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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

REVENUE DEPARTMENT

G.O. No. / B.P. No.	728	Press. / Mis.
Dated	20-3-1878.	~~197~~ .

Not to be folded or roughly handled

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

7th March 1878, No. 396.

Printing.

Read the following paper:—

No. 15. *Extract from the Proceedings of the Government of India in the Home Department (Public), dated Fort William, 26th February 1878, No. 364.*

Read Home Department Resolution Nos. 68—2837 to 2854, dated 21st November 1874, proposing the following rules in view to carry out the instructions of the Secretary of State as to a reduction of expenditure in printing public documents:

I.—That the separate printing of some local departmental reports be prohibited, their subject-matter being digested and edited in the annual administration report.

II.—That those reports of which the separate printing is sanctioned should, as a rule, be limited to a fixed maximum number of pages and to a fixed size of type and page which should not be exceeded or changed without the sanction of the Local Government concerned. Also that the number of copies to be printed shall be fixed by the Local Government for each report, having regard to the necessary official circulation.

III.—That all heads of all departments making reports be required to condense and edit, instead of reproducing *in extenso* in their own reports or as appendices, the reports of their subordinates, except upon the ground (which should be stated and explained) that any particular report possesses special value and interest that will be lost by condensation.

IV.—That every department should be debited with its own printing charges, not necessarily for the purpose of account, but in view of comparison being readily formed of the total printing charges annually incurred by each department.

Read the under-mentioned correspondence from Local Governments and Administrations:

From Madras Government, No. 1077, dated 29th September 1876.
From Bombay „ „ 2222, „ 24th July 1875.
From Bengal „ „ 1178, „ 13th August „
From N. W. P. „ „ 973-A, „ 31st May „
From Punjab „ „ 1158, „ 9th April „
To „ „ „ 744, „ 30th April „
To „ „ „ 257, „ 4th Sept. „
From „ „ „ 79-C, „ 22nd May 1876.
To „ „ „ 344, „ 19th June „
From Chief Commissioner, Central Provinces, No. 4191—189, dated 19th December 1874.
From „ Oudh, No. 6539, dated 15th December 1874.
From „ British Burma, No. 142—115, dated 23rd January 1875.
From „ Mysore, No. 6119—G 23, dated 24th September 1877.
Public Proceedings, May 1876, Nos. 230 to 234.
From Chief Commissioner, Assam, No. 1864, dated 7th August 1877.
To „ „ No. 1815, „ 28th Sept. „
From Resident, Hyderabad, No. 140, dated 18th February 1875.

Read the following correspondence with the Superintendent, Government Printing, as to the type and size of page most suitable for annual departmental reports:

To Superintendent, Government Printing, No. 1498, dated 29th September 1876.
From „ „ „ „ 36, „ 4th „ 1877.

RESOLUTION.—The following is a summary of the replies received from Local Governments and Administrations.

2. The Government of Madras are of opinion that as regards Rule I, the reports which are prescribed by the Secretary of State and by the Government of India must continue to be printed. The printing of certain departmental reports which are useful only for incorporation in the annual administration report will be discontinued, that as to Rule II some discretion must be left to reporting officers as to the number of pages in their reports. As to the type it has been ordered that without special sanction reports shall be printed in double foolscap *quarto* and in pica type with small pica appendics. "Selections from the Government Records" will, however, continue to be printed in *octavo*.

Rule III is said to be already in force.

Rule IV is accepted and has been introduced.

3. The Government of Bombay concur generally in the views of the Government of India, but deprecate any rules being framed for universal adoption, as there is danger of overlooking the principal reasons, viz., easy reading and facility of reference for which some of the reports are printed. As regards annual reports, the Superintendent of the press has directions to bring to the notice of Government any unusual length of book work or tabular matter, and inquiries are being made as to whether they can be reduced. Economy may be secured in two ways—(1) by repressing prolixity on the part of heads of departments, and by directing them to embody their subordinates' reports in their own, except when the report is a specially valuable one; (2) by limiting the number of copies printed. His Excellency the Governor expresses his willingness to give effect to these suggestions, but is not prepared to prohibit the printing of any of the reports now submitted. The most important and perhaps the most bulky reports of all, viz., the Collectors' administration reports, are not printed, their substance being embodied in the general administration report. It is not thought advisable to lay down the exact size to which any particular report should extend. As regards Rule IV, all officers and departments are at present debited with the value of printing work done for them.

4. His Honor the Lieutenant-Governor of Bengal considers that all departmental reports which are of sufficient importance to be referred to in the administration report ought to be printed, as such reports are required both for the use of local officers and for record. Moreover, the Superintendent of the Bengal Secretariat Press has reported that even where only five copies of reports are required it is cheaper to print them than to have them copied in manuscript. It is not practicable to restrict reports to a fixed maximum number of pages. It is found that departmental reports are not generally too long, but their size is increased by subsidiary reports being appended to the report of the head of the department. This will be remedied. It is desirable that the number of copies of each report to be printed should be fixed by the Local Government, and instructions will be issued accordingly. Some difficulty is felt in carrying out the suggestion that each department should be debited with its own printing charges, as there are many reports which cannot conveniently be assigned to any particular department; but the wishes of the Government of India in this respect will as far as possible be met.

5. His Honor the Lieutenant-Governor of the North-Western Provinces considers the first rule to be inexpedient. As to Rules II and III he agrees that much may be done, but he is not prepared to recommend a maximum number of pages. His Honor, however, promises to see that the annual reports are less voluminous, and that much matter at present printed is in future omitted or condensed. The Lieutenant-Governor thinks that to debit each department not with its printing charges generally but with the cost of printing its annual report may be of use.

6. The Punjab Government has proposed to discontinue the printing of certain reports which would be sent in manuscript, being the subject-matter embodied in the annual administration report, while the administration of the stamp department would form a section of the revenue report submitted by the Financial Commissioner of the Punjab. The Lieutenant-Governor agreed with the other suggestions of the Government of India.

7. The Chief Commissioner of Oudh, assuming that Local Governments do not mit departmental reports and their reviews of the same to the Government of lia, but only one general administration report, expresses his desire to follow that tem. He is of opinion that all departmental reports should be submitted to him d be included in the general administration report, with the exception of the Public Works and the Forests Reports which he proposed to submit separately. As an ternative, the Chief Commissioner suggests that reports on revenue administration, dministration of criminal and civil justice, of police, jails, and on the sanitary ondition of the Province should be printed separately, but without the tabular statements which would appear in the general annual report, and that the separate printing other minor reports should be discontinued, the subjects being included in the nnual administration report.

8. In the Central Provinces it appears that no fewer than 20* departmental and general reports are printed every year. The Chief Commissioner proposes that only six† of these reports, dealing with the more important branches of administration, shall be printed in full at a maximum length for each. The Chief Commissioner understands that, in addition to the above six, the forest and the revenue reports will be submitted in print as usual. As regards the other departmental reports, the Chief Commissioner adds that they will be submitted to and be reviewed by him, but the reports themselves will appear in print only in the shape of a concise chapter in the administration report in which all that is valuable for record will be preserved. The third rule suggested by the Government of India is already in force. As regards the fourth rule, no printing is allowed except at the Chief Commissioner's Press, and it is easy to ascertain at any time what the printing of any department has cost.

* Including General Administration Report.
† Judicial Criminal.
Judicial Civil.
Police.
Jails.
Education.
Sanitary.

9. The Chief Commissioner of British Burma thinks that all departmental reports at present received by him should be printed, with the exception of the report on civil dispensaries which might be digested and edited in the annual administration report. These departmental reports are now, under the sanction of the Chief Commissioner, printed uniformly in octavo. The Chief Commissioner would not limit the number of pages by any hard-and-fast rules, but would restrict them to from 30 to 80 pages. The number of copies to be printed is now fixed by the Chief Commissioner. He has no objection to the rule that heads of departments be required to condense and edit the reports of their subordinates. Rule IV, that every department should be debited with its own printing charges, is accepted.

10. The Chief Commissioner of Assam proposes to submit only one annual report, viz., the general administration report. Separate provisional orders have issued regarding this proposal and on the correspondence which followed it.

11. The Chief Commissioner of Mysore does not give detailed views on the proposed rules, but remarks that generally they have been observed in Mysore and Coorg. He gives a list of the departmental reports the printing of which he would discontinue. They are

(1.) Judicial reports (civil and criminal).
(2.) Police reports.
(3.) Reports of Commissioners of Divisions.
(4.) Report of Superintendent of Coorg.
(5.) Do. of Military Assistant.
(6.) Do. of the Inam Settlement.
(7.) Do. of Revenue Survey and Telegraph Department.
(8.) Do. of the Small Cause Court.
(9.) Do. of the Government Museum.

With most of these reports this department has no concern.

12. The Resident at Hyderabad does not think that the printing of any of the reports can with advantage be dispensed with, except the report on survey and settlement work and on municipalities. If the Government of India approve of their discontinuance, their subject-matter will be digested and edited in the Commissioner's general report, and subsequently embodied in abstract in the annual administration report. The Resident promises to use every endeavor to curtail expenditure in the printing of public documents in future.

13. The Superintendent, Government Printing, states that in his opinion the most convenient size of form* for annual departmental reports would be foolscap folio 5⅝ inches by 10¼ inches. This size is now universally adopted for the monthly Proceedings Volumes of the Government of India and for the great majority of administration and other reports. As to type the Superintendent recommends solid pica for the report proper, and small pica for extracted matter and the appendices. Figured statements should, the Superintendent thinks, be confined to one page, and where it is possible to do so two or more statements should be brought into one page instead of spreading the type out with unnecessary gaps between each line.

* The page for such a form would be about 12⅞ by 8 inches.

14. The Government of India consider that in all Provinces, so far as this department is concerned, the following reports which are submitted to the Government of India should be separately printed with the review of the Local Government upon them:

Judicial Criminal.
Judicial Civil.
Police.
Jails.
Education.
Sanitary.*
Registration.
Municipalities.

* With which the vaccination report is now incorporated (Home Department Resolution, No. 86, dated 9th May 1877).

As regards the remainder, including dispensaries, vaccination, lunatic asylum, lock hospitals, schools of medicine, the Government of India are prepared to leave their separate printing to the discretion of the Local Government concerned. With reference to the dispensary report, the Secretary of State has, in one instance, where its separate publication was discontinued, been pleased to direct that in addition to ample information regarding dispensaries being given in the annual administration report the sanitary report should include a chapter giving full particulars on the subject.

15. As regards imposing a limit to the number of pages for each report, the Government of India accept the objection to any fixed maximum being prescribed. There is however a decided concurrence of opinion that departmental reports are often too bulky and may well be reduced to a more convenient size. It should be borne in mind that such reports should contain summaries of facts supported by accurate statistics; that discussions of theories are out of place in them; and that a short report, if clear and complete, is far more creditable than a long one. The Government of India trust that each Local Government will instruct their subordinates to keep this view in mind.

16. As regards type and size of volume, the Government of India request that the views of the Superintendent of Government Printing may be generally adopted in the case of all reports submitted to the Government of India.

17. The third suggestion that heads of departments should be forbidden to reproduce *in extenso* the reports of subordinates has met with general acceptance and should therefore be adopted. Local Governments are also ready to comply as far as possible with the fourth suggestion that every department shall be debited with its own printing charges though not in the accounts. The printing charges of each department shall therefore be shown separately in a tabular comparative statement prepared by the Comptroller-General which should give details of cost in each Province. The

comparison of the different charges in the several Provinces for the same object may lead to useful results.

Lastly, the Government of India will not interfere with the distribution of a report by a Local Government within its own jurisdiction; the external circulation of such reports is regulated by Home Department Resolution Nos. 37—1432 to 1453, dated 20th May 1874.

18. The Government of India trust that these orders will not be lost sight of as their object is to secure a material saving of time and money urged by the Secretary of State and to raise the character of official documents published in India.

No. 10—365.

ORDER.—Ordered that this Resolution be forwarded to Local Governments and Administrations for information and guidance, and to the other Departments of the Government of India for such further orders as may be necessary. It is suggested that uniformity as to type and size of volume seems desirable in all reports submitted to the Government of India in any department.

(True Extract.)

(Signed) J. O'KINEALY,
Offg. Secy. to the Govt. of India.

To the Government of Madras.

No. 16. ORDER THEREON, 7th March 1878, No. 396.

Communicated to the departments of the Secretariat, and to all heads of departments in continuation of G.O., dated 4th September 1876, No. 995.

(True Extract.)

H. G. Hamilton
Chief Secretary.

To the Revenue Department.
„ the Military Department.
„ the Public Works Department.
„ the Hon'ble the Judges of the High Court.
„ all Heads of Departments.
„ the Supervisor of the Government Press.

Exd. C. Howarth.

Revenue Dept.

No 1221

Govt. of {1878} Madras.

PUBLIC.

To

THE REVENUE DEPARTMENT,

&c., &c., &c.

Dated March 7th.

Issued —"—

Recd 18 March Encl.

G.O., 7th March 1878, No. 396.

MARCH.

Nos. 15-16.

Printing.—Communicating Resolution of Government of India reviewing reports of the several Local Governments and Administrations, and laying down rules for the reduction of expenditure in printing public documents.

With Order

No 728 - 20 March 1878

No 728

Communicated to the Board of Revenue, Director of Revenue Settlement, Superintendent of Revenue Survey and Conservator of Forests.

To the Board of Revenue 20 March

To the Director of Revenue Settlement

To the Superintendent Revenue Survey 20 March 78.

To the Conservator of Forests