions in the following cases:—

Districts.	To be added.	To be reduced.
Ganjam	.....	3rd Compositor, salary Rupees. 20.
Vizagapatam	.....	4th ,, ,, ,, 15.
Nellore	1 Compositor.	.....
Madura	1 Wheeler, at 5 Rupees.	.....
Chingleput	.....	Reduction feasible, nature not stated.
Salem	.....	Do. do.
Tanjore	2 Compositors, 3 Pressmen, 2 Wheelers, and 1 Ballman.	.....
Cuddapah	.....	1 Compositor.
Kurnool	.....	1 do.
Bellary	1 Compositor at 15 Rupees, 1 Pressman at 8 Rupees, 1 Ballman at 7 Rupees.	.....
Coimbatore	1 Wheeler	1 Compositor.
Malabar	.....	1 do.
South Canara	1 Compositor, 1 Wheeler.	2 Pressmen.
		.....

Mr. Keys has not stated the salaries of the men whom he proposes to dispense with, nor of those whom he proposes to employ. He is requested to do so without delay, as also to state the nature of the reductions which are feasible in Chingleput and Salem. He says that the machine at Madura is not required, and the Wheeler recommended is, therefore, unnecessary. The proposals, as they stand, involve reduction of six Compositors and two Pressmen, and the entertainment of five Compositors, five Wheelers, four Pressmen, and two Ballmen; and it seems probable that the revision may be carried out without material increase of cost. From Mr. Keys' remarks regarding North Arcot the Board are inclined to think that reduction might be made there. The Masaljee in Malabar might also be reduced, such servants not being allowed in other Presses.

12. Mr. Keys found temporary establishments employed at Nellore, South Arcot, Madura, Tinnevelly, Tanjore, Cuddapah, Kurnool, Bellary, and South Canara. He has recommended permanent increase at some Presses, but, beyond the establishment recommended by him, he is of opinion that nothing is needed and that the regular establishment should suffice. The Board entirely concur. They believe that temporary establishment is now entertained on the very slightest grounds, and they direct that all temporary establishments be discontinued except at those Presses for which increase has been recommended, where it may be retained till sanction for the revision of the permanent establishment is received, and that, in future, no temporary establishment shall be entertained without the prior sanction of the Board. The Collectors should understand that, though it may be a saving of labour to have certain work printed, yet there is no saving of expense to the State, but the reverse, when work which might be done by the existing staff of Writers is put upon the Press, which is thus often unable to cope with the work proper to it; and the officers in charge should be instructed to use every endeavour to keep the printing work down. Above all, they should attend to the orders which have been issued about sending jobs of heavy numbers to Madras. It is undertaking such jobs in District Presses which causes arrears of their proper work to accumulate.

13. The reports show, in general, that the efficiency of a Press depends, in a great degree, on the character of the Foreman. Collectors cannot be too careful in selecting men to fill this post.

14. Stock and Plant.—With his letter, dated 15th May 1873, Mr. Keys submitted a list of what, in his opinion, would be a suitable scale of presses and stock for a District Press with an ordinary establishment. This list should be kept in view by Collectors, and when framing their annual indents they should endeavour to bring the plant gradually into accord with it. Mr. Keys proposes at present that the Kistna large machine should be sent to Bellary; that one of the Demy presses in Chingleput be sent to Kistna; and that a Royal press from Bellary and a Double Crown Albion from Vizagapatam should be sent to Chingleput. The Collectors concerned will take steps at once to effect these transfers. Mr. Keys also thinks that, if the Tanjore machine were fully utilized, one of the Royal presses might be sent to North Arcot, where it is much wanted. The revised establishment proposed provides the means of utilizing the machine, and the Board direct that, when it is sanctioned, the transfer of a Royal press be carried out. The Madura machine will be held available for transfer to some district with a larger issue of Gazette. Royal presses seem also required at Coimbatore, Cuddapah, and Trichinopoly, but there are none available unless one could be spared from Kurnool.

15. Mr. Keys states that the scale regulating the proportion in which Telugu letters are now supplied by Arcolanandam and Sons should be revised, as some letters are now supplied in excess. The scale will be sent to him, with request that he will be good enough to revise it. He also proposes that the indents prepared in the districts should be sent to him for examination before sanction is accorded. The Board most gladly avail themselves of this suggestion, and are much obliged to Mr. Keys for offering to undertake the duty. The indents will, in future, be referred to Mr. Keys before orders are passed.

16. The importance of maintaining correct registers of stock and plant in District Presses, and the making of proper allowance for its deterioration in estimating the cost of work done, do not seem to have hitherto engaged sufficient attention. The Board think that stock accounts, to be regularly kept up, should be maintained in all District Presses; that stock should be taken once a-year, or once in two years, of all articles appertaining to each Press; that value should be assigned to the plant in accordance with definite rules; and that the decrease in value each year on the old plant, with interest on the value at the beginning of the year, should be considered as an item of cost against the whole work done. The Board believe that in the Government Press presses are considered good for twenty years' work, machines for fifteen, miscellaneous furniture for ten, and type for five. These rates might perhaps be assumed for District Presses. If the value of the stock were once ascertained the adoption of this system would create little difficulty, and it is obvious that dealing with indents will be much facilitated by accurate knowledge of the existing plant. The first stock lists should be prepared at once, and, the date of supply and initial cost of each article being entered, probably Mr. Keys, who has so recently inspected the stock at each Press, will have no great difficulty in framing a tolerable estimate of the value to be taken credit for.

17. Mr. Keys is requested to consider the question, and to inform the Board as to the system in force in the Government Press, and as to the possibility, in his opinion, of introducing the system desired by the Board. He should also prepare a form of stock register.

18. It seems that at some Presses recasting of type is allowed. This, as Mr. Keys says, is a dangerous privilege, though, if it could be certain that only worn-out type should be melted down, it would be economical. The officers in charge of the Presses must be instructed that in no case should type, which has been less than five years in use, be melted, and to see that none is melted without their special sanction.

Ordinary.

	Rupees
Compositors, 6 (Rupees 50, 30, 20, 15, 12, and 10).	137
Apprentices, 2 (at Rupees 7 each)	14
Pressmen, 2 (at Rupees 12 and 10)	22
Ballmen, 3 (at Rupees 8 and 7)	15
Per mensem ...	188
Per annum ...	2,256

Ganjam (Compositor 1, at Rupees 20).

Per annum ... 2,4[illegible]

North Arcot (Compositors 2, at Rupees 20 and 10; Pressman 1, at Rupees 8; and Ballman 1, at Rupees 8—total Rs. 45).

Per annum ... 2,[illegible]

Malabar (Compositors 2, at Rupees 8 each; Pressmen 2, at Rupees 8 each; Wheel-turners 2, at Rupees 7 each; Masaljee 1, at Rupees 5—total, Rupees 52).

Per annum ... 2,880

11. Revision of Establishments.—The sanctioned scale of establishment for an ordinary District Press costs Rupees 188 per mensem, and coincides with the strength proposed by Mr. Keys as the standard. In certain districts additional establishment has been allowed, as shown in the margin. Mr. Keys has not dealt with the subject very clearly, but the Board gather from his report that no change whatever is required in the permanent establishments in Godavery, Kistna, South Arcot, Tinnevelly, and Trichinopoly. He recommends reductions and additions in the following cases:—

Districts.	To be added.	To be reduced.
Ganjam	.....	3rd Compositor, salary Rupees. 20.
Vizagapatam	.....	4th ,, ,, ,, 15.
Nellore	1 Compositor.	.....
Madura	1 Wheeler, at 5 Rupees.	.....
Chingleput	....	Reduction feasible, nature not stated.
Salem	.....	Do. do.
Tanjore	2 Compositors, 3 Pressmen, 2 Wheelers, and 1 Ballman.	.....
Cuddapah	.....	1 Compositor.
Kurnool	.....	1 do.
Bellary	1 Compositor at 15 Rupees, 1 Pressman at 8 Rupees, 1 Ballman at 7 Rupees.	.....
Coimbatore	1 Wheeler	1 Compositor.
Malabar	.....	1 do.
South Canara	1 Compositor, 1 Wheeler.	2 Pressmen.
		.....

Mr. Keys has not stated the salaries of the men whom he proposes to dispense with, nor of those whom he proposes to employ. He is requested to do so without delay, as also to state the nature of the reductions which are feasible in Chingleput and Salem. He says that the machine at Madura is not required, and the Wheeler recommended is, therefore, unnecessary. The proposals, as they stand, involve reduction of six Compositors and two Pressmen, and the entertainment of five Compositors, five Wheelers, four Pressmen, and two Ballmen; and it seems probable that the revision may be carried out without material increase of cost. From Mr. Keys' remarks regarding North Arcot the Board are inclined to think that reduction might be made there. The Masaljee in Malabar might also be reduced, such servants not being allowed in other Presses.

12. Mr. Keys found temporary establishments employed at Nellore, South Arcot, Madura, Tinnevelly, Tanjore, Cuddapah, Kurnool, Bellary, and South Canara. He has recommended permanent increase at some Presses, but, beyond the establishment recommended by him, he is of opinion that nothing is needed and that the regular establishment should suffice. The Board entirely concur. They believe that temporary establishment is now entertained on the very slightest grounds, and they direct that all temporary establishments be discontinued except at those Presses for which increase has been recommended, where it may be retained till sanction for the revision of the permanent establishment is received, and that, in future, no temporary establishment shall be entertained without the prior sanction of the Board. The Collectors should understand that, though it may be a saving of labour to have certain work printed, yet there is no saving of expense to the State, but the reverse, when work which might be done by the existing staff of Writers is put upon the Press, which is thus often unable to cope with the work proper to it; and the officers in charge should be instructed to use every endeavour to keep the printing work down. Above all, they should attend to the orders which have been issued about sending jobs of heavy numbers to Madras. It is undertaking such jobs in District Presses which causes arrears of their proper work to accumulate.

13. The reports show, in general, that the efficiency of a Press depends, in a great degree, on the character of the Foreman. Collectors cannot be too careful in selecting men to fill this post.

14. Stock and Plant.—With his letter, dated 15th May 1873, Mr. Keys submitted a list of what, in his opinion, would be a suitable scale of presses and stock for a District Press with an ordinary establishment. This list should be kept in view by Collectors, and when framing their annual indents they should endeavour to bring the plant gradually into accord with it. Mr. Keys proposes at present that the Kistna large machine should be sent to Bellary; that one of the Demy presses in Chingleput be sent to Kistna; and that a Royal press from Bellary and a Double Crown Albion from Vizagapatam should be sent to Chingleput. The Collectors concerned will take steps at once to effect these transfers. Mr. Keys also thinks that, if the Tanjore machine were fully utilized, one of the Royal presses might be sent to North Arcot, where it is much wanted. The revised establishment proposed provides the means of utilizing the machine, and the Board direct that, when it is sanctioned, the transfer of a Royal press be carried out. The Madura machine will be held available for transfer to some district with a larger issue of Gazette. Royal presses seem also required at Coimbatore, Cuddapah, and Trichinopoly, but there are none available unless one could be spared from Kurnool.

15. Mr. Keys states that the scale regulating the proportion in which Telugu letters are now supplied by Arooluanandam and Sons should be revised, as some letters are now supplied in excess. The scale will be sent to him, with request that he will be good enough to revise it. He also proposes that the indents prepared in the districts should be sent to him for examination before sanction is accorded. The Board most gladly avail themselves of this suggestion, and are much obliged to Mr. Keys for offering to undertake the duty. The indents will, in future, be referred to Mr. Keys before orders are passed.

16. The importance of maintaining correct registers of stock and plant in District Presses, and the making of proper allowance for its deterioration in estimating the cost of work done, do not seem to have hitherto engaged sufficient attention. The Board think that stock accounts, to be regularly kept up, should be maintained in all District Presses; that stock should be taken once a-year, or once in two years, of all articles appertaining to each Press; that value should be assigned to the plant in accordance with definite rules; and that the decrease in value each year on the old plant, with interest on the value at the beginning of the year, should be considered as an item of cost against the whole work done. The Board believe that in the Government Press presses are considered good for twenty years' work, machines for fifteen, miscellaneous furniture for ten, and type for five. These rates might perhaps be assumed for District Presses. If the value of the stock were once ascertained the adoption of this system would create little difficulty, and it is obvious that dealing with indents will be much facilitated by accurate knowledge of the existing plant. The first stock lists should be prepared at once, and, the date of supply and initial cost of each article being entered, probably Mr. Keys, who has so recently inspected the stock at each Press, will have no great difficulty in framing a tolerable estimate of the value to be taken credit for.

17. Mr. Keys is requested to consider the question, and to inform the Board as to the system in force in the Government Press, and as to the possibility, in his opinion, of introducing the system desired by the Board. He should also prepare a form of stock register.

18. It seems that at some Presses recasting of type is allowed. This, as Mr. Keys says, is a dangerous privilege, though, if it could be certain that only worn-out type should be melted down, it would be economical. The officers in charge of the Presses must be instructed that in no case should type, which has been less than five years in use, be melted, and to see that none is melted without their special sanction.

Revenue Department — Statement showing the revision of the District Press Establishments.

(a)

Year	Charges ordinary	Charges Extra ordinary	Total

Extract from Home Department of Government of India. No.	Date	Office to which the proposition refers	Nature of Charge	Present scale	Proposed scale	Proposition Permanent- Increase per month	Proposition Permanent- Decrease per month	Proposition Temporary Increase per month	Proposition Temporary Decrease per month	Casual or extraordinary	Grounds of proposition	Local Government's recommendation	Orders of Government of India Home Dept.	Orders of Government of India Financial Department	Remarks	Re-marks	Orders

Printing Establishments.

Ganjam

Present scale	Rs	Proposed scale	Rs
1 Compositor	50	1 Compositor	50
1 Do	30	1 Do	30
2 Do @ 20 each	40	1 Do	20
1 Do ——	15	1 Do	15
1 Do ——	12	1 Do	12
1 Do	10	1 Do	10
2 Apprentices at 7 Rs each	14	2 Apprentices ab 7 Rs each	14
1 Press-man —	12	1 Press-man	12
1 Do	10	1 Do	10
1 Ballman	8	1 Ballman	8
1 Do	7	1 Do	7
13	208 12		188

" 20

Extract from Home Department of Government of India		Office to which the proposition refers.	Nature of charge		Proposition					Grounds of proposition	Local Government's recommendation	Orders of the Government of India	
			Present scale	Proposed scale	Permanent	Temporary			Casual or extraordinary			Home Department	Financial Department
					Increase per month / Decrease per month	Increase per month — Period		Decrease per month — Period				Remarks	Remarks / Orders
No	Date												
			Vizagapatam										
			Rs										
		Printing Establishment	1 Compositor	50	1 Compositor	50							
			1 Do	30	1 Do	30							
			1 Do	20	1 Do	20							
			1 Do	15	"				" 15				
			1 Do	12	1 Do	12							
			1 Do	10	1 Do	10							
			2 Apprentices @ 7 Rs each	14	2 Apprentices @ 7 Rs each	14							
			1 Pressman	12	1 Pressman	12							
			1 Do	10	1 Do	10							
			1 Ballman	8	1 Ballman	8							
			1 Do	7	1 Do	7							
			12	188 11		173			15				

1b/640

Extract from Home Department of Government of India

Office to which the proposition refers.

Nature of Charges

Present Scale

Proposed Scale

Proposition

Permanent — Increase per month

Permanent — Decrease per month

Temporary — Increase per month — Period

Temporary — Decrease per month — Period

Casual or extraordinary

Grounds of proposition

Local Government's recommendation

Order of Government of India — Home Dept. Remarks — Financial Dept. Remarks

17/840

No. Date

Printing Establishment

Nellore

	Rs		Rs							
1 Compositor	50	1 Compositor	50							
1 Do	30	1 Do	30							
1 Do	20	1 Do	20							
1 Do	15	2 Do at 15 Rs each	30	15						
1 Do	12	1 Do	12							
1 Do	10	1 Do	10							
2 Apprentices	14	2 Apprentices	14							
1 Pressman	12	1 Pressman	12							
1 Do	10	1 Do	10							
1 Ballman	8	1 Ballman	8							
1 Do	7	1 Do	7							
12	188	13	203	15						

Cuddapah

1 Compositor	50	1 Compositor	50							
1 Do	30	1 Do	30							
1 Do	20	1 Do	20							
1 Do	15	1 Do	15							
1 Do	12			" 12						
1 Do	10	1 Do	10							
2 Apprentices	14	2 Apprentices	14							
1 Pressman	12	1 Pressman	12							
1 Do	10	1 Do	10							
1 Ballman	8	1 Ballman	8							
1 Do	7	1 Do	7							
12	188	14	176	" 12						

18/840

Extract from Home Dept of Government of India — No.	Date	Office to which proposition refers	Nature of charge — Present Scale		Proposed Scale		Proposition — Permanent — Increase per month	Decrease per month	Temporary — Increase per month	Period	Decrease per month	Period	Casual or extraordinary	Grounds of proposition	Local Government's recommendation	Orders of the Government of India — Home Dept. Remarks	Financial Dept. Remarks	Orders
			Bellary															
		Printing Establishment	1 Compositor	50	1 Compositor	50												
			1 Do.	30	1 Do.	30												
			1 Do.	20	1 Do.	20												
			1 Do.	15	2 Do. at 15 Rs. each	30	15											
			1 Do.	12	1 Do.	12												
			1 Do.	10	1 Do.	10												
			2 Apprentices	14	2 Apprentices	14												
			1 Pressman	12	1 Pressman	12												
			1 Do.	10	1 Do.	10												
			1 Ballman	8	1 Do.	8	8											
			1 Do.	7	1 Ballman	8												
					2 Do. @ 7 Rs. each	14	7											
			12	188	15	218	30											

Extract from Home Deptt of Government of India

Office to which proposition refers.

Nature of charge

Present Scale

Proposed Scale

Proposition.

Permanent Increase per month / Decrease per month

Temporary Increase per month / Period / Decrease per month / Period

Casual or extraordinary

Grounds of proposition.

18/840

Local Government's recommendation.

Orders of the Government of India

Home Financial Deptt / Deptt

Remarks / Remarks / Orders

No. Date

Bellary

Printing Establishment

1	Compositor	50	1	Compositor	50			
1	Do	30	1	Do	30			
1	Do	20	1	Do	20			
1	Do	15	2	Do @ 15 Rs each	30	15		
1	Do	12	1	Do	12			
1	Do	10	1	Do	10			
2	Apprentices	14	2	Apprentices	14			
1	Pressman	12	1	Pressman	12			
1	Do	10	1	Do	10			
1	Ballman	8	1	Do	8	8		
1	Do	7	1	Ballman	8			
			2	Do @ 7 Rs each	14	7		
12		188	15		218	30		

Extract from Home Department Government of India -

No — Date

Office to which proposition refers.

Nature of charge

Present scale

Proposed scale

Proposition

Permanent.	Temporary			
Increase per month	Decrease per month	Increase per month	Decrease per month	Casual or Extraordinary
		Brid	Brid	

19/840

Grounds of Proposition

Local Govt's recommendation

Orders of the Government of India -

Home Deptt	Financial Deptt
Remarks	Remarks
	Orders

Printing Establishment

Kurnool

1	Compositor	50	1	Compositor	50	
1	Do	30	1	Do	30	
1	Do	20	1	Do	20	
1	Do	15				" 15
1	Do	12	1	Do	12	
1	Do	10	1	Do	10	
2	Apprentices	14	2	Apprentices	14	
1	Pressman	12	1	Pressman	12	
1	Do	10	1	Do	10	
1	Ballman	8	1	Ballman	8	
1	Do	7	1	Do	7	
12		188 11			173	15

Extract from Home Department of Govt of India

Office to which the proposition refers.

Nature of charge

Present Scale

Proposed Scale

Proposition

Permanent — Increase per month — Decrease per month

Temporary — Increase per month — Period — Decrease per month — Period

Casual or extraordinary

Grounds of proposition

80/840

Local Govt Recommendation.

Orders of the Government of India

Home Deptt — Remarks — Orders

Financial Department — Remarks — Orders

Printing Establishments

Chingleput Unattered-

	As sanctioned	188	As sanctioned	188							

North Arcot

1	Compositor	50	1	Compositor	50						
1	Do	30	1	Do	30						
2	Do at 20 Re each	40	2	Do @ 20 Re each	40						
1	Do	15	1	Do	15						
1	Do	12	1	Do	12						
2	Do @ 10 Re each	20	2	Do @ 10 Re each	20						
2	Apprentices	14	2	Apprentices	14						
1	Pressman	12	1	Pressman	12						
1	Do	10	1	Do	10						
1	Do	8		"		"	8				
1	Ballman	8	1	Ballman	8						
2	Do @ 7 Re each	14	1	Do	7	"	7				
16		233 14			218	"	15				

Extract from Home Departt of Govt of India

No. Date

Office to which the proposition refers -

Establishment of Printing

Nature of Charges	Present Scale	Proposed Scale		Proposition			Grounds of proposition	Orders of the Government of India	
				Permanent - Increase per month / Decrease per month	Temporary Increase per month	Temporary Decrease per month	Casual or extraordinary	Local Government's recommendation - Remarks	Home Departt - Remarks / Financial Departt - Orders -
		Tanjore √							
1 Compositor	50	1 Compositor	50						
1 Do	30	1 Do	30						
1 Do	20	1 Do	20						
1 Do	15	2 Do @ 15 Rs each	30				15		
1 Do	12	2 Do @ 12 Rs each	24				12		
1 Do	10	1 Do	10						
2 Apprentices	14	2 Apprentices	14						
1 Pressman	12	1 Pressman	12						
1 Do	10	1 Do	10						
1 Ballman	8	1 Do	8				8		
1 Do	7	1 Ballman	8						
		1 Do	7						
		1 Do	6				6		
		2 Wheelers @ 5 Rs each	10				10		
12	188	18	239				51		

Extract from Home Deptt of Govt of India		Office to which the proposition refers.	Nature of charge	Present scale	Proposed scale.	Proposition						221/640 Grounds of proposition	Local Govt's recommendation	Orders of the Government of India	
						Permanent			Temporary						
						Increase per month	Decrease per month	Period	Increase per month	Decrease per month	Period	Casual or Extraordinary		Home Deptt Remark	Financial Deptt Order
No	Date														
			Madura												
		Printing Establishment	1 Compositor	50	1 Compositor	50									
			1 Do	30	1 Do	30									
			1 Do	20	1 Do	20									
			1 Do	15	1 Do	15									
			1 Do	12	1 Do	12									
			1 Do	10	1 Do	10									
			2 Apprentices	14	2 Apprentices	14									
			1 Pressman	12	1 Pressman	12									
			1 Do	10	1 Do	10									
			1 Ballman	8	1 Ballman	8									
			1 Do	7	1 Do	7									
					1 Wheeler	5	5								
			12		188 13				193	5					

Extract from Home Deptt of Govt of India

No. | Date

Office to which the proposition refers.

Nature of charge

Present scale | Proposed scale.

Proposition

Permanent: Increase per month | Decrease per month | Period

Temporary: Increase per month | Decrease per month | Period

Casual or Extraordinary

Grounds of proposition

2421/840

Local Govt's recommendation

Orders of the Government of India

Home Deptt Remarks | Financial Deptt Remarks | Orders

Madura

Establishment of Printing

Present scale		Proposed scale		Permanent Increase	Temporary Increase	Temporary Period	Casual or Extraordinary
1 Compositer	50	1 Compositer	50				
1 Do	30	1 Do	30				
1 Do	20	1 Do	20				
1 Do	15	1 Do	15				
1 Do	12	1 Do	12				
1 Do	10	1 Do	10				
2 Apprentices	14	2 Apprentices	14				
1 Pressman	12	1 Pressman	12				
1 Do	10	1 Do	10				
1 Ballman	8	1 Ballman	8				
1 Do	7	1 Do	7				
		1 Wheeler	5		5		
12		188 13			193		5

Extract from Home Department of Government of India

Nº Date

Office to which the proposition refers.

Nature of charge

Present Scale

Proposed Scale

Proposition — Permanent

Increase for first year (Decrease) per month

Increase per month

Period

Temporary

Decrease per month

Period

Casual or Extraordinary

Grounds of proposition

23/840

Local Govt Concurrence Date

Orders of the Govt of India

Home Financial Deptt

Remarks

Remarks

Orders

Coimbatore

Printing Establishment

1	Compositor		50	1	Compositor		50		
1	Do		30	1	Do		30		
1	Do		20	1	Do		20		
1	Do		15	1	Do		15		
1	Do		12	1	Do		12		
1	Do		10						
2	Apprentices	14		2	Apprentices		14		
1	Pressman		12	1	Pressman		12		
1	Do		10	1	Do		10		
1	Ballman		8	1	Ballman		8		
1	Do		7	1	Do		7		
				1	Wheeler		5		5
12			188	12			183	5	10

Net decrease " 5 .

Extract from Home Department of Government of India

No. Date

Office to which the proposition refers.

Nature of charge

Present Scale

Proposed Scale

Proposition — Permanent: Increase per month; Decrease per month; Period. Temporary: Increase per month; Decrease per month; Period. Casual or Extraordinary.

Grounds of proposition

22/840

Local Govt's recommendation: Remarks.

Orders of the Govt of India: Home Dept: Remarks. Financial Dept: Remarks. Orders.

Coimbatore

Printing Establishments

1	Compositor	50	1	Compositor	50			
1	Do	30	1	Do	30			
1	Do	20	1	Do	20			
1	Do	15	1	Do	15			
1	Do	12	1	Do	12			
1	Do	10						
2	Apprentices	14	2	Apprentices	14			
1	Pressman	12	1	Pressman	12			
1	Do	10	1	Do	10			
1	Ballman	8	1	Ballman	8			
1	Do	7	1	Do	7			
			1	Wheeler	5		5	
12		188	12		183	5	10	

Net decrease " 5 .

Extract from Home Deptt of Govt of India	Office to which the proposition refers.	Nature of charge	Present Scale.	Proposed Scale	Proposition: Permanent — Increase per month	Proposition: Permanent — Decrease per month	Proposition: Temporary — Increase per mouth	Proposition: Temporary — Decrease per month	Casual or Extraordinary	Grounds of proposition	Local Govt's recommendation —	Orders of the Govt of India: Home Deptt Remarks	Orders of the Govt of India: Financial Deptt Remarks	Orders of the Govt of India: Orders
No. Date														
											240/310			
		Establishment & Printing Charges												
			South Canara											
			1 Compositor — 50	1 Compositor — 50										
			1 — Do — 30	1 — Do — 30										
			1 — Do — 20	1 — Do — 20										
			1 — Do — 15	1 — Do — 15										
			1 — Do — 12	1 — Do — 12										
			1 — Do — 10	1 — Do — 10										
			2 Apprentices — 14	1 — Do — 8				8						
			1 Pressman — 12	2 Apprentices — 14										
			1 — Do — 10	1 Pressman — 12										
			1 Ballman — 8	1 — Do — 10										
			1 — Do — 7	1 Ballman — 8										
				1 — Do — 7										
				1 Wheeler — 7										
12			188 14	203				7 15						
			Malabar											
			1 Compositor 50	1 Compositor — 50										
			1 — Do — 30	1 — Do — 30										
			1 — Do — 20	1 — Do — 20										
			1 — Do — 15	1 — Do — 15										
			1 — Do — 12	— " —				" 12						
			1 — Do — 10	1 — Do — 10										
			2 Do @ 8 Rs each 16	2 Do @ 8 Rs each 16										
			2 Apprentices 14	2 Apprentices — 14										
			1 Pressman — 12	1 Pressman — 12										
			1 — Do — 10	1 — Do — 10										
			2 Do @ 8 Rs each 16	— " —				" 16						
			1 Ballman — 8	1 Ballman — 8										
			1 — Do — 7	1 — Do — 7										
			2 Wheelers @ 7 Rs each 14	2 Wheelers @ 7 Rs each 14										
			1 Masaljee — 6	— " —				" 6						
19			240 165	206				" 34						

The following are the Districts in which no alterations have been made.

Districts	Present	Proposed	Increase	Decrease	
Godavery	188	188	"	"	No alterations in these Districts
Kistna	188	188	"	"	
Chingleput	188	188	"	"	
South Arcot	188	188	"	"	
Trichinopoly	188	188	"	"	
Tinnevelly	188	188	"	"	
Salem	188	188	"	"	
Total Cost per Mensem	3,689	3,689	116	116	
Do per Annum	44,268	44,268	1,392	1,392	

C. A. Galton
A Sub Secretary

Ex'd
C. P. Ramasawmy Sett

Rev. 2154/74

840

Enclosure in Official Memorandum from the Actg Sub Secretary to the Board of Revenue to the Actg Under Secretary to Government, Revenue Department, dated 13th June 1874 No. 803

Rev 517/74

Statement shewing the revision of the District Press Establishments -

Pl. 16 July 1874
Ex B A. 40 A.

24/840

REVENUE BOARD OFFICE,

Madras,

Dated 13th June 1874.

No. 803

OFFICIAL MEMORANDUM.

Official Memorandum from the Government, Revenue Department, dated 11th March 1874 No. 48.

The undersigned has the honor to submit the tabular Statements called for shewing the proposed revision of the District Press Establishments.

(By Order)

A Graham
Actg Sub Secretary

To,

The Actg Under Secretary to Government
Revenue Department

with a Statement

xHenLocker
Cd/Remuneration Sett

Rev. 2154/74

840

Enclosure in Official Memorandum from the Ag Sub Secretary to the Board of Revenue to the Ag Under Secretary to Government, Revenue Department, dated 13th June 1874 No 803

Rev 517/74

Statement shewing the revision of the District Press Establishments-

Ry. D 6 July 1/74
Ln B No. 40 A.

24/840

REVENUE BOARD OFFICE,

Madras,

Dated 13th June 1874.

No. 803

OFFICIAL MEMORANDUM.

Official Memorandum from the Ag Government, Revenue Department, dated 11th March 1874 No 48.

The undersigned has the honor to submit the tabular Statement called for shewing the proposed revision of the District Press Establishments.

(By Order)

Ag Sub Secretary

To

The Ag Under Secretary to Government
Revenue Department

with a Statement

WDanLocker
C.B./Commissioner Secy

Rev. 2154/74

840

Enclosure in Official
Memorandum from the
Ag Sub Secretary to the
Board of Revenue to the
Ag Under Secretary to
Government, Revenue
Department, Dated 13th
June 1874 No 803

Rev 517/74

Statement showing
the revision of the District
Press Establishments -

Pl. 76 July 1/74
Ser B St. 40 A.

24/840

REVENUE BOARD OFFICE,

Madras,

Dated 13th June 1874.

No. 803

OFFICIAL MEMORANDUM.

Official Memorandum from the
Government, Revenue Department, dated
11th March 1874 No 48.

The undersigned has the honor to
submit the tabular Statement called for
showing the revision of the District
Press Establishments.

(By Order)

A Walton
Ag Sub Secretary

To,

The Ag Under Secretary to Government
Revenue Department

with a Statement

xdenLocker
C.R./Romanathan Sett.

Revenue Department.

No. 840

PROCEEDINGS of the MADRAS GOVERNMENT.

Under date the 6th July 1874.

READ the following papers:

Pres: Bd of Revenue

Requesting sanction of the Establishment employed in District Press &c

H. E. 19: Feb: 1874 No. 364

O. Mr. from Actg Sub Secy. Bd of Rev:

Submitting Tabular Statement showing proposed revision of District Press Establishments

13: June No. 803

The revision of the ~~District~~ Press Establishments, as shown in the tabular statement submitted by the Board of Revenue and entailing no additional cost in the state, is sanctioned. The temporary establishments now employed in some of the Districts, except

No. 2154
Revenue 1874 Sept 25 with Pros

OFFICIAL MEMORANDUM.

From

The Sub-Secretary to the Board of Revenue,

To

The Collector of

Dated 13 June 1874.
Received 13

No. 803.

Submitting Tabular Statement showing proposed revision of District Press establishments

40 Nos.

Cir. July 1874

Cir. July 1874 Pros

80 6 July 1874 Pros

except South Arcot, will be
at once discontinued - The
Board will report how long
the special establishment in
South Arcot will be required

2. The total annual
cost of the Prep establishments
amounts to Rs 44,268 -

I have attended some
Board meetings in the
Settlement Office
and find
30/6/74
Board of Revenue
Accountant General
11-7-74

Ex Ev R&S

7/6/51

40-41

C 5½ Sal 5/4 R 6½